



Sample Student Expectations for Video Conferencing

Access the primary guidance for video conferencing at <http://bit.ly/OSDE-VideoConference>.

Prior to initiating video conferences with students, it is important for teachers to prepare students for this experience. Even though a video conference is different from in-person classroom meetings, some of the same expectations still apply. Consider using some or all of the following recommendations as you work to help students engage in video conferences.

Preparing for a Video Conference

- **Put all of the meet/chat info into your calendar.** Use your calendar to keep track of teacher office hours, meeting times, and teacher availability to make the most of the time.
- **Test out the technology ahead of time and connect early.** Test out the app, make sure your microphone works, etc. Find a place where you live that is quiet, so you can focus. When it is time to connect, get on the call a little early to have time to settle in and be prepared.
- **Gather your resources and have them handy.** If you need a textbook, paper, writing utensils, headphones, or other materials, make sure you have them next to you so you do not have to get up and walk away.

During a Video Conference

- **Behave the same way you are expected to do at school.** Follow the same expectations as in a regular classroom. Do not interrupt others, use proper language, and be patient. **If you need to visit the bathroom, walk away from the meeting. Do not take your device with you.**
- **Mute and use headphones to cut out background noise.** Many people prefer to use headphones with a built-in microphone to help mute background noise. When you connect to a chat or video conference, be sure to mute yourself. Keep your microphone muted unless it's your turn to talk.
- **Communicate issues to the teacher.** Communication is key. If you will need to connect late or leave the call early, just let your teacher know ahead of time.
- **Make use of the features.** Google Meet has a chat sidebar for you to communicate with the teacher or other classmates without interrupting the speaker. There is also a screen share option. Zoom also has a chat box in which questions can be asked.

REMEMBER THAT PEOPLE MAY BE ABLE TO SEE AND HEAR YOU.