

Digital Citizenship in the Online Classroom Checklist

Teaching students online is different than teaching face-to-face. Below are some norms and best practices to support effective classroom behavior.

Establish Norms

Have you worked with students to establish classroom norms? These can include considerations such as the following:

- What is appropriate attire?
- How do you ask a question?
- How do you give feedback?
- When do you mute / unmute?
- What are protocols to ensure we're not interrupting?
- How do we make sure all voices are heard?
- When do you use the chat?
- When do you use backgrounds?
- When do you use a camera?
- What do students do when classes are recorded?
 - i.e. video, mute

Teacher Best Practices

Here are some of the best practices that successful educators use when conducting learning in online environments.

- Build in time before your class to set it up and at the end to close it out.
 - Set-up: includes checking your equipment, queuing up your presentation materials and any websites you would need
 - Close it out: leave time for Q & A, sending post-session surveys, and providing one-on-one support for any students who might need it
- Have an opening slide so participants know what they're about to learn.
 - Include the time/date of the session, any relevant links to materials, and other helpful information that participants might need during the session
- Have an agenda to help keep the meeting/session on track. Make the agenda available to all participants and make sure that it's set up for accessibility. Include all necessary links to resources and information. Have an agenda slide so you review with students what to expect
- Set some time up for free talk usually at the beginning and end. Having a time at the end can be a reward for staying on task

- Enter with your camera on; it's good to show your face and connect with your students. After initial greetings, you can turn your camera off (and microphone), especially if you're not speaking.
- Bring the energy! Not every meeting/session will be exciting or engaging, however, it's important to speak clearly and be present. No one likes hearing from someone that speaks in a monotone or stumbles through long-winded narratives.
- Assign roles
 - Consider roles such as:
 - Chat moderator
 - Moderates chat by bringing questions and feedback to the attention of the teacher
 - Answers any questions
 - Provides useful links and information
 - Tech support
 - Helps other students with any tech issues
 - Behavior moderator
 - This person brings any issues to the attention of the teacher
- Know your audience! Anticipate the possible questions that will come up and how you might address them.
- Be reflective. Ask for feedback from your students on how the session went. Perhaps provide a short survey.