BSN Language Institute Live Classroom Guidelines for Students –

The Live Classroom is the online area where students will meet with their teacher and classmates during the live classes. The same class general guidelines of courtesy, respect and order are as important in this environment as if the class would meet in person. Students should observe these guidelines to ensure that everyone will benefit from each online class session.

- **The instructor will moderate the activities and conversation in the class.** He/she will explain how they plan to facilitate. Be sure to follow their instructions carefully.
- **Make sure that your instructor is aware of any technical problems you experience.** You may be asked to contact the Classroom Facilitator or the Language Institute Help Desk (help@blendedschools.net).

**Logging Into Class**
1. To avoid delays and problems, close all unnecessary computer programs during the live class session.
2. Ensure that your computer and headset with microphone is properly connected prior to logging into the class.
3. Connect to the live classroom area a few minutes prior to the scheduled meeting time to ensure the software elements load fully.
4. Perform proper audio checks or tests when directed.
5. If you need to leave class early, remind your teacher privately before class begins.

**During Class**
1. **Speaking – Using Audio**
   a. Engage the audio button only when the instructor grants you permission to speak.
   b. Click the Talk button with your mouse to turn on your microphone to speak in the classroom software.
   c. Make sure the microphone is relatively close to your mouth. Speak clearly and in a normal conversational volume and speed. Speaking too loud, too soft or too quickly will not produce acceptable results.
   d. After you have finished speaking, click the Talk button to turn off your microphone. Be careful not to click the Talk button while you are speaking.
   e. Be patient of a few second delay between when you speak and when others hear you. Be willing to repeat your answer a second time to ensure your entire message is heard.
2. Requesting Attention
   a. The instructor may decide to address questions to specific students. Listen and wait as other students respond and the instructor moves to call on other students.
   b. To indicate that you have a question or would like to speak, please raise your hand using the Hand icon below along the bottom of the participant window.
   c. Wait until the instructor calls on you to ask your question.
   d. After your teacher has addressed you or has asked you to put your hand down, click on the Hand icon again to "yield the floor" to other students.

3. Providing Feedback During Class
   a. Yes/No
      i. Your instructor may ask you to answer a question using the Yes/No buttons (Check and X button below list of participants).
      ii. When directed, clear your response by clicking on the Check or X another time for future Yes/No questions.
   b. Status Messages
      i. Follow the direction of the instructor regarding the use of Status Messages.
      ii. When you need to walk away from the computer, change your status to Away. Clear the Away status when you return to the computer.
   c. Text Chat
      i. Follow your instructor’s directions regarding the use of this feature.
      ii. Type messages to the Entire Room unless your teacher instructs you otherwise.
      iii. **Think before you type.** All private messages can be viewed by your teacher.
      iv. Type only messages that deal directly with class subject at hand.

4. Whiteboard - The live classroom features a shared Whiteboard where the instructor may load presentations or demonstrations for the entire class.
   a. Use the Whiteboard tools only when directed by the instructor.
   b. Follow your teacher’s instructions in the proper use of the tools.

End of Class
1. Remain in the online class until the teacher has finished giving final instructions.
2. Log out of the live classroom area at the end of each class by closing the window of the software program.