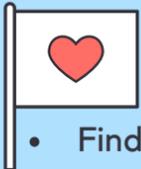


WINTER LAKES HIGH SCHOOL

ONLINE CLASSROOM EXPECTATIONS FOR GOOGLE CLASSROOM GOOGLE MEETS FLIPGRID ZOOM ETC



PRESENTATION

- Find a suitable, quiet environment to sit during your session.
- Students are not to be located in their bed or in a bathroom.
- Backgrounds--virtual or live-- need to be school appropriate.
- Consider your appearance on the webcam and be dressed appropriately.
- Consider the lighting for your room so there aren't shadows making it difficult to see you.
- Stay in one spot during your call. Don't move around the room.
- Turn off music and televisions that are near your computer.

EFFORT



- Be on time: Log into the video chat room a few minutes before the session is supposed to start.
- Be prepared: Have a notebook and writing utensil. If there are books or materials that go with your session, have those with you. If you're asking about an OW class, have that tab open on your screen.
- Turn off your cell phone ringer.
- Have your microphone muted when you're logging into the session.
- If you're in a session that had homework due prior to that class, make sure you have it ready to go.



RESPECT

A video conference classroom has the same expectations of respect as an in-person classroom.

- To speak or answer a question, use the "Raise Hand" feature or actually raise your hand. Unmute after the teacher calls on you.
- The chat box, both group and private settings, are part of school. The transcripts will be saved. Follow school expectations when using chat.
- When you are speaking, let others know that you are finished by saying something like, "That's all." or "I'm done." or "Thank you!" so that everyone knows you have finished your comments.

TECHNOLOGY



- If you can, use headphones with a microphone. This helps block out background noise.
- Keep audio on mute until you want to speak. This will help to limit background noise.
- Close unneeded applications and tabs on your computer to optimize the video quality.
- If you would like to speak or answer a question, use the "Raise Hand" feature. Then unmute yourself after you are called on by your teacher.
- Know how to share your screen, use the chat box, and mute/unmute yourself.



COLLABORATE

- Stick to the topic at hand. If the teacher asks you if you have any other questions, that's the time to go off topic.
- There might be times you are put into "break-out sessions" to work in small groups with other students. Even if a teacher is momentarily away from your group, you are still expected to be productive and respectful.
- Many sessions have students at different academic level. If you're feeling confident, it would be great of you to help another student. If you're confused, it's okay to ask another student to help you. Remember: Help is not the same as giving someone the answer.
- Participate in discussions. Share your thoughts. Ask questions.

MEETING STUDENTS
WHERE THEY ARE
AND TAKING THEM BEYOND