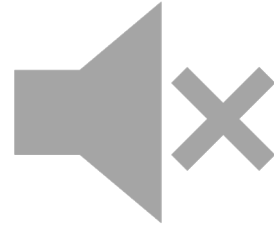


# Class Meeting Norms



During the class meeting you must have your camera on



Please mute yourself unless you have been called on to speak or when otherwise instructed



Keep the volume on your computer on so that you can hear the lessons

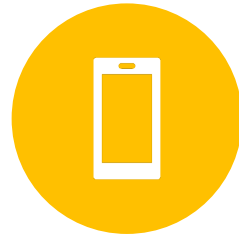
# Class Expectations



DURING CLASS MEETINGS,  
MAKE SURE THAT YOU HAVE A  
CLEAN WORKSPACE



TRY TO WORK IN A QUIET,  
ISOLATED AREA



ONLY USE YOUR SCHOOL  
DEVICE DURING CLASS  
MEETING UNLESS I TELL YOU  
OTHERWISE



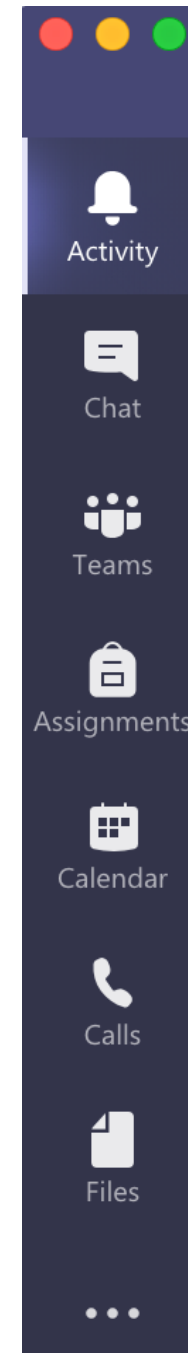
NO FOOD OR DRINKS ON THE  
WORKSPACE



DRESS CODE IS STILL  
ENFORCED

# Teams Sidebar

- The bar on the left side of Teams contains helpful icons
- “Teams” will be the most helpful icon, you can get to all your classes from this screen. Within your classes you can access class assignments and files.
- “Calendar” contains your scheduled class meetings




