

# Quick guide – netiquette: how to behave in a virtual space



**Please be on time or notify the relevant person if you will be late.**

Since technical influences may delay access to the virtual classroom (e.g. logging in again), we kindly ask you to log in early, especially at the start of the course, after breaks or after group work or self study. If you are not able to be present at the start of the course, please notify your learning facilitator in good time or arrange for other participants to do so.



**To avoid any misunderstandings, please be courteous and considerate at all times.**

Since facial expressions and gestures are often not possible in the virtual classroom, we ask you to communicate clearly. Feel free to also use emojis in your exchanges. Let each other finish speaking. Please note that there may be slight time delays in the audio transmission online and that individual requests to speak may overlap as a result. Therefore, please give your facilitator the opportunity to establish the best way to deal with requests to speak, so that only one person speaks at a time.



At the start of your course, other individual procedures ("game rules") will be established with your learning facilitator.



**Conserve your internet bandwidth to ensure continuous transmission.**

If a high volume of data is exchanged on your end-user device, this will slow down transmission within the virtual classroom. Consequently, your own audio, or that of other participants, may be poorly transmitted or not transmitted at all, which will have an adverse affect on the training session. Therefore, please minimise any online data exchanges that you consider unnecessary for your training course (e.g. uploading or downloading large volumes of data, multiple web pages open simultaneously, continuous use of the webcam).



**Please respect the publicity rights of all participants.**

Please note that this virtual classroom is protected by data law. Audio or video recordings are not permitted, nor is the public sharing of content.



Good luck from the DB Training team!