



Online Professional Learning Norms

General Online Professional Learning Norms

- We will begin and end on time.
- Be present and participate actively.
- Prepare your technology for learning.
- Silence notifications on all devices.
- Speak one person at a time.
- Take care of yourself during breaks.
- Hold each other accountable to our norms.
- Be the student you would want in your virtual classroom.
- When registering for courses; please be in attendance or cancel your registration in Eduphoria in advance so others may attend.
- In order to earn all credit hours, please complete all tasks as assigned.

Zoom Specific Norms

- Log in 2-3 minutes prior to class start time and be in the waiting room.
- Mute your microphone when you are not speaking.
 - You can use your space bar to temporarily unmute yourself to speak.
- Keep your video on during all live sessions. If you have to stop your video, this should be brief and due to extenuating circumstances.
- Actively engage throughout the training.
- Engage in discussion and feedback via any requested format (chat, breakout rooms, tech tools, unmuted mics and discussion etc.)
- Consider your background
 - Please consider some virtual backgrounds may be distracting to other participants.
- Use your first and last name.
 - To change your name from within a Zoom session, hover over your image on screen and click the three dots.
 - This should be your official name in the district and your name in Eduphoria.
- Use the chat section to have connected chats or ask questions.
 - Please know all chats, whole group and private will be visible to the presenter in the recording.
- Sessions may be recorded.
- Attendance will be collected at the end of the session.

Self-Paced Norms

- Read your email carefully for the specific class instructions and the link for the Canvas or Google Classroom course.
- Work on the class regularly in advance of the due date.
- Ask questions of the facilitator through Canvas or Google Classroom.
 - Please allow up to 24 hours for response



Online Professional Learning Norms

- Don't forget to turn in or submit assignments.
- Complete all tasks as assigned prior to the due date.