

These ideas should help you to enjoy trouble-free online lessons.

- Learn how to save files: where do they go when you download them?
- Use OneDrive or iCloud to keep your English work safe. Create a folder in your user area so that you can access files even when on a different computer or a phone or tablet. This will save you a lot of time. Sub-folders may also be useful to help store data efficiently. Move downloaded files to this area so that you have them for the next lesson.
- Ensure you have either MS Word or one of the alternatives, eg LibreOffice to open doc and docx files; also download Acrobat Reader to open and make notes on PDF files.
- Bookmark the website page in your browser (this will usually be saved automatically in your OneDrive/iCloud; ensure that you tick that option in settings). Check the web site each week.
- Check Zoom for updates every week. These are frequent and may solve serious problems due to bugs, as well as enabling new features.
- Ensure your name is correctly shown for class meetings.
- You are supposed to keep your camera on all the time.
- Check microphone and headphones or speakers. Headphones give a better listening experience, and need not be expensive.
- If you drop out of the meeting, try to re-enter as soon as possible. The Internet sometimes does not work as well as it should. If this happens a lot, your parents may need to contact the service provider and insist on improvement.

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