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):