

Online lecture Etiquettes for students

An online lecture is quite different from off-line one, but if you follow the etiquettes below, an online lecture can become more effective, enjoyable and fruitful for everyone.

- Introduce yourself. Don't assume that your participants recognize your voice. State your name the first few times you speak.
- Be patient waiting for a response to your chat messages.
- Be aware that non-verbal communication is largely missing.
- If talking is available for participants, raise your hand to let the presenter know you want to say something.
- If you are not called on by the moderator/chair/tutor, identify yourself before you begin speaking.
- Wait a few seconds after the other person stops talking, there can be a delay of sound
- If you are using a telephone for your audio, remember to mute yourself when you are not speaking.
- If your control key is used to toggle the microphone on and off, don't use it unless you want to talk.
- Please keep in mind that the moderator can read all chats, also 'private' chats between participants
- For moderators: when responding to a chat message, mention the name of the sender and repeat the question in full.
- When ending the session make sure that you leave the room