

Online Student Expectations

Before you start

- Gather your materials: device, papers, pencil/pen.
- Find a spot without distractions.
- General expectation: If it wouldn't be appropriate in the classroom, it isn't appropriate in the meeting.
- Be on time.

Important privacy issues

- When you participate in a video meeting, you are providing a "window" into your home.
- Please think about what is behind you and what may come into view during the meeting.
- Do not screenshot or record anything during the meeting.

Joining the meeting

- Click on the link or call the phone number.
- Check in through the chat (top right) when you arrive. "Tom is here."
- Mute yourself by clicking on the bottom of the screen.

Using your mic

- Unmute yourself when you want to talk, then mute again.
- Select the mic button on the bottom of your screen
- Pause for a moment to allow for the audio delay.
- Talk normally.
- Don't have side conversations. The mic will pick up other noises in the room.

Using your camera

- Select the camera button on the bottom of your screen to turn it on and off.
- Try to look at the camera, not your screen.
- If your camera is off, you might need to say who you are when you talk.

Stay engaged

- Nod or do "thumbs up" when others are talking.
- Try not to do anything else when you're participating in the meeting.
- Use the chat, but think before you type, just like you would think before you talk.
- Raise your hand to share ideas, and the teacher will ask you to unmute yourself.

Keeping track

- Take notes on paper or in a doc during the meeting.

Some final thoughts

- Always behave as if your camera and mic are on.
- Be respectful and patient.
- We will get through this together!