Participating in an Online Tutorial

An online tutorial is quite different form a face-to-face tutorial, but by following the guidelines below, the tutorial can become quite interactive, effective and enjoyable.

During the Tutorial

Chair/discussion leader/facilitator(s)

- State the role each participant has during the session (minutes secretary, chair/discussion leader/facilitator, participant)
- The chair/discussion leader/facilitator should have moderator rights
- When ending the session, make sure that everyone leaves the online environment (the moderator can remove participants) and that you leave the online environment

All participants

- Do not talk simultaneously, take turns
- Call each other by your names, so it is clear who is expected to respond
- Make eye contact: if you are sharing your video, look at the camera and not the session. It may feel weird but it helps everyone feel as if they are a part of the session and less isolated
- When responding to a chat message, mention the name of the sender and repeat the question in full

Etiquette for Students

- *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.
- 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/no headphones for your audio, remember to *mute your microphone* 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(s) can *read all chats*, also 'private' chats between participants
- Beware that *non-verbal communication* is largely missing, so make sure your full face is visible and that everyone can see your gestures