

**DLD Approval Criteria H 3:** Instructor training in the emotional and social aspects of online learning and in e-mail communications demonstrating proper tone to students.

Professional Development- 2 pieces of evidence

**Screenshot #1: OnlineHS Online Teacher work area**

Online Communication Training (Jan 23, 2007)

The screenshot shows the OnlineHS.net interface for Everett Public Schools. On the left is a 'Control Panel' with options like Files, Class Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main content area displays a list of discussion topics with columns for counts. A red box highlights the 'Professional Training Day' entry, which includes a detailed agenda for building virtual relationships.

Topic	Count 1	Count 2	Count 3
CONFERENCES- You-the group-- decide	3	3	2
Professional Learning Communities: Group Work	2	2	2
General Discussion	17	17	4
Questions for Kevin	0	0	0
Honors Option?	3	3	2
WALA Conference	3	3	3
NCCE's 2007 conference	8	8	4
Professional Training Day	0	0	0
OSPI Conference?	3	3	2

**Professional Training Day (Jan 23)**  
Online Communication: Building Virtual Relationships  
Agenda  
A. Review Teacher Email Responses & Discussion Board Posts  
Questions:  
1. What did they write/type?  
2. Did they mean what they wrote/typed?  
3. Does the response indicate a connection?  
4. How could we improve response  
B. Big Question: How do you connect with students online?  
C. Places to communicate online  
1. Email  
2. Discussion Board  
3. Messages  
4. Assignment feedback  
D. How to communicate clearly  
E. How to "connect" & build "relationships"  
F. Impediments to good communication  
G. Simulation & Role Playing (online)  
H. Wrap-up Team: 5-Steps to Communicating

