



ZOOM MEETING *best practices*

As you attend your Zoom virtual classroom meetings, please keep the following things in mind. They will ensure all teachers and students are making the best use of time in the Zoom meetings.

- * Be sure to make yourself familiar with the Zoom interface. To do this, visit the [joining a Zoom meeting tutorial link](#) and [attendee controls tutorial link](#). Click the system you are using for information specific to your device.
- * Headphones with a microphone are ideal. If you do not have headphones with a built-in microphone, you can still use headphones and the built-in microphone on your device. The headphones will allow for a better experience for those in your house, most especially for people in the same house on meetings at the same time.
- * Be sure to change the name displayed to your (the student's) name. This way the teacher is able to easily take attendance as well as acknowledge you. To do this, [visit the attendee controls tutorial link](#) and click the system you are using for instructions.
- * Try to find a quiet appropriate place conducive to performing school work. As we continue through our continuous learning journey, these meetings will be instructional. It is important to remember to be prepared for learning.
- * Think of these meetings as being in a classroom.
 - Attendance will be taken at each meeting.
 - Be respectful to your teacher and your classmates by muting your microphone should background noises become distracting.
 - Follow your teacher's instructions for meeting guidelines.
 - Raise your hand and take turns speaking. This is especially important during this time.
- * Be ON TIME for your meetings. All meetings may not last the entire designated time, so it is important to be on time. Should you have issues attending a meeting, email the appropriate teacher so he/she can make note and/or help.
- * For safety reasons:
 - Please do NOT change your background to a virtual one.
 - All meetings will be recorded. A link will be posted to the Classroom Stream (communication center) for viewing reference. It takes some time to upload the meeting, so please be patient with you teacher.