

17 WAYS TO

MAKE THE MOST OF AN ONLINE LEARNING MEETING:

HOW TO MAKE THE MOST OF A VIRTUAL MEETING:

- 1. Practice.** Familiarize yourself with the web conferencing application before using it with your students and teach students how to use the tool.
- 2. Turn the lights on.** Ensure good video quality by adding front lighting and aligning the camera parallel to your face so students can clearly see your facial expressions.
- 3. Simplify your surroundings.** Conduct your meeting in a place that has a simple, clean background and is free from distracting background noise.
- 4. Make eye contact.** Maintain eye contact by looking at the camera, but keep in mind that prolonged eye contact can feel intimidating to some.
- 5. Change the view.** Edit the view to minimize the number of people on the screen.
- 6. Mute yourself when not speaking.**
- 7. Record the meeting.** Follow up with recordings and transcripts of the meeting, summarizing the main points covered. Encourage those who did not attend to post questions or provide confirmation they watched the recording or read the transcript.

HOW TO KEEP STUDENTS AND TEACHERS SAFE:

1. Teach students proper etiquette for virtual meetings.
2. Use district-approved software, tools, locations, and accounts.
3. Keep your meetings private. Send the link through district approved channels like email. Require a password or code before joining.
4. Disable students' ability to join before you.
5. Mute students' sound upon entry.
6. Control participants' ability to share their video or chat, and prevent them from sharing their screen.
7. Lock the virtual classroom a few minutes after it begins.
8. Turn off file transfer and annotation options.
9. Do not reveal unwanted or sensitive information. For instance, blur or clear your area of personal or sensitive items, minimize or close other windows on your desktop, turn off alerts, hide the address bar, and confirm that you have privacy during the virtual meeting.
10. Have a plan for addressing disruptive or inappropriate behavior. Remove or put disruptive participants on hold.