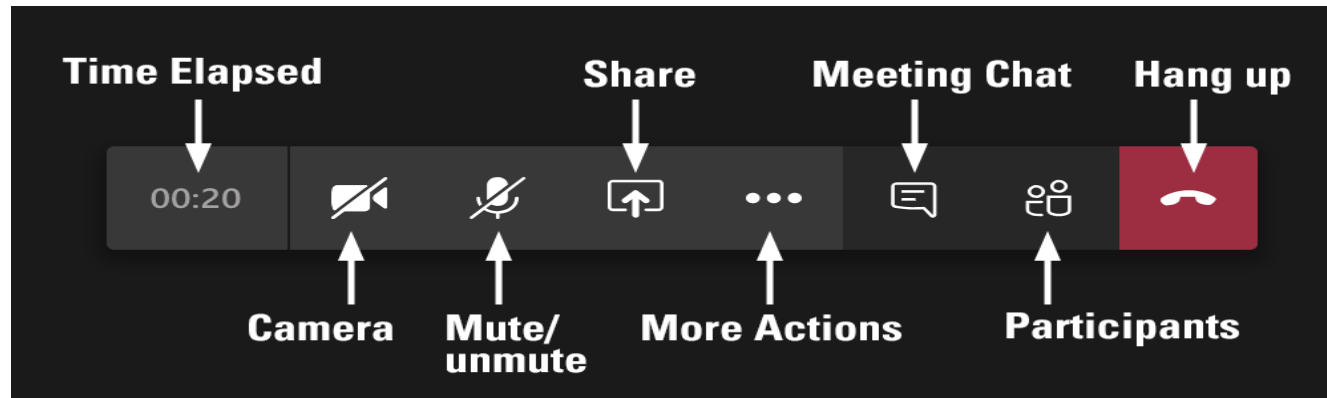
# Joining the Meeting

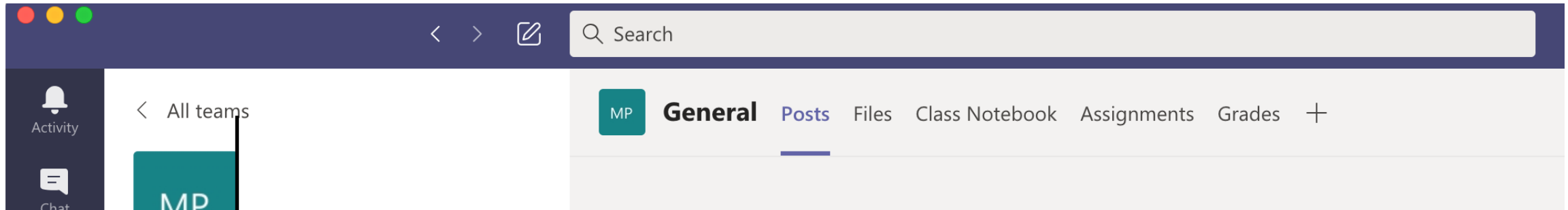
- We will be using teams to meet for class everyday- please log on early !
- Click “calendar” in the left sidebar and click the class you are scheduled to attend. Then, you will click the blue ”Join” box in the top right corner
- When you join the meeting you will have to wait in the waiting room until the teacher adds you.
- While in the waiting room you can make sure that your video is on and your microphone is off



# Meeting control bar

- The control bar will be visible during meetings
- Your video camera icon should not have a line through it, as you must keep it on during class meetings 
- When you are muted there will be a line through your microphone icon. To mute/unmute simply click the microphone icon
- If there is a chat within your meeting, you can view it by clicking the chat box icon
- The red phone icon is what you will click to leave the meeting at the end of your class



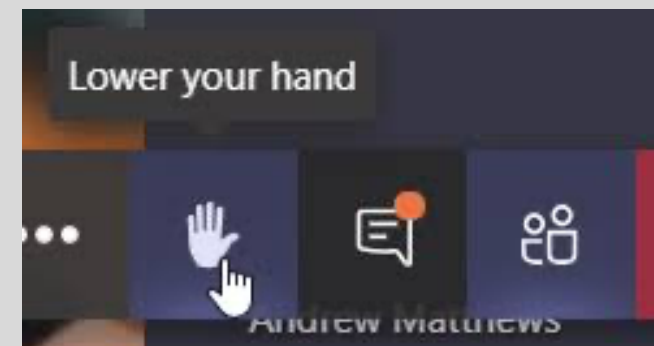
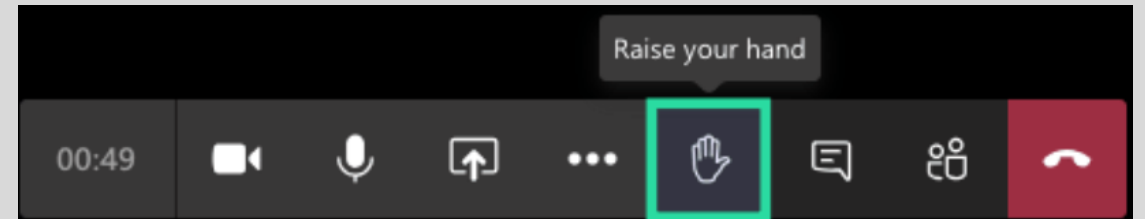


# Getting to sections within your teams

- When you click on a team there will be a menu across the top of the screen
- Here you can do things like view posts and access files and assignments in your teams

# Raising your hand

- If you have a question for the teacher, please “raise your hand” by clicking the hand icon and wait to be called on before asking your question.
- Once you have been called on, lower your hand by clicking on the hand icon again.



# Things to consider during class meetings



All class meetings will be recorded



Teams logs when you enter and exit the meeting



All chats can be viewed by the teacher and cannot be deleted by students