



MILL FALLS' Remote Online Meeting Expectations



Having a class meeting online is different than our usual in-person Morning Meetings, but students are still expected to follow our usual meeting rules and manners so the meeting goes smoothly!

BEFORE YOU ENTER A MEETING:

- Make sure you find a comfortable and quiet place to sit.
- Good lighting and even headphones will make this work best!
- Quiet is important! If there is a TV or radio on, your dog is barking at a squirrel, or your little brother is running around clanging pans, we will all hear the noise and it will be hard to hear YOU!
- Please schedule your snack at a different time, too. Not only is it bad to spill crumbs and liquid onto your electronic device, we don't want to hear you crunching and slurping when it's your turn to talk to us!

WHEN YOU JOIN THE MEETING:

Your teacher will see you come up on the screen and will say hello. When she does, you can say hello back. Then you should "mute" your microphone .

Mute means that no one can hear you, but you can still hear your teacher, and anyone else who is having their turn to talk.

MUTE in Google: You bring your cursor to the bottom left side of your screen and click the microphone icon. This is a toggle switch, so you use it to turn the microphone on and off.

MUTE in Zoom: You can click on your picture and you will see the option to mute yourself OR you can click on the microphone at the bottom of the page to mute yourself.

The person who is talking in the meeting will show up in the biggest part of the screen. That will usually be your teacher.

If you are having trouble hearing at any point during the meeting, put your hands behind your ears as a signal to your teacher so she can help or repeat.

If you have a question or comment, please raise your hand. This is just like in our classroom! Keep your hand up and your teacher will be doing her best to call on friends in order. Remember your meeting grace in this meeting format means you keep your microphone muted while you wait to be called.

When your teacher says your name, you may turn your microphone  back on and take your turn speaking. When you are finished talking, you can turn it back off.

ENDING THE MEETING

When it's time to end the meeting, your teacher will say goodbye and you may turn your microphone back on to say a quick goodbye before pressing the button to end the meeting

In Google: You bring your cursor at the bottom center of your screen and click on the phone button to leave the meeting.

In Zoom: click the 'leave meeting' words in red at the bottom right of your screen.