WHAT TO DO ON ONLINE CLASSES?

by:
Nancy D. Villafranca
Teacher III Magsaysay Elementary School Dinalupihan, Bataan

As we transition to the world of digitalized learning, there are some changes we might have to consider for us to maintain a good attitude and right conduct during the time of classes. Whether you are a teacher or a student I am sure you are a little bit confused about how you should act in front of an important session. Here are some of the tips you can embody for you to practice the proper etiquette during your online class.

Be kind and polite. If you are a teacher I am sure that being polite is a thing you always do. Being polite doesn't mean that you have to be serious all the time. However, you must be respectful and sound courteous, whether you are a teacher or a student (Brooks, 2019). Respectful communication helps build a relationship. For sure, once the respect has built the foundation for the relationship, good communication between two individuals will flawlessly occur. Keep in mind that in online learning, communication is the main key.

Try to find a quiet place. Having respect is not the only key to good communication. You also have to consider external problems such as noise. If in case you cannot avoid the noise coming from your location, at least mute yourself if you are not required to talk to avoid disturbance. This is also one to show respect.

Try to look professional. For sure learning at home makes you want to wear comfortable clothes. However, since online classes are still considered as a formal conversation between a teacher and student, try to at least wear formal clothes. If not, try to at least look professional. Wear nice clothes and try to fix your hair. Looking professional will not just benefit the other side but also you. If you are wearing nice
clothes it will give you a boost your confidence and you will feel that you are engaging in discussions. (Lenson, 2012).

Be on time. As someone who engages in a very important discussion, whether you are a student or teacher, of course being punctual is important. Tardiness can cause others to delay some tasks if in case you are needed. Try to at least enter the conversation minutes before it starts. By doing so, you can also check if something is missing or there are technical difficulties.

Engage and participate actively. Teachers mainly facilitate the discussion. As facilitators, they have to make sure that their students also engage in the discussion. One thing students must do is to ask questions or answer some of them. Asking questions is not done all the times but it is very important to interact through one's curiosity. Doing so will ensure that the discussions are working on both parties.

Be ready to take notes. As the teacher goes on discussing it is good for the student to take notes. A good pen and notebook on the side of the table will be a good partner for the whole session. Taking notes while listening will boost your learning as you use a lot of your senses.

These are some of the important notes to remember while you undergo online sessions or classes. Always remember these things and for sure you will be able to transition well into the world of online learning.

References: