

# Videoconferencing Etiquette

Below are some tips, suggestions, and etiquette guides so that you can make the most out of your videoconference experience. Make sure to review these with your students as well.

There are several tips listed below to help you have a successful videoconference program:

- Be on Time - Make sure that your class is in the videoconference room and ready to begin at the starting time. We are asking you to be connected 10 minutes prior to the connection and have students arrive 5 minutes prior to connection time.
- Be prepared
  - Make sure students have their Evidence Gathering Worksheet and a pencil.
  - Make sure students have practiced reading the question in a loud, clear voice.
  - Make sure students know the order in which they are speaking for the conference.
- The "unexpected" - there are many things that could alter your plans during your connection. You or the connecting site could have an unexpected inclement weather day, or fire drill, or technical issue. Be patient. A lot of small technical issues can be resolved during the first few minutes of the connection if reported promptly-this is why we ask you to connect 10 minutes early.
- Introductions - When the connection begins, properly introduce yourself and your class (location or school name).
- Mute – Please know how to mute your microphone and make sure you are muted when your classroom is not speaking.
- Practice - Especially if your students are new to the videoconferencing equipment. Make sure they are aware what is going to take place.
- Speak Clearly - there is often a lot of background noise and it is important for the students to be heard when asking questions. Please make sure only one student is talking at a time.
- Question/Answer Time - During this time, please make sure students are ready to answer and if possible have them stand by the microphone.
- Be courteous - During a special program, make sure to give positive feedback. Giving thumbs-up or mild applause is an encouragement when appropriate.