



Classes which include a blended online aspect are held online on the platform Microsoft TEAMS

Class participants are therefore respectfully asked to be mindful of the following:

While this is a virtual classroom, it is still a classroom and appropriate classroom behaviour is expected.

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**Please**

log into your class in good time from an appropriate, quiet environment.

keep your **video on** – tutors and classmates need to see you!

keep your **audio off** (on mute) until you want to speak.

ensure that you have a suitable background for class or use a virtual one

Close all other applications on your computer while in class.

Turn off your mobile phone and keep it out of reach.

If you would like to speak or answer a question, use the “Raise Hand” feature. Then unmute yourself after you are called on by your tutor.

Only use the chat-box facility if your tutor requests it and remember that it is public. Write formally and only relating to the topics under discussion.

Keep pen and paper handy to take notes as you would in a physical classroom.

Behave as though you were in a physical classroom; respecting classmates, staying focussed on the task in hand/tutor presentations, and in solidarity with your trade union colleagues.

It is SIPTU College policy not to record live classes. We may separately record material and send it out to you.

Remember to sign out or “leave the meeting” when the session is finished.

**Thank you!**