

Do's & Don'ts of Video Conferencing



#1

NO RECORDING OR SCREENSHOTS

It is a **violation of school rules** to record other people without their consent. Screenshots and recording of the screen during a session is strictly prohibited and punishable by law.

#2

MIND YOUR MIC

Mute your microphone until it is your turn to speak and find your microphone location on the computer or device so you can keep a clear path for speaking.

#3

BE ON TIME

Make sure you are attending at your scheduled time with materials to take notes

#4

STAY ENGAGED

Let us know you are listening. Nod, give a thumbs up, or raise your hand if you have something to share.

#5

IF CALLED ON, UN MUTE...

Remember to turn on your microphone when called on to speak. Be sure to turn it back to mute when your complete your speaking turn.

#6

FIND A QUIET SPOT TO VIDEO CONFERENCE

Stay away from loud music and TVs. When your microphone is on, it can be difficult to hear you with the background sounds. Also, refrain from tapping your pen or shuffling your papers as it can be distracting for the other viewers.

#7

LOOK AT THE CAMERA

Be sure to locate your camera before starting. When it is your turn to speak, be sure to look at the camera, not the screen. Keep in mind that whatever you see on your camera can be seen by everyone in the video conference.

Thank you!