

## **GUIDELINES FOR ATTENDING ONLINE CLASSES**

During the lockdown period we all are locked down in our respective homes, either learning from home or working from home. For doing all these things we heavily depend upon internet. As you cannot meet your teachers in face to face counselling sessions, the University is organising online counseling sessions for you with the help of our Learner Support Centres. You should take advantage of these online counselling sessions organised by these centres so that you can continue your studies while sitting at home. These online classrooms are just like your regular face to face classrooms. When the classes are held online, you need to keep a few things in mind for the success of these classes.

While attending online counselling sessions, you should take care of the following:

- Go through the self-learning materials of the relevant courses before you decide to attend the online counselling sessions. If you have not received the hard copies of the materials, you can download the digital materials from e-Gyankosh, IGNOU Student App or IGNOU E-Content App. Please visit the website of the Regional Centre or Learner Support Centre for schedules of such online classes. You will be informed about the online classes in advance either by the Regional Centre or the Learner Support Centre.
- Get logged in for the class within five minutes from the scheduled time. Keep yourself free from all other assignments or works during the session.
- Dress yourself properly before you get logged in for the class. In no case, you should open the video if you are not properly dressed. You should be in front of the camera when you have kept the video on and should avoid moving in front of the camera when the video is on. It disturbs the teacher as well as other students.
- Mute your microphone unless you are asked to speak. The sound coming from your speaker or from your environment will disturb others.
- Maintain a minimum level of formality when you present yourself before the camera or speak before the online audience. Use clear and concise language when you speak.
- Treat your instructor and classmates with respect in email, chat or any other form of direct communication. Be polite, kind and respectful when you address your teachers or friends.
- Use the chat box as a learning tool. You should use it to share your ideas, ask questions or clarify doubts in regard to the topic being discussed in the class.
- Ask only those questions which you think cannot be answered by your friends or you cannot find the answers from the other sources.
- Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
- Avoid using the caps lock feature as it can be interpreted as INAPPROPRIATE, YELLING and RUDE BEHAVIOUR.
- Limit and possibly avoid the use of emoticons like :) as they can be often misinterpreted.
- Be cautious when using humor or sarcasm in chat messages as your message might be taken seriously or sound offensive.

- Don't disclose or discuss any personal information or issues which are not relevant to the topic. Do not post personal or insulting remarks.
- Post messages which are relevant to the topic and within the scope of the course material. Be as brief as possible.
- Read your messages carefully before posting them in the chat box. Read the messages posted by others before posting your own comments. Don't repeat someone else's messages.
- Don't post a message that is very similar to a classmates. It indicates to the teacher that you haven't paid attention to the conversation so far. On the other hand, if you can build upon a classmate's thought or try to add something new to the conversation, it will show that you've been paying attention.
- Always be respectful of others' opinions even when they differ from our own.
- If you disagree with anyone, you should express your differing opinion in a polite, respectful and non-critical way.
- Don't send private messages to your friends during an ongoing class. A message posted in the chat box in an online classroom is a permanent digital record and can be used against you if you violate the rules of decency and decorum.
- Make notes of the discussions in the online class as you do in a face to face classroom.
- Note down the instructions given by your teacher for preparing the assignments, projects or synopses.
- Feel free to give feedback to your teacher and be in touch with him/her for academic support after the session is over.
- In case you would like to give any feedback to the Regional Centre about the online counselling sessions, you can write to [\*\*rccpatnaac@gmail.com\*\*](mailto:rccpatnaac@gmail.com) with a copy to [\*\*rccpatna@ignou.ac.in\*\*](mailto:rccpatna@ignou.ac.in).

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