



## Guidelines & Etiquette for Balanced Rock Online Courses

### General Online Etiquette for Instructors & Students

- Behave as if you are in an in-person class or training
- Be present during the entire class, refrain from doing other activities (on your phone, doing other tasks on your computer, on other apps, etc)
- We ask participants to use video during the entire class in order to make it feel as much like an in-person training as possible (there are exceptions like personal discomfort or technical difficulties, please discuss these with your instructor before class if applicable)
- Make sure you are comfortably positioned and in front of your webcam/screen during the class
- Participation in all class activities and discussions is strongly encouraged/necessary to earn accreditation. Balanced Rock will never demand participants to share any information they are not comfortable offering in the group.
- Use a quiet, private space for you to participate in the class. If possible, use a separate room to avoid being disturbed by family, roommates, pets, etc.
- Consider notifying the other members of your household that you are taking an online training and may not be available during class time. Consider asking for a respectful, quiet environment.
- Please mute yourself during class presentations, activities, yoga classes to cut down on background noise. The instructor will notify the group when it is appropriate to unmute and participate in discussion.
- Utilize the chat box feature if you need to ask a question or say anything during times when participants are on mute.
- Chat Etiquette: be considerate of others and mindful of possible lag time in connection speed. Stay on topic, ask questions, or make relevant comments. If you have longer format questions feel free to email the instructor.
- Come back promptly after bio breaks, lunch breaks, etc. Class times are approximate and tardiness may result in missing content that is necessary to know in order to earn accreditation.
- Please note that unless otherwise indicated, all class times will be in Pacific Standard Time (PST). If you live in a different time zone, please plan accordingly.

### Student Preparation

- Have your computer, tablet, or smartphone ready before class
- Make sure your device has audio and video capabilities
- Consider using headphones if you know your space will not be completely noise-free
- Have a journal and pen/pencil to use during the training
- Make sure you have a Zoom account (accounts are free to register) and you are logged in prior at least 5 minutes before class start time
- Have the class/training Zoom link/login info in a safe and accessible place to log in quickly and efficiently
- If you are earning a certificate from this training, it will be sent to you upon completion via mail
- You may be required to have other items for your training. These will be either provided for you (manuals, articles, etc) or you will be told what to bring when you receive your informational email after registering.