

Rules for video lessons on Microsoft Teams

1. Participation is obligatory (according to classroom instructions)
2. Dial into the event some minutes before start, as the connection can take some time.
3. Find a quiet environment (preferably in a closed room).
4. Laptop/PC need to have a camera
5. It's suggested to use a headset to speak.
6. Only one person should speak at a time.
7. Let others finish talking before answering.
8. Mute your connection when you are not talking.
9. The teacher can give through Microsoft Teams homework, these also can be graded.

Rules of conduct for the chat in Microsoft Teams

1. The «like button» expresses your consent. Use the thumbs up button only in the sense of "understood", "sounds good" or "okay".
2. Never use GIF in a chat.
3. Try not to use emojis and if so only when it is useful
4. Shorten your sentences sensibly. Chatting is all about speed, the use of abbreviations is legitimated. But excessive use makes you appear lazy and disrespectful.
5. Avoid ambiguity.
6. Use your own created private group chat for your group works.

Rules of conduct for technical problems

1. Start teaching on time, even if not all students are logged in yet.
2. Patience is required when not everything works. Please show understanding.
3. If the video conference is not running due to overload or performance problems, deactivate the video camera, you are connected only via audio. Teachers will give you homework instructions via chat or you can arrange together a later appointment to catch up the missed lesson.
4. If no connection of any kind is possible (e.g. Swisscom networking broke down), cancel the lesson and define a replacement date or carry out a specific work order according to the teacher's instructions.
5. Another possibility is to record the lesson before and then make it available to the students.

