EEB4 Ergonomics tips for teaching and learning on-line

EQUIPMENT & DEVICE

Issues	Solutions

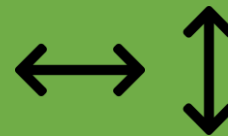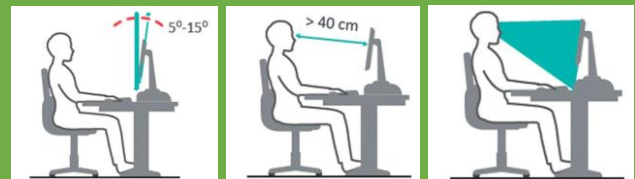**The screen position does not allow you to work / study comfortably.**

→ The screen is not in the right angle;

→ The reading distance isn't adapted;

→ The height of the screen is inadequate.

Adjust your screen as suggested below.

✓ The screen should be placed far enough away from the eyes (minimum 40 cm.) Many experts recommend placing the screen as far away as possible as long as the legibility of the characters is not hindered.

✓ The top of the screen should be positioned at or slightly below eye level. In continued and frequent use of laptops, it is recommended to use an external screen. If this is not possible, it is preferable to place the laptop directly on the desk. This enables you to type comfortably, while keeping the screen below eye level.

EEB4 Ergonomics tips

EQUIPMENT & DEVICE	
Issues	**Solutions**
The screen shows disturbing reflections or reverberations.	**Check for reflections and adjust accordingly.**
You cannot read clearly the characters on the screen. → They are not well-defined or blurred; → They are not large enough.	**Adapt your device's settings.** ✓ Most of the programs allow an adjustment of the font size (zoom) and type that makes the characters easier to read. ✓ As a general rule a 12 font size is recommended.
The brightness and contrast between the characters and the screen background are not well adjusted.	**Adjust the contrast of the screen so that the characters are clearly visible.** ✓ The brightness of the screen should be adjusted so that it is similar to the level of ambient light.

EEB4 Ergonomics tips

EQUIPMENT & DEVICE	
Issues	**Solutions**

The keyboard and / or the mouse does not allow a comfortable position for the arms, wrists and hands.

→ There is not sufficient space in front of the keyboard / mouse so that you can support your arms and hands;

→ The keyboard / mouse layout does not allow an alignment between the forearm-wrist-hand.

Leave a free space in front of the keyboard, at least 10 cm deep, to be able to rest your arms on the table and use a wrist rest, also for your mouse.

✓ The keyboard / mouse should be independent.

✓ When using a laptop, it is advisable to use external peripherals (keyboard and mouse)

EEB4 Ergonomics tips

FURNITURE	
Issues	**Solutions**

**There are too many things on your work / study table and computer desktop.**

→ There is little space to allow flexible placement of the screen, keyboard, books, documents and additional material;

→ It is complicated to find files and documents.

Keep the work / study table and computer desktop tidy.

✓ Distribute the different elements on the work table according to the frequency of use. It is preferable to put objects that are not used regularly away.

✓ Apply this advice also to your computer desktop. Try to keep it neat and organized.
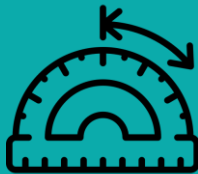
There is not enough space for you to sit comfortably.

→ You can't fit your legs comfortably under your table;

→ You can't change your posture easily.

Leave free space under the table to allow leg movement.

✓ Obstacles should be placed away from the perimeter of the table.

FURNITURE

Issues	Solutions
Your chair is not comfortable. → You can't adjust its height, nor recline the backrest; → The design of the chair does not facilitate your freedom of movement.	**If an adjustable chair is available, adjust the chair mechanisms to comfortably support the arms on the table and ensure full lumbar support.** ✓ If not, use a chair that is high enough to comfortably rest your arms on the table ✓ It is preferable that the chair be padded. ✓ For better lumbar support, a cushion or the like can be used. ✓ It is recommended to regularly change your posture, stretch your legs, bend them... Have regular breaks. Get up and stroll from time to time.
You cannot put your feet on the floor.	**Use a footrest or similar (for example, a box).**

LOCATION OF WORKSPACE

Issues	Solutions
You do not have a room of your own that allows adequate concentration to work / study. **(Younger pupils' activity on the computer should be always monitored by an adult)**	**When possible, try to recreate your work / study in a quiet room.** ✓ Low noise environments (away from television and street noise) should be sought, especially when performing difficult and complex tasks. ✓ Keep your mobile phone away when working / studying
Your work / study place does not benefit from natural lightning.	**Use also artificial lightning for visual comfort.** ✓ Combine artificial lighting and natural light, when possible. ✓ You should have a level of illumination that allows both working / studying on the computer and reading from paper. ✓ Consider using a gooseneck lamp, so that direct glare and reflections are avoided.

EEB4 Ergonomics tips

LOCATION OF WORKSPACE

Issues	Solutions
There are reflections both on the computer screen and directly in your eyes. → You cannot work in another room. → You cannot change your set up.	**When possible, reduce or suppress the sources of reflection.** ✓ The windows should have curtains, shutters or other sun filters. ✓ Place your computer screen perpendicular to the windows.
There are many devices plugged in. → You are using extension cables.	**Do not overload the electrical outlet.** ✓ Avoid the use of adapters or electrical elements in poor condition. ✓ Unplug when your devices have finished charging. ✓ Unplug when you have finished work / study