

Ten Tips: Etiquette for CHSG Students attending a live lesson using MS Teams

1

In advance of the lesson, set up your space. This should be somewhere quiet. The place you choose should not be your bedroom

2

Make sure you have all your equipment ready (booklets, planner, pencil case etc)

3

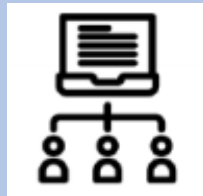
Make sure you are dressed appropriately. You do not need to wear your uniform.

4

Let others in the household know you are about to go online and learn.

5

Use your real first name and surname to access the lesson (do not use your e-mail address).



6

Respect others taking part in the lesson.

7

Think carefully about the questions that you might ask so the lessons can run to time

8

Use the chat or raise hands function if you need to ask a question

9

You will be asked to complete tasks on your own – make sure you do this for your benefit

10

Remember we want the FINEST in our classrooms (including our online classrooms)

Remember:

If you have IT access problems (laptop, WIFI) please contact your Head of Year

If you are struggling to log in to a lesson please contact your teacher via e-mail to let them know

