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إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

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यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएं चाहिए, तो (919) 852-3303 पर कॉल करें

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919) 852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại (919) 852-3303

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For successful video meetings, it is important to follow expectations for both participation and behavior.

IMPORTANT: Meetings that include students **CANNOT** be recorded.

Getting Started

Be Prepared

- Join the meeting 10 minutes early to make sure you are able to connect.

Check Equipment

- Check your microphone and speakers at the beginning of each meeting.

Check in Activity

- Most meetings will start with a check-in or warm-up activity. Be sure to participate.

Video Etiquette

Recording

- IMPORTANT:** Meetings that include students **CANNOT** be recorded.
- Students should not record or screen capture sessions in order to respect privacy of others.

Limit Background Noise

- Mute microphone when joining the meeting and whenever you are not speaking.

Use the Camera Responsibly

- Turn off video if other people are in the room or if your Internet connection seems slow.

Take Turns

- Use the chat box on the side of the screen to indicate that you have something to say. Teachers can use this to manage the discussion - similar to raising a hand.

Stay Focused

- Try to join the meeting from a quiet place with few distractions. Limit multi-tasking (eating, texting, walking around). Stay focused on the meeting purpose.

Dress for Success

- Wear school appropriate attire.



Teacher Considerations

Keep Expectations Flexible

- Do not require live attendance at specific times. This may not work for all students and families depending on their schedule and circumstances.

Be Purposeful

- Clearly explain the reason and expectations for the meeting ahead of time. Provide agenda, meeting goals and expected length of meeting.

Limit Call Length

- Try to limit meetings to no more than 30 minutes.

Be Present

- If possible, keep your video on during meetings to build a connection with students.

Respect Privacy

- Do not require students to turn on their cameras. Remind students that they always have the option to turn the camera off.

Consider Access

- Provide the option for students to join the meeting via telephone.

Keep it Interactive

- Use video conferencing as an opportunity to check in with students, host discussions, answer questions, and provide specific feedback for small groups.

Use Visuals

- Provide a visual guide (slides, outline, images, graphic organizers) to support multiple modalities of learning. Make sure topics and discussion questions are visible to students who may have a slow Internet connection or who may struggle to hear the audio for the initial question.

Pre-Record Direct Instruction

- Do not use Video Conferencing as a method of lecture delivery. Direct instruction through video is best delivered in short, recorded videos no longer than 10 minutes.