

655 Cadet SOP

Virtual Training

Effective Date: 21 September 2020

Revision Date:

1.0 Attendance

1. Cadets are encouraged to consistently partake in as many virtual training nights as possible to ensure proper learning
2. If Cadet does not have access to a computer and/or have troubles accessing the google classroom please contact level instructor.
 - a. If webcam is accessible, participate in lesson with the camera on
 - b. Join lesson with mic muted. Permission should be given by instructor prior to unmuting
3. Weekly Training timings:
Period 1: 1900-1935
Break: 1935-1950
Period 2: 1950-2025

2.0 Conduct

1. This is an online environment and your presence online whether written or spoken can and will be found for the foreseeable future.
2. Be professional and respectful at all times, to both peers and instructors.
3. Cadets who display improper behaviour or partake in inappropriate exchanges will be subjected to disciplinary action.
 - a. The Cadet Organization can take both disciplinary and administrative actions depending on the infraction
 - i. Non exhaustive list:
 1. Verbal reprimand
 2. Removal from the lesson
 3. Written warning
 4. Temporarily suspension training
 5. Permanent suspension of training
 6. Expulsion from the Cadet program
4. Uniform will not be required to participate in lesson.
 - a. If camera is on please look decent and presentable

3.0 How to Use Google Classroom

1. To post in the classroom:

- a. Click on "Share something with your class" in the "Stream" tab at the top
 - b. Ensure that you have the correct class selected by checking the "for" dropbox"
 - c. Add any attachments and comments as necessary and click post
2. To hand in assigned work
 - a. Go to "Classwork" tab at the top of the page
 - b. Click on the assignment, and click "view assignment"
 - c. Click "add/create" and attach the desired file
 - d. Once the file has finished uploading, click turn-in to hand in the assignment