



# Guidelines for Online Learning



**Online learning environments are much like our regular classroom except that you can learn anywhere. Therefore, many of the same expectations apply.**

## Getting Ready for a Video Conference or Chat

**Put the meet/chat info into your calendar.** Use your calendar to keep track of teacher office hours, meeting times and teacher availability to make the most of the time.

**Test out the tech ahead of time and connect early.** Test out the app, make sure your microphone works, etc. When it is time to connect, get on the call a little early to have time to settle in.

**Gather your resources and have them handy.** If you need a textbook, paper, writing utensil, headphones, or other materials, make sure you have them next to you, so you don't have to get up and walk away.

## During a Video Conference or Chat

**Behave appropriately - the same way you are expected to do at school.** Follow the same expectations as in a regular classroom. Do not interrupt others, use proper language, and be patient.

**Mute and use headphones to cut out background noise.** When you connect, mute yourself. Keep your microphone muted unless it's your turn to talk.

**Communicate issues to the teacher** Communication is key. If you will need to connect late or leave the call early, just let your teacher know ahead of time.

**Make use of the features.** Most platforms have a chat sidebar for you to communicate with the teacher or other classmates without interrupting the speaker. There is also a screen share option. Ask your teacher for help if you need assistance.

## **REMEMBER THAT PEOPLE CAN SEE AND HEAR YOU.**

*If necessary, excuse yourself for a comfort break or quietly step away.*

## General Online Expectations

**Check your teachers' sites regularly.** It is best to check your virtual Classroom daily for updates.

**Be sure to start your work early.** It is expected that online learning may take a little longer sometimes until you get used to it, so do not wait until the last minute to start your work.

**Communicate issues early on.** If you are struggling with something, reach out to your teacher early so problems do not snowball into bigger issues.

*Adapted from [Successful meetings and chats](#) and [Medium.com](#)*