

Microsoft Teams Online Etiquette

JOHN R KING

CONSIDERATIONS FOR ONLINE LEARNING



- 👤 **Please show up at the scheduled time.**
- 👤 **Stay on mute. Get permission from your teacher before you speak.**
- 👤 **Eliminate distractions. While no one is going to come take your phone, because you have it out during class, it is a good idea to do your work without additional distractions. Multi-tasking is a myth and makes your work take longer and be of lesser quality.**
- 👤 **Have all your supplies ready. When you set up your study area, have everything you need within reaching distance, so you do not have to keep stopping and starting when you need something.**
- 👤 **Be near an outlet. As much of the work will require your cellphone, laptop, or tablet make sure it is charged when you start or that you can be plugged in while you work.**
- 👤 **Refrain from chewing gum, eating, drinking, laying down, playing with siblings, yelling or talking to other family members in your household, jumping around, and having a television on near you or in front of the camera.**
- 👤 **Please make sure to let others around you know that you are in class. If you have a noisy background, please mute yourself. Please do not unmute yourself if a teacher has muted you. There may be too much background noise or an echo coming from your device. Please do not be afraid to raise your hand. Ask questions. If you are confused about something, ask. We are here to help.**

Remember, this is a class, so treat it as such!

TITANS