



VIDEO CONFERENCING GUIDE FOR STUDENTS AND FAMILIES



BE ON TIME

- Mark live class sessions on a calendar (Canvas, Google, or old-fashioned paper) and/or use this sample [weekly schedule](#).
- Log on a few minutes before class begins.
- Set an alarm or reminder.



BE IN A GOOD SPOT

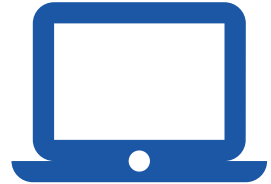
- Find a quiet, comfortable spot where you can work, watch, listen and learn away from distractions and siblings who are also zooming (i.e. kitchen table or desk).



BE AN ACTIVE PARTICIPANT

- Use the "raise your hand" feature on Zoom or follow other class procedures if you would like to share.
- Utilize the chat to ask questions and share ideas related to what you are learning about.
- Be ready to contribute when called on.

BE PREPARED



- Have your computer charged, powered up, connected to the internet and ready.
- Bring paper, pencil/pen, texts, and other needed materials to virtual class meetings.
- Wear clothes appropriate for school.

BE RESPECTFUL



- Listen first.
- Consider others' perspectives.
- Speak and type with kindness.
- Mute your mic when others are speaking.
- Make sure your full name is showing in your zoom account

BE AN EFFECTIVE COMMUNICATOR



- If your camera is on, look in the camera when you speak.
- Speak clearly and loudly into your mic.
- Position your device so your face can be seen clearly on the screen and/or your voice can be heard clearly.