

Online Learning Guide

Take charge of your learning



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Online Training Guide for Participants

In this day and age more and more training is being held in the virtual world. This document will provide suggestions and tips on how to access your training and provide guidelines for participating in your online learning experience. Take charge of your own learning by following the recommendations listed on the successive pages.

Technology

To ensure sessions run smoothly, you will require the following:

- Strong Internet connection
- Computer or laptop
- Mic + headset/capabilities on your computer to give and receive audio
- Perform computer updates to ensure a smoother run while online
- Webcam (optional)
- Preferably a well-lit area to ensure the camera image is well seen

Personal Conduct for Participants

Maintaining professional standards is an important part of your online learning experience. We ask that you consider the following points to maintain a level of respect and engagement in the virtual classroom.

Please consider the following:

- View through camera (what others see, things to be mindful of)
 - No bedroom/bathroom etc.
 - No personal photos in sight of camera
 - Eliminate any distraction in background
- Distractions from others
 - No other people or pets in the room
 - Remain off cell phone/other devices while training

Personal conduct in sessions

Online learning has its own set of etiquette guidelines. Respect the learning of others and the instructor to help contribute to a healthy learning environment. We respect others by knowing when and how to ask questions, what features to use as part of the online learning platform as well as simple steps like muting your microphone when you are not speaking. When the microphone is left on others may receive “feedback” noise from the mic making their learning experience less effective.

Remember to:

- Respect other learners
- Mute mic when not speaking (avoid background noise and mic feedback)
- Maintain positive body language (avoid poor posture, wandering eyes)
- Stay attentive
- Do not eat in your session
- Refrain from side conversations that can take away from your learning as well as the learning of others
- Avoid texting and other digital distractions such as checking email and scrolling through social media during your session

It may be tempting to check your inbox or carry on a side conversation. **Stay present.** You might miss out on a learning opportunity. Remember, when using your webcam, use attentive body language: sit up straight, eliminate movements that distract and try not to let your eyes wander.

We hope you get the most out of every learning opportunity. If you have other helpful tips that we have not included please let us know. You can reach us at ask@mcca.mb.ca