



## Our Protocols

Protocols and norms are like rules for our class. They help make sure everyone feels respected and heard, especially when we may not be in the same place together.

### Whole-Class or Large-Group Meetings

<b>In Person</b> 	<b>At Home</b> 
<ul style="list-style-type: none"><li>● I look at the speaker.</li><li>● I have all of my materials and I'm ready to learn.</li><li>● I put away all distractions.</li><li>● I raise my hand or use talking signals to add to the discussion.</li><li>● I use the chat or silent discussion to share my ideas.</li><li>● I use the <i>help board</i> or chat to ask for help.</li></ul>	<ul style="list-style-type: none"><li>● I look at the speaker.</li><li>● I have all of my materials and I'm ready to learn.</li><li>● I put away all distractions.</li><li>● I mute my computer so others aren't distracted.</li><li>● I use the video reactions or talking signals to add to the discussion.</li><li>● I use the chat or silent discussion to share my ideas.</li><li>● I use the <i>help board</i> or chat to ask for help.</li></ul>

## Small-Group Meetings

### In Person





- I look at the speaker.
- I have all of my materials.
- I speak loudly and clearly so everyone in my group can hear me.
- I ask my friends to share their ideas.
- I listen to the speaker and wait my turn to add my ideas.
- I use discussion symbols to agree, disagree, or add to the conversation.

### At Home



- I look at the speaker.
- I have all of my materials.
- I speak loudly and clearly so everyone in my group can hear me.
- I ask my friends to share their ideas.
- I listen to the speaker and wait my turn to add my ideas.
- I use discussion symbols to agree, disagree, or add to the conversation.
- I mute my computer while others are speaking.

## When You Are Working Independently

<b>In Person</b> 	<b>At Home</b> 
<ul style="list-style-type: none"><li>● I have all of my materials.</li><li>● I read directions carefully.</li><li>● I submit my completed work on time.</li><li>● I use the <i>help board</i> to ask for help if I need it.</li></ul>	<ul style="list-style-type: none"><li>● I have all of my materials.</li><li>● I read directions carefully.</li><li>● I submit my completed work on time.</li><li>● I use the <i>help board</i> to ask for help if I need it.</li><li>● I mute my microphone and turn off my camera but stay connected to my class.</li><li>● I put away distractions and focus on my learning.</li></ul>