

## Best Practices for Remote/Online Learning

PREPARE • CONNECT • ENGAGE • RESPECT • PROTECT

### PREPARE

#### Develop a Preparation Protocol

- Take the time to set up your space and/or develop a repeatable strategy to mentally prepare yourself for learning. This preparation is especially important if you are participating in lectures or online forums in a room you use for other purposes, e.g., your bedroom, your living room, etc. Develop this habit to help your brain develop an 'associative switch' to your virtual space of learning. Your strategy can be as simple as setting up your class notes/books next to your computer, changing the orientation of your device/computer, repeating a phrase, or even just pausing to think about this mental shift before you go online.

### CONNECT

#### Use Best Practices for Connecting to Synchronous ('live') Lectures

- If you share an internet connection with others, you may want to consider making an **internet-use schedule** to prioritize access to your online classes.
- If possible, log on **10-15 minutes early** to allow time for technology issues.
- Synchronous ('live') meeting platforms (MS Teams, Lifesize, Zoom) link to a toll-free phone number that accompanies the meeting invitation. **Phone into the lecture** if you do not have access to the internet, or if you experience connectivity issues. Find the number in *advance* of the course meeting and have it ready if you are using it as a backup plan.
- Log onto the platform with your **video off** and **microphone muted**. Unless otherwise instructed, keep your video off and mute your microphone when you are not speaking in order to decrease background noise, minimize lag, and increase access for others.
- When you are speaking, try to minimize the chances of **background noise**. Consider using **headphones** to maximize hearing and reduce audio feedback.

### ENGAGE

#### Forum Posts, Group Discussions

- Ensure you are **respectful** in your comments. When 'critical' comments are requested, frame them constructively.
- Keep messages short and concise.

- ❑ When replying to a group discussion or forum post, respond to concepts and ideas of the post, not to the person/s posting.
- ❑ In forum posts, **respond in a timely manner**.
- ❑ Be mindful of your word choice to ensure your meaning is clear. Tone can be hard to discern in digital formats.
- ❑ Make your text readable: write in paragraphs, use proper grammar, and avoid using unnecessary character symbols.
- ❑ All course forums, including chat functions, should be treated as 'classroom' space. Avoid slang or the use of informal language.

## RESPECT

### Respectful Conduct

- ❑ The [Student Code of Conduct](#) applies to online spaces, and you should act accordingly and expect the same standard of conduct from others in return. The same rules that apply in the classroom apply online.
- ❑ If using video, avoid distracting backgrounds. Whenever possible, use the blur background/replace background features.
- ❑ Participate **actively** in virtual class discussions, ensuring that your commentary is **respectful**.
- ❑ Close all other computer applications and turn off your phone to **avoid distractions**.

## PROTECT

### Privacy and Protection

- ❑ Be aware of available features in the online platform that can maintain your privacy (e.g., blur background/replace background features).
- ❑ *Before* using the 'share screen' function, close all other non-course related applications, i.e., any screen you do not intend to share (e.g., background documents, web browsers, etc.)
- ❑ Your privacy and the privacy of other students is important. If you are unsure of the course policy on recording, ask your instructor.
- ❑ **Never record others without their consent.**

**P R E P A R E • C O N N E C T • E N G A G E • R E S P E C T • P R O T E C T**