

# BEST PRACTICES FOR LEARNING VIA VIDEO CONFERENCING

## Hardware and Software

### Device:

A tablet, laptop, PC or other suitably sized device that will allow you to view the learning materials, tutor and other delegates. A phone is not a suitable device for virtual courses as the screens are typically too small to view the slides. Where possible we recommend the use of two screens.

The video conferencing software works best when it is downloaded to the device that you are using to attend the course.

### Microphone & Webcam:

Our virtual classroom courses require participants to join with both video and audio capabilities. Some suitable devices may have these built in such as laptops and modern tablets, if your device does not have video and audio capacity, please utilise external hardware such as a microphone and webcam.

Where possible webcams should be set to eye level, and microphones should be kept away from audio output devices such as speakers.

### Internet:

We recommend that you have at least 3 megabits per second download & upload speed (3mb/s) to ensure a stable and high quality connection to the video conference. Other devices connected to your network may impact the stability of your connection.

### Suitable environment:

In order to ensure that every delegate can get the most out of the course we require our delegates to attend from a quiet room with no distractions. There is an integrated feature in most video conferencing software that allows you to use a simple background such as an office background if you are not able to sit with your back to a plain wall.

### Stay seated and present:

Be prepared to stay present and attentive for the full duration of the course. Whether it is a one day course or a series of taught days make sure that you have everything that you need to attend the full programme of the course.

## Virtual Course Etiquette

To ensure a positive learning environment we advise that you treat your online course as you would a classroom course.

### This means:

Getting into the online meeting 15 minutes prior to course commencement in case of administration or registration requirements.

Ensuring your microphone is muted when you are not talking, and speaking clearly when you are.

Not eating, using mobile phones or using your keyboard during the teaching periods of the course.

Ensuring that your mobile phone is silenced and not in use during until breaks.

Sitting in a quiet, suitable environment which is well lit. Where possible facing a window rather than having your back to it.

### Check you're up and running:

It is a good idea to test that the software is working, this can be done with family or friends or with our offices if you are unfamiliar with the software. If you are unfamiliar with the video conferencing software please feel free to get in touch with our offices to find out more about how studying via video conferencing works, or to get a member of staff to check your connection to the meeting in advance.