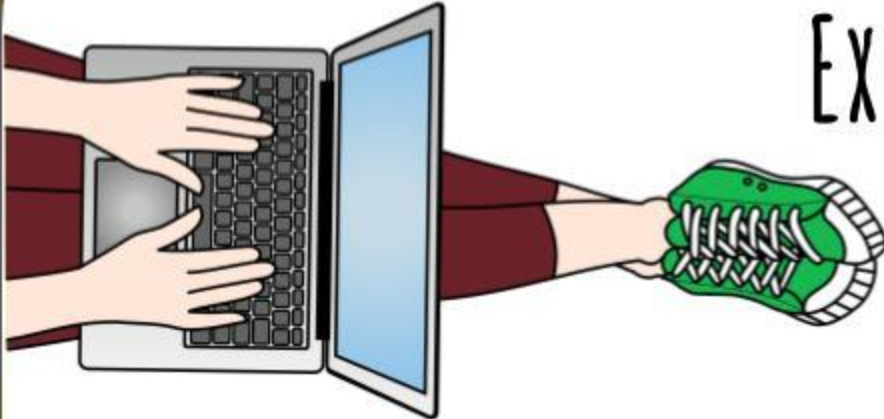


VIDEO CONFERENCING EXPECTATIONS

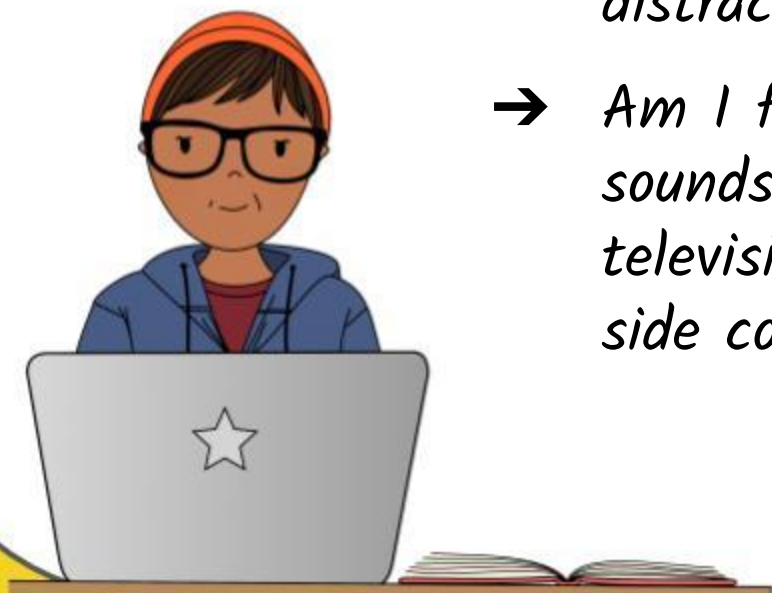


Let's maximize our time together by keeping the following in mind:

- 1. Select a Distraction-Free Zone*
- 2. Be Prepared and On-Time*
- 3. Remain Muted Until Asked to Unmute*
- 4. Remain Focused and On-Task*
- 5. No chats unless instructed to do so*
- 6. Stay Engaged and Enjoy the Experience*

SELECT A DISTRACTION-FREE ZONE

- *Do I have proper lighting?*
- *Will others be walking behind me and creating a distraction?*
- *Am I far from sights and sounds coming from the television, video games, or side conversations?*



BE PREPARED & ON-TIME

→ Am I appropriately dressed for school?

→ Did I tend to my personal needs **BEFORE** our class meeting?

- ◆ Use the restroom
- ◆ Finish my meal or snack

→ Do I have the tools I'll need for today?

- ◆ Charged computer
- ◆ Pencil, paper, etc...

→ Am I logging in, on time?



