**Some basic online classroom instructions**

**1. Technicalities**

* All participants need a microphone (earplugs) + a video camera on their computer! Please be aware that certain activities such as listening exercises and screensharing do not work on a smartphone!!
* All students MUST enroll in our virtual classroom on MOODLE (free access, no password needed) in order to participate in lessons and retrieve all material for lessons and assignments;
* Access to lessons: Webex – through Moodle;
* Ricevimento/office hours: fixed weekly timeslot (book via mail)
* For any further information, please contact me via email ([ilona.cziraky@unifi.it](mailto:ilona.cziraky@unifi.it)) – no reply service between Fridays after 6pm and Mondays at 9am;
* Only use your unifi mail address!!

**2. Netiquette (common online set of rules about behavior):**

* PLEASE log in **on time** at the beginning of the lesson and after recess breaks.
* When you log into lesson, please keep your microphone OFF and your video ON; while waiting for everyone to log in, please write *PRESENT* into CHAT box so I can keep track of attendance;
* I appoint a student assistant for each lesson who helps me keep track of chat/students’ requests to attend lesson etc;
* Feedback during lessons (if no emojis available): **?**=I have a question; **Y N** = yes/no, **OK**, **R** = repeat, **IDU** = I don't understand; **IDK** = I don’t know etc.
* Permission to record lessons;
* What if my or your system crashes (problems with computer or internet): If mine crashes, pls wait to see if I manage to log back in; if not, I will try and let you know by posting a message on Moodle via my phone;
* Whatsapp group x students to exchange information/assist eachother in case of technical problems.

**3. Highly appreciated/positively evaluated**

* Regular attendance
* Active class participation/interaction
* Timely completion of weekly assignments
* Trying your best

**BEST WISHES FOR A GOOD, SUCCESSFUL AND WHY NOT…FUN 1st SEMESTRE ;-))**