



## From C + V Webinar *Community Talks: Manage Online Learning from Home: Advice for Parents & Students*

Tip Sheet from Craig Harrer, Director of Ricks Center, University of Denver:

Parents can email [Craig.Harrer@du.edu](mailto:Craig.Harrer@du.edu) for more examples and grade specific resources.

**Here are some guidelines for virtual learning in our online community (middle school):**

Please remember you are in a virtual classroom, with that in mind, appropriate classroom behavior is expected.

1. Log in to your online experience from a distraction-free and quiet place using your real name.
2. Make eye contact with the camera (the camera is the class!)
3. Find your light! Make sure there is a light source in front of you, not behind
4. Speak in a conversational tone - you won't need to raise your voice
5. Keep your audio on mute until told to speak. This helps with background noise and allows everyone to participate.
6. Use the raise hand feature if you need to ask a question. Then unmute yourself once you are called upon.
7. If the chat box is used, understand it is public and the record of chat is archived. Comments should pertain only to the lesson that is taking place.
8. Make sure you are prepared for the class daily.
9. Refrain from using backgrounds while class is in session.
10. Your posture should be upright with attention being paid to the viewing screen.