Good practices for students using Teams

Here are a few good practice tips that will help your online class proceed smoothly.

Your lecturer will likely send a set of guidelines and class rules to you before your first online class.

Participate from a quiet location.

To avoid disruption, post a note on your door, notify staff and/or family that you're in a video meeting.

Connect early

It can take a while to get logged in and setup for a video connection with the class, so plan to arrive a little early (~5 minutes prior to the start time).

Use a strong and stable connection

Particularly if you are presenting, any dropped connections from the Internet can be very disruptive to a meeting. Close all other applications on the computer that are not necessary for the presentation. This will help the software operate more efficiently and will help to conserve the individual network bandwidth.

Mute your phone/microphone when not speaking

When you join the meeting, turn your video camera and microphone off unless your instructor has instructed you otherwise. Turning your camera off may also assist if you experience problems with your Internet connection. To do this, click the microphone and video camera sliders so they are both set to off. You can always turn them on in the meeting if the instructor requests it.

Check your background

Check that the wall behind you is appropriate for a meeting or could be distracting to others. Consider using the blur my background feature in MS Teams.

Engage in the video meeting.

Follow the expectations and etiquette established by your lecturer. For example, the presenter may ask to be interrupted with questions or comments on audio at any time, raise hands, or post in the Chat. You may be given the opportunity to express yourself in the meeting with live reactions.

Use @Mentions for attention

In conversations or chats use the @Mentions to get an individual or channel's attention - but don't overuse it! Be aware that when you @ followed by your Team or Channel name, all members will get a notification.

Use Start and Reply to structure conversation

In channels, don't mix up Start a conversation and Reply to a conversation - it's easy to lose track of conversation threads this way.