Ready-made messages

Refers to **Chapter 3: Teaching live online: set up, management and support** on page 21.

Photocopiable worksheet

Chat box noise
Boys and girls, hello there! So that we can have a nice class, I would like to ask you to use the chat box only to respond to the teacher or to make comments that are directly related to activities. Thanks!
Your own L1 version:

Chat box noise alternative
Hi everyone! Students, mums, dads and older brothers or sisters. To start with, can I ask you all to please remember that the chat box is only for answers to the teacher. It is not for students to send messages to each other or for typing long chains of letters or words. Thanks!
Your own L1 version:

Chat box noise longer version
IMPORTANT: Hello everyone! We need to keep the chat box clear. Lots of emojis or long lists of letters make things messy and distract us all. To improve the quality of the class, I need you to be responsible with your messages. Most of you are doing *brilliantly* here. For those few that are not, please remember that I do keep a record of the comments. Thanks!
Your own L1 version:

Individual student noise

Hi there _____. You are working well and I am very happy with you. But I don't think you realise that you are making noises/humming/whistling/singing into your microphone as you are working and it's a little bit distracting for the others. Thank you!

Your own L1 version:

Introducing the microphone codes and/or visuals

Boys and girls, we had a lot of background noise and distortion last time. So, I am going to ask you all a favour.

1. When I say 'Code PINK: mute your mics', everybody mutes their microphones.
2 When I say 'Code GREEN: unmute your mics', everyone unmutes their microphones.
3 When I say 'Code BLUE: mute your mics but unmute when you want to speak', please put your microphones on mute and unmute them only when you are going to tell me something or answer a question.

Your own L1 version:

Technical issues: browser and enabling mics

Please check that you are using _____ as browser. That is the best one to use. Also, check that when you enter the digital classroom, you have enabled your mic. You may have to go out of the classroom then come back in again for that.

Your own L1 version:

Technical issues: offering a call/unresolvable problems

I can see you are having equipment or technology problems but I do not think it is anything I can fix right now. I can ask someone to call your parents to talk about the technical issues over the next few days. Would you like me to do that?

Your own L1 version:

Technical issues: feedback

We may be getting some feedback from you. What is happening, if you are using speakers, is that my voice is coming out of your speakers, then back to us through your microphone, creating a sort of loop. Do you have earphones that you can try this time or try next time?

Your own L1 version: