

DOS AND DON'TS FOR ONLINE CLASSES

Dos

01. **Choosing the right device** – Choose a device which has bigger screen and can be connected to the internet easily. The big screen is needed to enable the viewer to be able to see the content clearly and respond to the instructions appropriately. So, a desktop PC or a laptop is advised for online classes. Alternatively, a tablet is preferable. But use of smart phone will affect the eyesight.
02. **Positioning the device** – The device should be positioned in a place which is connected to the internet and properly illuminated. It should be ensured that the device is kept in static position that means to say that the device should not be moved once the online session starts.
03. **Position of the viewer** - The viewer should sit in front of the device in such a way that the face is opposite to the brightness. This would enable the image of face captured properly. The student should be seated in a proper chair and pay attention to the class.
04. **Viewer's etiquette** – The viewer should know that the online session is on and should prepare himself accordingly. He should dress properly appropriate to the session as the session may be recorded, sit in a proper posture as if in a classroom, with appropriate writing material to jot down important points. The viewers should follow the courtesies and respond to the instructions appropriately.
05. **Use of minimum data** – Since the Online session will consume a lot of data, it is advisable to switch off the broadcast of video from the viewer's side while the presenter's broadcast will be on. Thus, a lot of data usage can be saved. It will also prevent the presenter's distraction.
06. **Remain connected on WhatsApp group** – The student should actively be connected in the WhatsApp group created for the purpose so that the sharing of the content material before and after the session continues effectively.

Don'ts

01. The device and the viewer should **not be** kept in dark / shadowed place. This will hinder the contact in the online session.
02. Once the online session starts, the device should **not be** moved.
03. The viewer should **not be** seated in any place which might move. For example, sitting in a cradle, easy chair etc.
04. The viewer should **avoid anyone** else **nearby** when the online session is on. This distract the viewer and the presenter both.
05. The viewer **should not** share the link of online classes with anyone without permission of the appropriate authorities.
06. The viewer should not shout to respond to the instructions or to answer to the questions and doubts. Alternatively, the viewer can respond / ask for clarification of doubt in the chatroom.