

Student Guidelines for Synchronous Learning in Teams

Our Teams meetings will be a great way for our classes to see each and talk with each other as we continue learning together. The Team meetings are scheduled to last no more than 30 minutes. Each class will start with a greeting to see everyone. If you are unable to connect during the meeting, email your teacher to let her/him know.

Guidelines:


- Be on time. We will only be meeting for 30 minutes.
- Sit in a common space in your house (not your bedroom) with limited distractions and background noises.
- Make sure to stay in one spot during our meeting.
- Let friends finish talking. Don't interrupt your friend when he/she is talking.
- Don't eat during our Team meeting. Help everyone hear each other and focus.
- Keep yourself on MUTE until it is your turn to speak.
- Make sure family members / pets know not to interrupt you during this time.
- Wear headphones to reduce feedback.
- Make sure you are dressed appropriately.
- Do not audio/video record the lessons.
- Do not take screenshots of people during the lessons.
- Use the chat feature appropriately for classroom content discussion. The chat will be archived.

Student tips for successful **VIDEO CALLS**



1 


Check in with your teacher. Gather your materials.

2 


Be on time. Check in thru the chat when you arrive.

3 

Stay engaged (nod or thumbs up) if others are talking.

4 


Mute your mic if you're not speaking.

5 

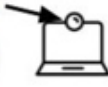
Use the chat or raise hand to share ?s/ideas.

6 

Wait for teacher to call on you or unmute your mic.

7 

Take notes in a doc or on paper for reference.

8 

If using video, look at the camera, not the screen.