

# Virtual Meeting Expectations

## BE PREPARED

Be on time.

Find a quiet learning place without distractions.

Have your materials ready.

Adhere to normal school dress code.



## PRESENTATION

Keep your camera on and still whenever possible.

Check your surroundings.

Dress appropriately.



## SPEAKING

Stay on mute.

Raise your hand to speak/ask a ?

Stay on topic when speaking.



## PARTICIPATION

Be focused.

Pay attention.

Be an active participant.

Respond to teacher prompts.

Use the signals!



## BE RESPECTFUL

Be respectful with your words, actions, and content (work you share with the class).



## USE SIGNALS

Thumbs up = OK

Thumbs down = No

Raised hand = Question

? in chat = Question

! in chat = Comment

