

Student Netiquette for Remotely Delivered Teaching

Preparing for online teaching

Making the most of it: Student 'Netiquette' for remotely-delivered teaching sessions for Manchester MBChB Programme.

Be prepared – Online learning can be tiring

Try to block off some time before and after your timetabled online sessions and use this time to walk around, get a drink / food, reflect and prepare for what's next.

Before you begin the session ask yourself – What do you need to allow you to be present for the whole session? Earphones to block background noise may be helpful.

Be aware of your background and lighting – try to provide a plain background.

Set up your workspace to be as physically comfortable and distraction free as possible for studying. Ensure notifications, such as emails are muted / turned off to avoid any distraction.

Be-prepared- let us know if any problems

Know when your sessions are and check you have Zoom downloaded on a device which will connect to the internet reliably. Please get in touch in good time before the session so we can do our best to help you.

Use your full name as you Zoom ID

Otherwise you might not be let in to the teaching session as the tutor has a list of who they are expecting! Also helps discussions if everyone knows who everyone else is.

Log in with your Zoom Pro account associated with your University email for teaching sessions

Ensure you have turned 'live streaming' off and 'end-to-end encryption' on in your settings, and use a different password for Zoom than you use for other accounts.

Be careful not to share any information through Zoom which could identify a patient or staff member.

Be respectful – to peers, SPs and tutors

Just as in our usual face-face teaching sessions, we would expect you to act in a way which is professional and respectful to all in the group; tutors, simulated patients and peers. If someone is speaking, listen and allow them to finish. If you wish to speak in a group discussion, raise your hand or use the 'Raise Hand' icon on Zoom.

Chat function: only when asked by your tutor

Your tutor will advise you about the chat function, but generally for small group sessions we would like you to talk to each other and the tutor rather than use the chat function, and ask questions as we go through as we would in a face:face session. We would request that you do not send private messages to each other during the session. Please be forgiving of typing errors of peers, and tutors, particularly if typing quickly due to time constraints of our sessions.

Co-hosting and Recordings

You may be a co-host in the meeting if your tutor does not have a University Pro-account. Please do not use any functionality of being co-host other than as requested by your tutor. Recordings of any teaching sessions should not be made.

Cameras: on

You should have your camera on for small group sessions, unless advised by your tutor e.g. for telephone consultation practice. If you have any problems with this, it should be discussed with the your CEC year administrator, who will seek advice from the appropriate Academic Lead (CEC Communication, Year Lead or PPD Lead etc).

Clothing: on (!)

As your camera will be on, consider your background and ensure you are happy to share what is behind you. Also consider if your clothing is suitable by asking yourself what you would wear for a face:face session, and treat these sessions no differently.

Microphone: on only when speaking

Please keep your microphone on mute unless asked by the tutor.

Eating and drinking

Drinking water / tea is permitted during communication sessions, but please try to eat before you attend as it might be distracting for other students.

Time-keeping and attendance: will be noted

Attendance is marked in the session. If you are late, it can be disruptive for other members of the group, so please keep to the timings of the session – come a few minutes before the start so that you can ensure your camera/mic is working and that you can hear others. Your tutor will open the session 5 minutes before the start time. Please be aware for clinical teachers that they may be caught in NHS work . Many of our NHS teachers are juggling this role at the same time as clinical care. Please be patient with them if they are a few minutes late.

If you have no teacher turn up after 5 minutes from the start take please email your CEC Year Administrator, do not wait.

Don't be afraid to ask for help

This is new to all of us – don't be afraid to ask for help. There are resources available to you and we would encourage you to let us know if there is something you are struggling with.

All students are expected to contribute actively in discussions in order for you to learn effectively.

Created using information and ideas stimulated from the Open University course, 'Taking your teaching on line', and [FMBH Online/Blended Learning Strategy](#) and [Small Group recommendations](#).