



VideoConference Etiquette

Do	Don't
Prepare your students ahead of time – set behavior expectations just like within your classroom	Don't forget a test call!! Plan this several days in advance so you have time to resolve issues
Schedule your technology, do you need to reserve equipment or a room	Don't assume your students know how to act – provide direct instruction, modeling and have a plan for students who may not be able to handle the situation
Plan ahead with your partners, be specific on what is expected, determine who will place the call	Don't turn off lights – your partners won't be able to see you
Ensure students are seated and ready to begin on time	Don't forget about time zones
Put up a sign that tells everyone who you are	Don't shout, a normal speaking voice is sufficient
Introduce yourself when asking a question	Don't put the microphone too close to the speaker – you may get feedback
Mute your mic when you are not speaking	Don't pick up the microphone to speak
Minimize background noise such as wrinkling papers, fans, whispering	Don't try a sing along, you can sing "together" if everyone else MUTES their microphone
Speak loud, slow, and clear	Don't play a "fastest wins" game, there is a time delay
Designate a speaker for large group activities	Don't forget to invite your administrators and PTA members to drop by during the videoconference