REMAIN MUTED

UNTIL ASKED TO UNMUTE

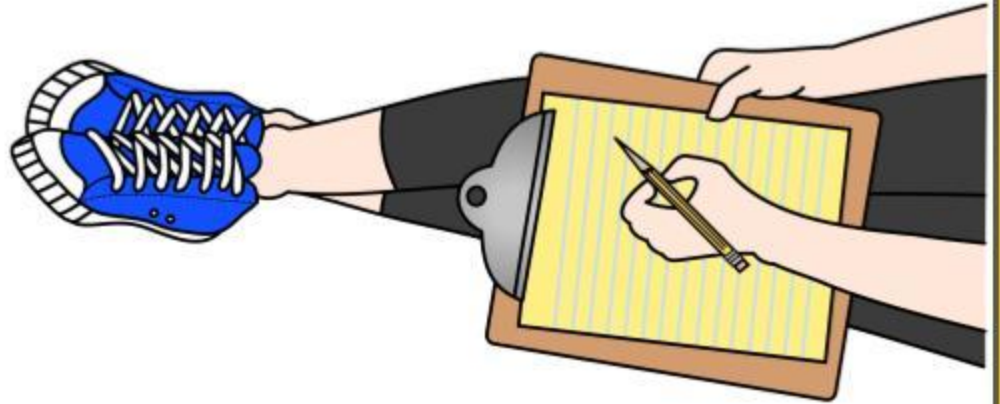
→ *Is my microphone on mute as I log in?*

→ *Am I listening attentively to know when to unmute?*

→ *Am I being a respectful listener and remaining on mute while others are speaking?*



REMAIN FOCUSED & ON-TASK



- *Is my video turned on when it's required?*
- *Am I at eye-level to the camera?*
- *Am I sitting still and looking towards the camera & the screen?*
- *Am I participating with words and gestures?*
- *Am I taking notes, when asked to do so?*

KEEP CHATS & COMMENTS RELEVANT TO CLASS DISCUSSIONS

- *Are my typed chats on topic?*
- *Are my comments meant to add to the conversation instead of distract from the conversation?*
- *Am I listening attentively and avoiding side conversations?*



STAY ENGAGED & ENJOY THE EXPERIENCE

- *Am I actively participating in my virtual class meeting?*
- *Am I sharing the floor, so that others have a chance to speak?*
- *Am I asking questions when I need clarity?*
- *Am I open to learning something new?*



VIDEO CONFERENCING VOCABULARY

EXPECTATION

WHAT IS EXPECTED OF YOU

MAXIMIZE

TO MAKE THE MOST OF IT



DISTRACTION

TAKES YOUR
ATTENTION AWAY

MUTE

TO MAKE SILENT

ON-TASK

CONCENTRATING ON AND DOING WHAT
NEEDS TO BE DONE

RELEVANT

RELATED TO, CLOSELY CONNECTED TO WHAT WE
ARE DOING OR TALKING ABOUT

ENGAGED

PARTICIPATING, BEING AWARE OF WHAT'S GOING ON,
PAYING CLOSE ATTENTION

CONVERSATION STARTERS

MAKING COMMENTS & ASKING QUESTIONS



*I have a
comment.*

*I would like to
comment on
this.*

May I interject?

*I'd like to share
my thoughts.*

*I have a
question.*

I am wondering...

*May I ask _____
a question?*

DISTANCE LEARNING TIPS FOR FAMILIES

- *Review and share Video Conferencing Expectations with everyone in the household.*
 - ★ *Select a **Distraction-Free Zone***
 - ★ *Be **Prepared and On-Time***
 - ★ *Remain **Muted** Until Asked to Unmute*
 - ★ *Remain **Focused and On-Task***
 - ★ *Keep **Chats and Comments Relevant***
 - ★ *Stay **Engaged and Enjoy the Experience***
- *Establish a Distraction-Free Zone, where your student can regularly set up for his/her video conferencing/class meetings.*
- *Create and/or post a daily routine (ie. waking up, chores, school work, breaks, video conferencing/class meetings, charging the computer, etc...)*
- *Create a Distance Learning Schedule/Calendar or set up a digital alarm to ensure your student does not miss scheduled meetings.*
- *Create a work station where your student can have access to a desk or table top, school supplies, strong internet connection, proper lighting, electrical outlet, etc...*

