



# Top 10 Tips for Digital Inclusion

Follow established effective practice in supporting your students. Act in accordance with the [UKAT Core Values of Personal Tutoring and Academic Advising](#), follow the competencies articulated in the [UKAT Professional Framework for Academic Advising](#) and Personal Tutoring, and make use of resources available to personal tutors through UKAT (<https://www.ukat.uk>).



## ACKNOWLEDGE NAMES AND IDENTITY

Encourage students to display their preferred names and pronouns, and suggest they upload their picture to their profile.



## ENCOURAGE SMALL GROUP INTERACTION

For group tutorials, use breakout rooms to give students time to talk and interact in a small group.



## USING VIDEO CAMERAS

Encourage students to have cameras on, recognising that this is not a requirement and the choice is theirs. Explain that we seek to replicate the classroom experience where we can all see each other when we engage.



## STRUCTURE ACTIVITIES WITH GUIDANCE

Structure small group activities so that students are aware of what is expected of them and what they are required to do.



## USE LIVE CAPTIONS

Make video calls more accessible by enabling the live captions feature where the technology allows



## USE ASYNCHRONOUS MESSAGING TECHNOLOGY

Integrate the use of online message boards into group tutorials (e.g. Padlet) so students can participate in a more structured manner and contributions can be saved and shared.



## ESTABLISH CLEAR MUTUAL EXPECTATIONS

Collaboratively set netiquette/engagement expectations, including for breakout rooms. Ask students to agree with these.



## BE PRESENT

Aim to visit breakout rooms during discussion and encourage conversation.



## ENCOURAGE PARTICIPATION

Use polls in group tutorials to encourage engagement and interaction. Remember that polls can be anonymous.



## ALLOW FOR TECHNICAL ISSUES

Be mindful of students' internet connections as they may drop in and out