



Best Practices for Online Courses

Before you start:

Prepare your work station:

- **Plug in your computer** to avoid running out of battery.
- **Use a headset microphone** to lower background noise.
- **Use an Ethernet cable** instead of Wi-Fi.

Prepare your working environment:

- **Choose a well-lit room** for best image quality.
- **Avoid being back-lit.** Make sure there are no windows directly behind you.
- **Choose a neutral backdrop.**

Avoid possible interruptions:

- Put your phone on **silent or airplane mode.**
- **Warn those around you** that you will not be available.
- **Go to the washroom!**

During your class:

Optimize working conditions:

- Avoid simultaneous downloads
- Have something to **take notes** with.
- **Use a water bottle** instead of a glass to avoid spillage.

Ensure a smooth session:

- **Have your course material** within reach.
- Say **“Bonjour !”** in the chat when you log in.
- Get to know the **lesson plan** while waiting for the course to start.

Facilitate interactions:

- **Leave your camera on unless your connection is slow.**
- **Only activate the mic when talking.**
- **Raise your hand** (or send a message) **if you need help.**

After you are done:

Review:

- **Go over everything.**
- Reread your notes.
- Review your activities.

Organize between classes:

- **Manage your time.**
- Vary your activities.

Prepare for the next class:

- Do your homework.
- **Send your work in on time.**

Stay connected:

- **Collaborate** with fellow students.
- **Ask for help** if needed.

Credits (French version):

