

Zoom etiquette

At Language Up Ltd, we believe that every minute of our time with participants during online sessions is important, and we want to make sure that everyone on our Zoom call is able to make the most of the learning. With this in mind, please be reminded of a few basic Zoom etiquette points which will help us all:

1. It is best to join our Zoom calls on a computer (not a mobile phone or tablet) so you can easily use the keyboard and navigate the Zoom platform, and so you can see all the other participants. If a computer is not available, tutees or parents/guardians should let us know at least 24 hours before the lesson in case we need to adjust activities.
2. Make sure you join the call on time or a few minutes before the start time so we can get going with the session nice and quickly.
3. Find a spot in your home where you can keep the camera of your computer still and where there is nothing in the background for the other participants to be distracted by.
4. Make sure the name under your picture on Zoom is your name (not an email address or the name of someone else who uses the account!). It really helps the tutor to know everyone's names, so they can get to know you and call on you easily.
5. Keep yourself on mute unless your tutor asks you to unmute yourself - this means that if you have any background noise it doesn't disturb the class, and means that everyone has their turn to contribute and be heard.
6. Turn your video on and make sure your face can be seen nice and clearly. If there is a special reason you need to keep your video off, please let your tutor know. If you need to have your video off for a particular reason, please add a photo of yourself to your Zoom profile so we all know who is on the call.
7. If you have a question about something we are learning, raise your hand or put a note into the chat window - try not to interrupt the tutor or other learners while they are speaking.
8. Try not to multitask when you are on our Zoom calls - you might miss something important and it won't always be possible to go back to repeat it.

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