

What Do I Do For My On-line Meeting

1

- Get dressed for learning
- Set up your device in a place that is good for learning

2

- Use the meeting link to log onto the meeting on the internet
- Be on time for your on-line meeting
- Wait in the online waiting room until the teacher lets you in

3

- Check your speakers are on or use headphones
- Check that your microphone is off

4

- Greet others as they join the meeting
- Turn your microphone off after your greeting

5

- Use school language when online

6

- Follow the discussion carefully
- Listen to what you have to do
- Ask questions as needed

7

- If you are not sure what to do you can post your questions or email/message your teacher

8

- At the end of the meeting, make sure to hang up/leave the meeting

9

- **After the meeting**
- For Main Building connect to your class mates using Community Chat on Teams
- Ask questions of your teacher in the General or Curriculum areas of Teams