

Participating on line

We get used to talking face to face or having class in a room together. So, having classes and meetings on line can feel strange and certainly requires a slightly different approach. The following are a few ideas to help you transfer to the cyber meeting space and get the best out of our on line classes.

- *Sit so your face is easy to see*



- Find a comfortable position. You want to make sure that you are sitting centre and towards the top of the screen.
- See the picture on the hard left: too close to the screen and you will disappear. The participant on the right, in the picture, is seated well

so even if he moves forward to look at their screen he will still be visible.

- *Who are you looking at?*



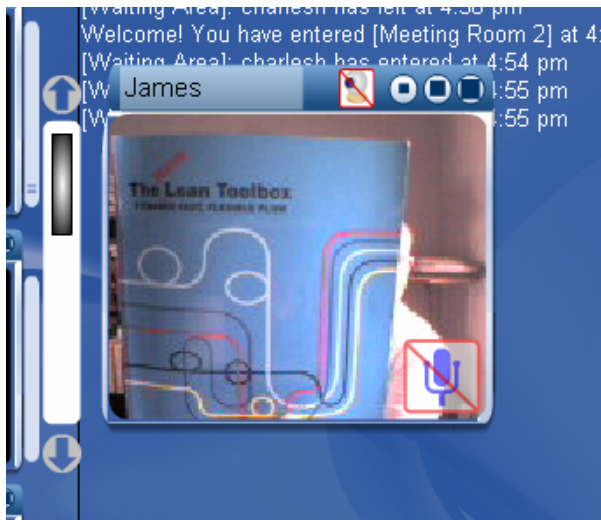
- In a face to face meeting we look at other people in the eyes.
- On line we tend to look at the screen. So, in the picture, on the left, we will tend to look at the blue part.
- Try *when you are talking* to look at least some of the time at the camera. Then

the other person will feel you have eye contact with them.

- *Tell people what you are doing*
- Some times you may need to look for something, go to the restroom, or have some technical problem. Tell others what you are doing e.g.,

- “I’ve received the file you sent. I’m just opening it now”
- “I just need to leave for a minute” (may be for a restroom break)
- “I’m just trying to find that file we were looking at last week”
- “Sorry I’m not clear what was the question?”
- “My computer is very slow. I need to restart it. I’ll come back on line in a minutes”
- “I’m just going to discuss with my class mates....”

○ Communicate using words, sounds and video



- Use all the communication tools at your disposal.
- You can show documents to the camera. This helps us see, for example, if you have the right book (see left – book cover is clear).
- The detail is not clear –so, for example the small words cannot be read in the picture on the left.

○ Turn of video for privacy



- If some one comes in the room that is not part of class/meeting you may not want others to see that person.
- You can turn off the video by clicking on the camera icon. The camera will turn off, the picture freeze and your sound will still be heard.

○ Turn off other programmes e.g., MSN

- Avoid doing things that are distracting or making distracting sounds on line.
- Turn off programmes that are not needed, for example MSN, unless it is specifically needed.