

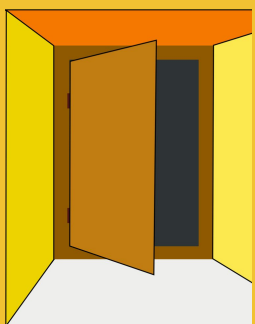


Virtual Meeting Expectations and Procedures



Getting Ready

- Find a quiet, well-lit space and make sure your background is appropriate for a school setting.
- If you are worried about being interrupted by people in your home, hang a sign to let them know you are in a virtual meeting.
- Make sure you're dressed as if you are attending school.
- If your Chromebook is not charged, make sure it's plugged in.
- Test that your Chromebook is connected to the internet.
- Login to Google Meet a few minutes early (3-5 minutes)



Joining the Meeting

- In your Google Classroom for our class, click on the Google Meet link in the left side of the banner. See [here](#) if you need clarification.
- Mute yourself upon entry, but leave your video on for attendance purposes.
- I will welcome you to the meeting, and you can then turn off your video. I will prompt you to turn your video back on when we're ready to start.



Participating

- Keep yourself muted unless told otherwise.
- We will usually not use the Chat to communicate with one another, so please share using your voice.
- Treat everyone with respect.
- If you are having technical difficulties, please communicate that with me by speaking up or using the Chat.
- If you have a question while we are completing an activity or while I am presenting information to you, post your question to the Chat.



Troubleshooting

- If you are having a hard time connecting/staying connected to our Meet, try the following:
 - Turn off your video and/or microphone
 - Unplug your Chromebook
 - Check your video settings: video should be set to standard definition, not high definition
 - Chromebooks can overheat. If you have been using your Chromebook prior to the Meet, log off and give it a 10-15 minute break. If you are attending several Meets in a row, try to power down your Chromebook for a few minutes in between meetings.