

GUIDELINES FOR ONLINE COURSES

- Log in with your **full name** for easy identification and allocation of CPD hours.
- Ensure that your camera is switched ON during the whole lecture.
- For the purpose of attendance record you should be visible on your camera.
- Mute your microphone. To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
- For the smooth running of the online session, please use the “Raise Hand” icon for questions.
- CPD hours will be granted to only those who have received a confirmation email that their seats have been secured.

The IJLS Team
4 June 2021