

# Digital Passport Session

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**Skills  
Centre**

**ACCESS+**  
FURTHER  
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SUPPORTS  
**UCC**



# Digital Passport Workshop Schedule

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TIME	ACTIVITY
9:00-9:15	Introductions
9:15-11:15	
11:15-11:30	
11:30-1:00	
1:00-1:30	
1:30-2:15	
2.15-3:15	



# Today's topic: Netiquette

# Session Overview



- Understand what netiquette means
- Learn about online communication
- Information about Dos and Don'ts in the online environment and communication
- General tips & tricks



# What is Netiquette?

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What do you think the expectations are of the below?

Online classroom etiquette

Communicating with peers and lecturers

Using your microphone and webcam

Being active and engaged

Time management/punctuality

Copyrights

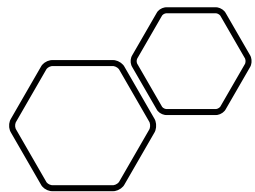
Privacy

Dress code

# #1: Your Online Class Environment

- Set up your space so there is little distractions
- Via your video camera, you are welcoming people into your home!
- Turn on your camera before your class and take a look at what is around you, is it what you want everyone else to see?





## #2: Your Microphone and Audio Settings

- Only unmute yourself when you are instructed to do so
- Use an external mic & headset because it offers the best audio but don't worry if that is not available
- Most computers have a built-in mic that you can use



# #3: Your Camera and Internet

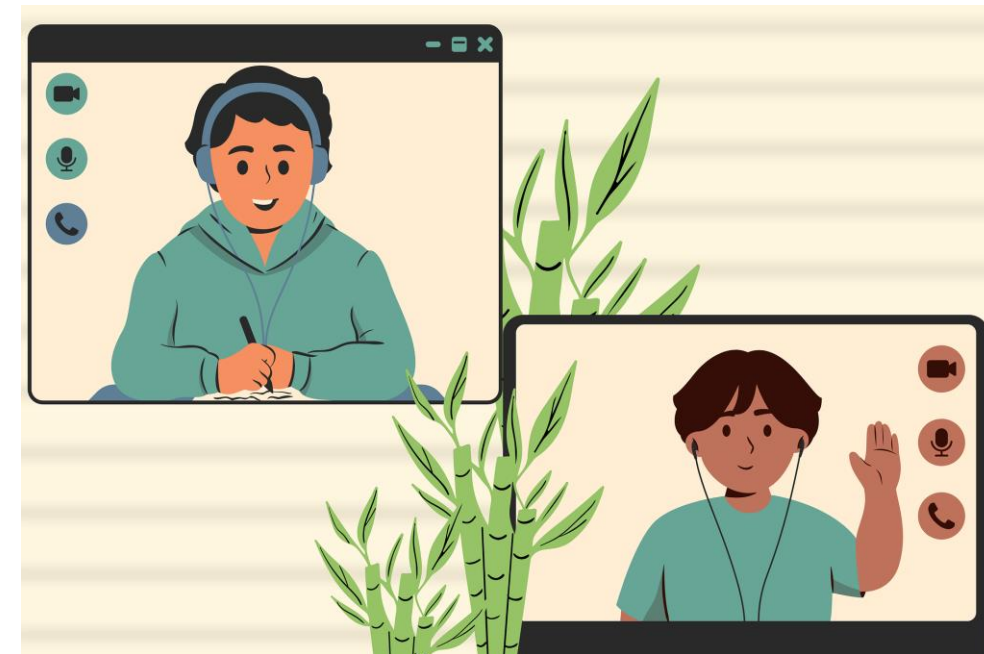


- Always test your equipment before it is time to sign on!
- If your internet is strong enough to support the use of your webcam, you may switch it on, unless otherwise instructed by your lecturer
- Make sure that the device you are using is placed on a flat surface so that the camera image is not constantly in motion
- Have a neutral background



# #4: Your Participation and the Chat Function

- If you want to ask a question – click the raise hand function on Teams:
  - Be polite
  - Be positive
  - Be professional and participate!
- Teachers want you to pay attention to them, so being active in class (no matter if online or



# #5: Online Discussion Forums

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- **Be respectful** and respect each other's privacy and feelings
- In your comments or if you are asked to respond to another student, be supportive and give positive feedback to your classmates
- Please **write your posts using the high standards of grammar, composition and spelling** that you would use in addressing your lecturer or your fellow students in a face-to-face setting or in an essay or email.





## #6: Time-Management and Technology

- Be on time!
- Make sure that you know how to use your own computer, phone or tablet before you go into the new semester
- Learn how to use the software and programmes you need for your classes (Canvas etc.)

# #7: Dress Appropriately and Mind Your Manners

- Be careful and mindful about what you wear when you attend an online video conference
- Since most microphones are very sensitive, **stay away from eating while you are in the call**



# #8: Privacy, Copyrights and Cyberbullying



Swearing and rude language is never allowed at any UCC class or event

Never use profanity in an email or discussion post

Cite all sources and references and respect copyright and license agreements

Be mindful of what you share online: never share private or personal information!

# #9: Follow General Online Writing Tips

Avoid using all capital letters as using all caps often indicates yelling or anger

The same goes for exclamation marks, don't overuse them, it will take away from your argument or the point that you are trying to make.

when writing emails or composing discussion board entries, avoid abbreviations such as LOL, LMAO and, similarly, use emoticons sparingly.

# #10: Know Where to Find Help



There is loads of help online and offline to help you

If you ever feel stuck or unsure or if you have issues with any of your devices, class tools, any technology, content or new ways of learning, don't be afraid to reach out and ask for help

Get touch with your lecturer, your school, your department, other services like the IT desk or us here at the Skills Centre



# Any Questions?

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Contact the Skills Centre for a Presentation Practice or if you need other help with your academic communication!

**Email:** [skillscentre@ucc.ie](mailto:skillscentre@ucc.ie)

