

# Best Practices For Digital Learning & Virtual Meetings



## Preparing for an Online Meeting

**Quiet space:** Find a place where there is limited background noise. You might not be bothered with the noise but background noise can be disruptive for others on the call.

**Headphones with a microphone:** You may be tempted to use the microphone on your computer but this may be difficult for your colleagues to hear. Opt for headphones to ensure you are heard by the members on your call.

**Time:** Virtual meetings tend to be faster-paced so beware of overscheduling your meetings. Anything over 60 minutes should allow for breaks.

**Calendar Invites:** These should include a video link and back-up call-in number.

**Camera Use:** Using your video should be a priority. Video allows you to read body language and facial expressions like you would in-person. It helps minimize the effect of one large phone call and assists in helping you feel connected to your team.

**One-Tap:** For access on your phone, Zoom, GoToMeeting, and Google meetings allow for a one-tap option to call in without adding the code.

**Muting:** Plan to remain on mute when you are not talking to eliminate background noise. When you are home there are more sounds (the dog, the mail carrier, etc.) that could cause disruption. The microphone picks up on small sounds like a pencil tapping or typing notes which can be distracting for your colleagues.

**Un-Muting:** Don't forget to unmute when you want to speak.

**Screen On:** If you need to go off-camera or step away, let your group know you'll be back. As previously mentioned, camera use is important in helping you feel connected to your team.

**Space for Call:** Notice your background and lighting when you take a call. No one wants to see dirty dishes piled up or view someone that looks like they are in a cave. Tip: face a window or make sure you are exposed to plenty of light.



## Online Etiquette



## Tools

**Breakout groups:** Our company uses Zoom but there are other products that provide the same option to utilize breakout groups for smaller conversations. Note that only the host has the ability to create breakout groups so make sure the option is on your dashboard. We encourage you to practice all these tools in a small group before using it in a large call.

**Share screen:** When you are discussing items you would have projected in-person, utilize the share screen option to show visuals. This is also valuable if you are only utilizing notes. You can project the agenda and add notes as needed.

**Chat Function:** Opt to use the chat function to keep quick check-ins, yes or no questions. Encourage people to add questions to the chat. When you are virtual you are not as easily able to ask a quick side question so add it to the chat when you don't want to interrupt the conversation but want something addressed at some point during the call.

**Collaborative Docs:** Virtual documents such as Google Docs and Office 365 documents are essential tools to ensure all documents are current and collaborative.

**Check-In/Out:** Now more than ever, it is important to check in with everyone on your team. Here are some tips on how to do this: [Toolbox: Check-in + Check-out](#).

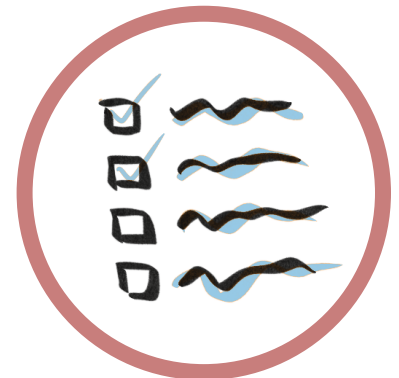
**Assign Roles:** Make sure you have a facilitator, notetaker and/or timekeeper to keep the meeting moving along.

**Checklist:** If you need to check on the completion of a quick "to-do", use a check/no-check protocol. This will give you a quick way to take the pulse of your team and determine what you may need to spend more time on during the meeting.

**Discussion:** Make sure you recognize you know what you need and ask for feedback from everyone or just those who have thoughts.

**Time Cap Agenda Items:** You will need to be diligent about managing your team members' time. Try and time-cap each agenda item so you get to all topics.

**Objection/No Objection:** When you need the opinion of the group, use an objection/no-objection protocol. If no objection is reinforced there is no need for further discussion. If someone objects, allow them to elaborate and propose an alternative solution.



## Protocols

## Other Tools



### Meetings

[NSR Check-In and Out Toolkit](#)

[Tactical Meeting Guide](#)

[Tactical Meeting Video](#)

### Organization:

[Responsive Org Playbook](#)

Trello: [How To Embrace Remote Work](#)

Trello: [6 Rules To Live By When You Work In An Office But Have Remote Team Members](#)

### Instructional

[Communicating PL to Families and Stakeholders:](#)

[Terminology, Tips and Tools for Success](#)

[Playlist Building 101](#)

[Personalized Learning Instructional Models for Elementary Schools](#)

[Personalized Learning Instructional Models for Secondary Schools](#)