

Best Practice Live Teaching Online

Live sessions have specific requirements and challenges so here are some additional points to the behavioral code set out in 'Best Practice Online Teaching' that we would like students to follow while interacting with others in live meetings and teaching sessions.

- **Be ready.** Keep your surroundings and what you wear in mind as you might turn on your camera in a live session even if you weren't planning on it. Make sure to be properly dressed.
- **Make sure you are comfortable.** Only turn on your camera or microphone if you feel comfortable. If you have a question and do not feel comfortable turning your microphone on, you could write in the chat.
- **Follow instructions.** Depending on the size of the session, you might be advised to turn your camera and/or microphone off. Following these instructions will ensure that everyone has a smooth experience with their session.
- **Avoid cross talking.** Every online teaching platform has different features such as raising hand options, chat functions etc. Get to know the platforms you are using and make use of these features. Especially on video calls with a lot of people, it can be difficult to find the right time to speak. So use these functions to avoid talking over each other.
- **Reduce background noise.** Use a headset with a microphone attached for better sound quality and keep your microphone off unless you want to speak to reduce background noise.
- **Keep your camera steady.** If you have your webcam or camera on don't walk around with your device or move it constantly.

If you require this document in an alternative format, such as large print or a coloured background, please contact the Mathematics Teaching Organisation (MTO) by emailing mto@ed.ac.uk.