

VOICE / SPEECH

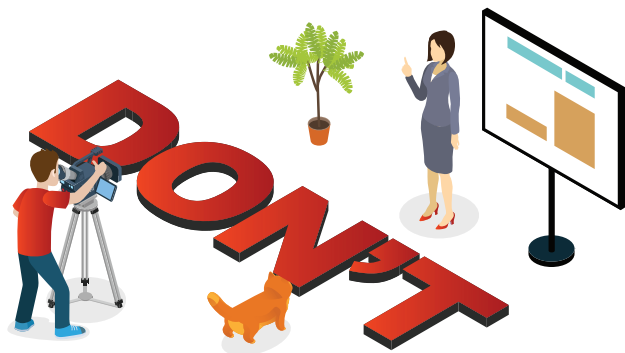
- Don't shout into the microphone!
- Keep your hands away from your face.

FACIAL EXPRESSION

- Don't show a negative response on your face as it is amplified on camera.

BODY LANGUAGE

- Avoid elaborate hand movements.



GENERIC ISSUES

- Don't shuffle and wave papers in front of the camera as this affects focus.

PRIVACY

- Don't discuss anything that may be controversial or breach privacy.
- Don't have anything on show in the background which may breach personal privacy.

POSITION & POSTURE

- Don't move out of camera range.

VOICE / SPEECH

- Establish polite protocols from the beginning – stop and pause / response time.
- Speak more slowly and distinctly.
- Encourage pupils to do likewise.

PRIVACY

- Remember to mute microphone when talking to people who enter the room

ICT

- Check that everything is working prior to class commencing.
- Make sure that you have a mobile phone contact with a teacher / technician in the receiving school.
- Have contact details for Head of Department / Faculty.



IN-HOUSE SUPERVISION

- Agree protocols with regard to behaviour with supervising teacher. Ensure that supervising teacher is aware of what pupils are doing on-line.



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ONLINE TEACHING / LEARNING TIPS

DOS AND DON'TS



FACIAL EXPRESSION

- Appear animated and show enthusiasm.

TEACHING RESOURCES

- Have alternative lessons stored on the receiving school's server as a Plan B or ask school to print off hard copies of units in advance of starting a topic.
- Ensure that there is a range of off-line activities available for pupils.



GENERIC ISSUES

- Minimise other distractions in the rooms.
- Keep your work area / desk tidy.

POSITION AND POSTURE

- Make sure that your chair is comfortable!

BODY LANGUAGE

- Always look into the camera, not the screen.
- Maintain an alert posture.

