

# Microsoft Teams Etiquette



## 1. SET UP

- Have you got the right approaches to learning? Are you ready to collaborate?
- Practice managing positive self-talk
- Have all your materials ready (e.g. notebook, pen, etc.)
- Pin your teacher's screen, unpin everyone else
- Mute your microphone
- To ask a question: ask in the chat or turn your microphone on.
- Be ready to learn. No pyjamas.



## 2. BE PRINCIPLED

- Be appropriate and respectful in your posts and discussions
- Disagree with ideas, not people
- Use your IB Learner profile attributes and act with integrity and honesty
- Remember the Merici College Digital User Agreement!



## 3. CHATS

- Keep chat comments relevant to the class work
- Don't type in UPPERCASE
- Be brief
- Before asking a question, check if someone has already asked it.



## 4. ACTIVITIES

- Complete activities
- Contribute openly
- Ask questions
- Propose ideas and solutions.



## 5. BE PRESENT

- Close tabs you do not need
- Turn off notifications
- Leave your mobile phone somewhere so it is not a distraction.



## 6. POSITIVE RISKS

- Contribute to learning activities
- Take academic risks
- It is okay to make mistakes.



## 7. BE BALANCED

- Ensure you take a break from screen time
- Do a variety of work
- Achieve wellbeing through intellectual, physical and emotional balance.

