

Teacher Zoom Expectations

Zoom Do	Zoom Don't
Join your class a couple minutes early to ensure proper connection	Eat in the middle of a zoom with students present
Give an agenda for each class	Do not share the link publicly. Should be shared via Seesaw, Google Classroom or email only.
Make sure you are in an appropriate environment or use a background	Require students to zoom
Turn on the chime so you know when a student enters	Have a zoom call in a crowded place
Treat it like your classroom	Stray from the agenda
Dress appropriately	
Use your video--kids want to see your face	
If you are 1:1 with a student, hit RECORD! Make sure you are only recording your video, not the student	
Minimize your distractions	
Use hand raising feature to call on students	
Use the whiteboard to let students engage on a shared document	
Model assignment expectations using the share screen feature (e.g. create a writing example that models the expectations just like you would if you were in the classroom).	
Check for appropriate settings (see page 3 of this document)	
Monitor your chat (you may turn off chat if you prefer)	

Student Zoom Expectations

Zoom Do	Zoom Don't
Join your class a couple minutes early to ensure proper connection	
Mute yourself except when talking; this limits background noise	Take Zoom into the bathroom. NEVER. EVER. EVER.
Make sure you are in an appropriate environment or use a background	Eat during a zoom session..it will be short, you can wait
Be appropriate; treat it like a regular classroom	Do not share the Zoom link with anyone outside of your class. Those links are intended for your eyes/use only
Dress appropriately--your peers will see you	
Use video if allowed by your parents	
Log in from a place that is free from distractions	
Keep your questions about the topic	
Raise your hand and wait for the teacher to call on you	

Settings to Check prior to the first Zoom meeting with students.

Go to Personal ⇒ Settings ⇒ Meeting

*You can turn off “allow 1:1” chat among participants

*You can auto save chat to look back at later. This would allow you to address any problems that arose during your meeting