

Zoom Norms at Forte Academy

It is our goal at Forte Academy to create informal, intellectual spaces to address challenging topics and feel supported and safe doing so. When it comes to participating in courses online via Zoom, we know that the experience can be quite different from gathering together in our usual in-person format. Even so, we hope that we can still reach this goal by setting some general norms which are always open & flexible: do get in touch with Zoe at info@forte-academy.co.uk if you have any concerns or questions about these norms during your course.

Attendance

- When you join the Meeting, you'll be placed in the "Waiting Room" until your tutor lets you in. Try to arrive up to 5 minutes early if you can.
- In lessons, we use first names only at Forte Academy. Students are invited to use whichever name(s) they prefer to display, including their pronouns, and these can be easily changed as follows:
 - 1) In "Settings" if you have a Zoom account already set up.
 - 2) During the lesson, by selecting *Participants* → *Hover over your name* → *Rename*.
- If you cannot attend a lesson, simply email your lead tutor to let them know and you will be sent a recording. We encourage students to attend as many live sessions as they can in order to benefit from the discussion & interactive elements of our courses, but we fully understand that sometimes this is not possible due to time difference and other commitments, so don't hold back from emailing us if so!

Engagement

- We warmly encourage students to keep their **video on**, **audio off** as standard during lessons. We understand it might not always be possible or convenient to have your video on, but it helps to create a more friendly and interactive environment 😊
- This is especially the case during **Breakout Rooms**, where you may discuss your answers with a small group of students.
- If you would like to ask or answer a question, you can use the **Raise Hand** function and the tutor will call on your name to **Unmute** and speak.
- You can also type into the **Chat Box**. This is public and private messaging will be disabled.
- Your tutor will sometimes call on you by name to contribute answers. If you feel uncomfortable at all about being called on, or wish not to take part in Breakout Rooms and/or other aspects of the interactive elements, just email your lead tutor at info@forte-academy.co.uk to note your preferences.
- We encourage students to spend between 30 minutes - 1 hour on Pre-Class tasks each week, in order to warm up their ideas for our live sessions.

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- If a lesson is being recorded, you may receive an alert from Zoom when the recording commences. Recordings will only record the tutor and the slides being shared by the tutor and will be paused during breakout rooms.

'Classroom' Norms

- **Learning from each other**

Our conversations will sometimes deal with complex issues from history and their impact on our lives today. We hope to foster a classroom environment where no one person in the room is an authority on a topic, but rather, where we can all learn from each other's perspectives and practice mindfulness in our interactions with each other.

- **Speaking for ourselves**

We all bring our own personalities, identities and experiences into what we study and perceive in the past. It can be helpful to acknowledge that as individuals, we cannot always speak on behalf of our entire identity group(s) and to try to speak from our own experience versus our perception of others' experiences.

- **Being in it together**

This means being as invested in your own learning and development as in that of your classmates. Share the air time, join the conversation in any way that you feel most comfortable. Respond to each other's ideas and share your own personal insights. In a typical classroom at Forte Academy, students come from completely different subject backgrounds which means we can all add value to each other's learning journey by sharing our perspective & knowledge on a topic.

