

VIRTUAL MEETING EXPECTATIONS



Designate a workspace

Choose a space that

- Is quiet so you can focus
- Has an appropriate background & good light
- Gives you room to do your work



Represent yourself

- Your screen name should be your first and last name - no made up names
- Enable your camera so your teacher and classmates can see you



Arrive on time

- Have meeting codes ready in advance
- Sign in on time
- Take care of personal needs before the meeting



Engage appropriately

- Mute your microphone
- Raise your hand (there is a button for this)
- Remember this is your classroom - if it isn't appropriate at school, it isn't appropriate for the meeting or chat



Be respectful

- Pay attention and engage
- Do not eat during meetings
- Dress appropriately for meetings

GOOGLE CLASSROOM REMINDERS

**Do not change your profile name. It is your first and last name.*

**Communicate with your teacher using gmail. You now have access to your student gmail account.*

**Use Aeries to check your class grades. Email teachers with questions.*

**If you experience technology issues, call the school office at 695-5400 for help.*