



Virtual Learning Best Practices / Classroom Courtesies

Course Advocate Team
TPI Orlando



Purpose of Virtual Classroom Courtesies

- To set expectations up front
- To maximize use of everyone's time
- To ensure a smooth and effective training session
- To ensure conducive learning environment



Be on time

- To ensure everything goes as smoothly as possible, login to the Virtual Classroom at least 15 minutes before the designated start time.
- Return from breaks on time so you don't miss attendance or important information.



Be courteous and respectful of others

- Realize that people cannot see your facial expressions.
- Reread your message before you send it to ensure that it has a friendly and respectful tone. You want to keep your messages professional!
- The Virtual Classroom is not the forum for rants or raves, political and religious discussions or personal opinions.



Use the Chat box thoughtfully

- While typing in the group chat box, do not use standard “text talk” or “IM lingo”.
- Use smaller font in chat. When the class is large, comments typed with large font can get easily lost. Use a dark color font.
- Don’t type in **ALL CAPS**. In the virtual world, typing in ALL CAPS is the equivalent of yelling.



Ensure all questions and comments are related to the training

- Conversation in the chat box can be very distracting. Limit the conversation to content-specific questions and comments.
- If the comment is not training related, please rethink posting it.
- It is very important to stay on topic. Comments, emoticons, or reactions to what was said are not necessary and distract your peers.
- Don't ask "What if" questions. If there is a specific scenario you feel you must ask about, email or IM the instructor outside of class time.



Interact with the instructors (and other students) appropriately

- If you have questions that you need addressed, wait for a pause in the instruction or let the instructor know in the group chat that you would like to unmute your mic to ask a question.
- When you do address the class, start with your name and location. For example, "This is Stephanie from Des Moines."



Ensure your microphone is muted

- Sometimes you may inadvertently unmute your microphone. Before speaking to someone near you, please make sure that your mic is muted. You may not want something meant for one person to be heard by all.



Limit distractions in the training room or office

- While this setting is a Virtual Classroom, many of you are participating in the class in a training room or office at your station. Understand that everyone learns differently and what might not be distracting to you, can be extremely distracting to others in your class. Side conversations and comments should be kept to a minimum.



Remember: Everything is recorded

- *Chat:* The group chat is saved in the Conversation history of the attendees. Therefore, this document can be referenced at any point.
- *Audio:* All of Virtual Classroom sessions are recorded.



Summary

- Use Chat box primarily for audio check
- Hold questions until prompted
- When you unmute, introduce yourself and let us know where you're from



WHITEBOARD PLACEHOLDER

- What tips/best practices can you share with this group?