

**W**

We are prepared

Virtual Expectations

Entering the Virtual Classroom

- Follow directions
- Laptops/Computer fully charged.
- Log in on time or before time.

Teams/Canvas

- Have all materials and supplies ready
- Actively participate in instruction.

Video Conferencing

- Be on time.
- Check your audio and video setting prior to starting.
- Use appropriate background setting.

Independent Work

- Stay focused on the task at hand.
- Schedule time for each assignment.
- Ask questions if you have them.
- Attempt to find the answer on your own.

Breakout Groups

- Be familiar with moving from General Session to Breakout Groups.
- Ask for help if you don't know how to move to your breakout room.

Communication(s)

- Speak with purpose – have a reason to speak
- Use proper netiquette
- Dress appropriately
- Use the “Raise Hand” icon in TEAMS

Exiting the Virtual Classroom

- Exit only when teacher dismisses.
- Know where to locate pending assignments.

**H**

Hold self accountable

Virtual Expectations

Entering the Virtual Classroom

- Be on time and ready to learn.
- Use crosswalks and sidewalks
- Follow outlined arrival and dismissal procedures

Teams/Canvas

- Complete and turn in assignments on time.
- Accept constructive feedback

Video Conferencing

- Be present during instruction and group sessions.
- Be engaged and participate in group meetings/discussions

Independent Work

- Be sure to meet the submission deadline.
- Take ownership of your learning and behavior
- Accept constructive feedback
- Be engaged and participate in your individual assignments.

Breakout Groups

- Move directly to your assigned breakout group.
- Encourage each other to stay on topic.
- Complete the work together. (No one person should be doing all the work of the group.)

Communication(s)

- Use academic language
- Speak clearly into device
- Focus on speaker on the screen.

Exiting the Virtual Classroom

- Complete exit assignment before leaving.
- Log out After teacher dismisses the class.

**S**

Show respect for all

Virtual Expectations

Entering the Virtual Classroom

- Say “Good Morning”! Greet the teacher.
- Use profanity-free language; Use appropriate language when posting or asking questions.

Teams/Canvas

- Use profanity-free language;
- Use appropriate language when posting or asking questions

Video Conferencing

- Use the “Raise Hand” icon to ask a question.
- Maintain your place in line
- Wait patiently to be served

Independent Work

- Listen quietly while others are speaking
- Use profanity-free language
- Use self-control

Breakout Groups

- Use the chat to respond when others are talking.
- Respect others’ cultures, opinion and viewpoints.
- Maintain positive conversation

Communication(s)

- Think first before typing a message or speaking.
- Listen while others are speaking.
- Wait your turn.
- Use kind, respectful words.

Exiting the Virtual Classroom

- Wait for the teacher to dismiss the class, then logout. Completely Logout of Teams/Canvas.
- Say, “Have a great day!”