

# The 3A's for E-Learning Class

## Accountability

- Be on time for any virtual meeting. Arriving a couple minutes early is great too!
- Check your calendar the night before to make sure you know when your sessions are.
- Set alarms/ calendar reminders on your cell phone.
- Continue with routines like you would when going to in-person school as much as possible.
- Remember to be respectful at all times.
- Stay on topic. Only post relevant links, comments, thoughts, and/or pictures. Remember this is a classroom setting.
- Stay engaged. When you do have breaks, give yourself some time away from technology.

## Advocacy

- If technology is not working email your teacher IMMEDIATELY.
- Use the background feature on Teams if you prefer.
- Have a designated work area without

distractions

- Student should remove distractions like social media and texting during live meeting.
- Use the Help Center 412-529-HELP.
- Stay available and communicate with teachers when issues/absences occur.

## **Awarene**

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- Be aware of what is in the background of your video camera when you are in a meeting.
- When you arrive, please be sure to mute yourself. Background noise and talking can be distracting. To mute yourself, click on the microphone icon on the video display.
- Allow people the space to speak and do your best not to talk over another person.
- There will likely be challenges, remember we are all in this together!