

The 75 hours of Zoom videoconferencing sessions function as our Classroom for The Spirit of Learning[®] online program. We approach this time together much like we would in a brick-and-mortar building. By careful design, we are using this technology to support engaged presence, participation and a sense of community in the learning process.

Pre-Class Preparation

- Arrive a few minutes early to set up your work space and then to settle yourself for the beginning of class.
- Dress is "casual professional" and work space is organized and presentable – two fundamental practices as educators, coaches and leaders.
- Bring to your work space:
 - Pen and paper for taking notes
 - Required handouts, assignments, notes, objects, etc., as listed in the Preparation and Assignments Topic of the corresponding Home Study Lesson
 - Water or tea or whatever you enjoy drinking
- Phones and any other digital devices switched off – and most preferred – not even in your workspace. This will assist you in maintaining attention and focus on the learning activity.

Technical Preparation

- Before class, make sure your Internet connection is reliable
- Set up your camera and lighting for the best view of you
- If possible, mute notifications on your computer. This will cut down on distracting “pings” during class.
- When you join Zoom, make sure your online “name” is accurate. If it isn’t, rename your video box to the name you wish to be called (“Jessica Smith” instead of “jsmith”).
- Mute your audio
- Keep your video on

During Class

- Return on time from breaks, ready to begin again.

There will be three types of breaks:

- 30-second to 1-minute mini-break to stretch and to take your eyes off the screen
- 5-minute bathroom break
- 10-minute bathroom break with time for eating, stretching, walking outside

- Keep your microphone muted unless you are speaking. Re-mute when finished speaking.
- Remain focused on the Zoom class – don't check email, social media or other websites while online.
- The Chat feature is not to be used to chat with one another during class, just like you were in the same room together: *no side talking*. We will use Chat specifically as a teaching method to deepen the understanding of the material and to build community.
- Your questions are most welcome. You can raise your hand on screen or use the Zoom "Raise Hand" in the Reactions tab.
- If you have a tech question during class, you can chat directly with the Host via the Chat box, or raise you hand and speak your question.
- If you need a break from sitting while in class, you are welcome to participate from a standing position. Just step back from your screen and adjust your camera angle.
- Do rest your eyes periodically as needed, listen and stay engaged with eyes closed or open and relaxed.