

PARTICIPATING IN ASLA SESSIONS REMOTELY: Small-Group Peer Tutoring

Guidelines for Participants

We're so glad that you are joining us at Peer Tutoring this quarter!

While we're not physically together, we want the Tutoring sessions to help you feel connected with your classmates and peers while you're deepening your learning.

To help make sure that everybody has a positive experience in the remote sessions, we'd like to ask you to follow these guidelines:

1. The Basics

- a. **Share your video** if you're able. This will help others get to know you!
- b. If there is background noise in your location, **mute your audio** (until you're ready to talk).
- c. **If you have a question**, feel free to use the chat or your mic. Please help us ensure that everybody has a chance to ask questions and participate.
- d. **Feel free to jump in** with clarification questions or comments.

2. Being present

- a. **Engage!** Your presence makes a difference. 😊 Ask any questions you have, and feel free to add ideas in the chat or on mic during conversation. Your questions and thoughts will help others enrich their own understanding!
- b. **Give the session your focus.** It's hard to stay present in an online session when other electronics are distracting you. Closing other tabs, turning off notifications, and putting your phone face-down or in another room will help you keep your attention on the session. If you do get distracted by something that happens in your physical space, feel free to turn off your audio and video for a moment.

3. Communicating

- a. **Encourage your fellow students!** Feel free to offer encouragement or a thumbs up.
- b. **Use good online etiquette**, like avoiding all caps and lots of exclamation marks, using emojis to show good intent, and never putting anybody down.
- c. **Be a little more explicit about your meaning** or intent than you might usually be, since people may not be able to read your nonverbals as easily. For example, if you say something in an ironic way, make that clear.

- f. **Embrace silence.** Silence can feel awkward, but it's often more necessary in the online environment, because people may be reading and processing while they're engaged. Allow those silences to happen, and know that they are productive.
- g. **Show patience and support** for others in the room, including the tutors. They are all learning this new medium, too!

4. Mindset

- a. **Help us develop this work in progress.** The system isn't perfect. Please let us know if you are having any difficulty navigating it, or have any suggestions for us.
- b. **Recognize that students will have different experiences** with the online format, for example some people may be connecting from shared spaces, and others may have a disability that can create additional challenges in the online setting.
- c. **Have fun!** Everyone's stress levels are high, so we all need a bit of cheer. We encourage lighthearted conversation and (tasteful) humor!
- d. **Let us know if there is anything we can do to help.** If you have any questions, concerns, or suggestions, please reach out to Krystal at krystal.wilson@northwestern.edu.