

NSCG Online Teaching Charter

Achievement... Respect... Commitment... Community...

Staff will....	Students will...
<p>Achievement</p> <ul style="list-style-type: none"> • Be online and on time for the teaching session • Communicate with students using college email – checking regularly • Provide in advance any information or tasks student require • Update Promonitor regularly • Liaise with Student Services as required to support individual student needs <p>Respect</p> <ul style="list-style-type: none"> • Remind students that when in group session their microphone should be off until asked to speak or invite questions • Be dressed appropriately for the teaching session • Turn off all other devices when conducting an online teaching session • Challenge unacceptable student behaviour in a timely and appropriate manner • Turn off the camera function when conducting a one to one student meeting <p>Commitment</p> <ul style="list-style-type: none"> • Provide timely pre session information as required • Seek advice for any technical issues experienced • Follow up students who arrive late or does not attend the scheduled session • Involve the Student Services team as and when required • Provide differentiated tasks and information to support individual student needs • Deliver the teaching session in an appropriate location, blurring the background wherever possible <p>Community</p> <ul style="list-style-type: none"> • Supervise online discussions during teaching sessions • Ensure sessions promote equal opportunities and advocate diversity at all times • Not record, film or share content of the sessions 	<p>Achievement</p> <ul style="list-style-type: none"> • Be online and on time for the teaching session • Submit all learning tasks as per assessment schedule • Regularly check college email account for communication from teaching staff • Communicate with tutor on a regular basis • Ask for support as and when required • Engage with Student Services to obtain support for individual needs <p>Respect</p> <ul style="list-style-type: none"> • When taking part in group session only turn microphone on when asked to participate or question are invited • Be dressed appropriately • Turn off all other devices when taking part in an online teaching session • Be respectful to all participants in the online session • Turn off the camera function when taking part in a one to one meeting <p>Commitment</p> <ul style="list-style-type: none"> • Complete all online and off line tasks • Contact the tutor if the session is missed due to technical issues • Give 100% attention to the online lesson • Speak to a tutor if finding the work challenging and need extra support <p>Community</p> <ul style="list-style-type: none"> • Contribute to online discussion • Remember to be patient with other students and tutors during the online sessions • Ensure consider equal opportunities and advocate diversity at all times • Not record, film or share content of the session • Inform the rest of the household that they are joining an online session and they may be hear over the microphone and seen on camera