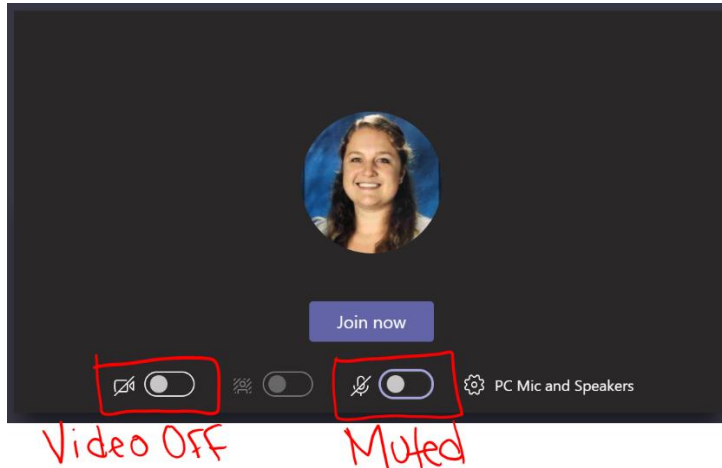


## Directions to students regarding teams interactions

### Norms for video class meetings

1. Please enter class meetings with your microphone muted and video turned off. (See picture below) Once we start, we can make agreements about when to unmute so everyone isn't talking over one another. We want to hear everyone, but not all at once!



2. Choose a quiet place if you can find one, and make sure your siblings or friends are not on screen: meetings are only for students in our class, and we want to make sure we're protecting everyone's privacy.
3. Talk with your parents about whether or not it's okay for you to have your video camera turned on. If your parents ask you to keep your video camera turned off, listen to them; they know best.
4. When you do join the conversation, make sure that what you say and show is on topic and school appropriate.

### Norms for class typed discussions and replying to posts:

- Before responding to a discussion prompt, read the directions thoroughly and think through your response.
- If you are replying to a post, make sure to **reply** to the post instead of starting a new conversation.



- Be sure to **review** your typing to be sure your sentences are carefully constructed. Make sure your content is on topic and school appropriate. It can be helpful to read your response out loud to make sure it sounds ok.
- The “Enter” key on your keyboard will submit your response. Be careful not to hit this before you’re ready!
- Read your response one last time before you send. You can do this by hitting “enter” or clicking the paper airplane/arrow icon.



- If you end up needing to edit your comment, click on the “...” at the top right of your comment, and select “edit”. Click the check mark or hit enter when finished editing.

### Norms for starting a conversation or asking a question:

- If you are starting a new conversation, make sure you are posting to the correct class and channel.
- Think through what you are wanting to post about. Is it relevant? Is it helpful? It may be a good idea to draft your post in Word before typing it in the new conversation box.
- Be sure to **review** your typing to be sure your sentences are carefully constructed. Make sure your content is on topic and school appropriate. It can be helpful to read your response out loud to make sure it sounds ok.
- The “Enter” key on your keyboard will submit your response. Be careful not to hit this before you’re ready!
- Read your response one last time before you send. You can do this by hitting “enter” or clicking the paper airplane/arrow icon.



- If you end up needing to edit your post, click on the “...” at the top right of your post, and select “edit”. Click the check mark or hit enter when finished editing.