



Florida Online Reading Professional Development

Chat Protocol:

Please be aware that FOR-PD uses a moderated discussion format. The moderator determines which user will be allowed to speak next. The user can ask questions of other participants, but they hold the floor until they are done speaking. The moderator will then recognize another participant who requests to speak next.

In order to make the chat flow smoothly, please use the following chat symbols and guidelines:

- ! The exclamation point is like raising your hand; you want to be recognized to make a statement.
- # Use the pound sign to let everyone know you are done asking a question or making a statement.
- ... The ellipse lets everyone know you have more to say.

Guidelines

1. When entering the chat, **don't** say hello to each other. The chat system indicates who has entered the room.
2. Unless you have the floor, do not type anything, instead, ask to be recognized by posting an !. This is unobtrusive and will let everyone know that you have a statement or question.
3. When you are done talking, end your last sentence with a # symbol.
4. If you specifically want to address a particular person, type their name followed by a semicolon and then the message.