

## Instructor-Led Online Learning – Best Practices for Educators

- One week prior, participants will receive an email reminder **from Develop** that includes details about the training and **how to access the online learning space**.
- Child Care Aware of MN strongly recommends that all participants **log into the virtual classroom and chat space at least one day prior** to test internet connection and audio/visual tools.
  - Technical assistance may not be available in a timely manner at the start of the session. Credit will not be given if participants miss 15 minutes or more of a training session for any reason.
- To access the online training event, educators should follow the instructions in the reminder email from Develop.
  - Educators must have access to a device that meets the requirements to join a Zoom training. View them here: [Zoom system requirements](#).
  - Child Care Aware of MN recommends using a computer or iPad/tablet to attend the training event. Use of phones is discouraged.
  - Click on the link provided to open Zoom in another window.
- **Driving during an event will result in immediate removal from the training. No credit will be given.**
- Each participant must register individually and join the training event on time.
  - Upon connection to the Zoom session, each participant should type their name in the chat to confirm attendance, **especially participants sharing a device**.
    - Only registered participants will get credit for the training event.
- Educators are required to participate in the training event. Participation means:
  - Arriving on time and staying for the entire session;
    - **Credit will not be given if 15 minutes or more of an event are missed for any reason;**
  - Responding to instructor questions, either in the chat box or by unmuting and speaking;
  - Using the “Hand Raise” reaction to indicate desire to speak;
  - Joining small groups and actively engaging with others;
  - Presenting in a professional manner in both attire and use of non-offensive, inclusive, and appropriate language.
- Best practices to contribute to a successful online learning environment include:
  - Keeping the microphone on “Mute” when not speaking;
  - Appearing in a well-lit, quiet space with minimal visual distractions in the background;
  - Refraining from other simultaneous activities to stay engaged and to avoid distracting others.
- Child Care Aware of Minnesota requires that cameras be on throughout the training event.
  - Participants who have difficulty meeting this requirement should inform the instructor via private message through the Zoom chat.
- If an Instructor-Led Online training event is canceled for any reason, educators will be notified as soon as possible and refunded the full registration fee.
- Zoom sessions may be recorded for internal quality purposes but will not be made available to educators or the public for later viewing.
- Limited technical assistance will be available 15 minutes before and after the scheduled start time. If needed, please call **218-443-1407**.