

Expectations & Procedures for Online Environments

Guidelines for Creating Expectations and Procedures

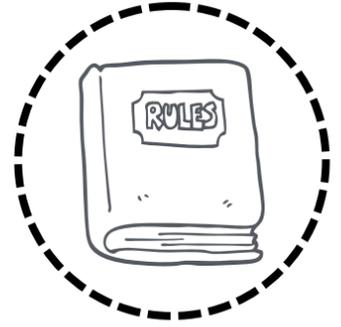
1

CO-CONSTRUCT

Goal: Co-constructing expectations and procedures with students can promote mutual trust and self-motivation, boosting compliance.

Tips:

- Involve students in discussing what behaviors help or distract their peers' learning.
- Discuss each expectation or procedure, explain its rationale, ask for examples, and determine appropriate consequences.
- Express the expectations and procedures in age-appropriate language.



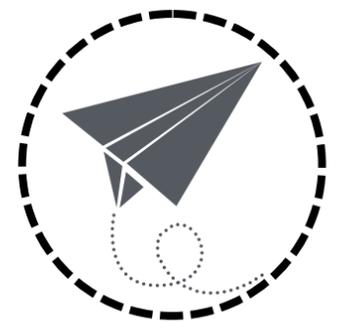
2

FOCUS ON A FEW

Goal: Make the expectations and procedures simple for students to remember by dividing them into different categories, such as academic and behavioral.

Tips:

- Choose expectations and procedures that contribute to a safe and productive online environment.
- Make the expectations and procedures as clear and specific as possible.
- Add visuals or icons to make them memorable.



3

STATE POSITIVELY

Goal: Utilize a positive tone, as students' motivation often increases when they are presumed to choose the right action.

Tips:

- State each item positively.
- Define positive rewards for choosing to do the right thing.
- Provide consistent positive feedback.



4

COMMUNICATE

Goal: Communicate and reinforce expectations and procedures consistently.

Tips:

- Approach expectations and procedures through an instructional lens.
- Use teachable moments to reinforce expectations and procedures.
- Post expectations and procedures to an LMS or teacher website, and send them home to parents/families.



Reflection:

- What are some behaviors that support student success?
- What are some behaviors that make it challenging for students to be successful?
- What expectations should I implement to guarantee that all students can learn?

- Adapted from Education Consultant Julia G. Thompson



Reference:

Planbook. (n.d.). Making Rules Together: A Collaborative Approach to Defining Classroom Norms. <https://blog.planbook.com/collaborative-approach/>