


















Class Connect and Video Support for Students and Families

Please review the following live session expectations for all students and learning coaches at CASC. The goal of our faculty and staff is to provide a positive and engaging learning environment for all students. The guidelines below will help ensure all live sessions run smoothly and students receive the instruction and support they need to be successful.

Preparation	
	Understanding the purpose of the tool. CASC's expectation is for students to be prepared to use cameras and microphones in every live session. The purpose and intent of using the camera is to increase engagement and build student-teacher connections. Teachers are also able to discern when students need extra support from visible cues. You are welcome to participate with your student.
	Give consent. Students are expected to use video and microphones in class. If you have concerns about using the camera, talk to your teacher.
	Check the invite. You will see ClassConnect sessions in the OLS/Online Middle School/Online High School page; they will be marked as either required or optional. Students should attend all required sessions. The teacher should be contacted prior to the required session if the student will need to be absent.
	Appropriate clothing. Please be sure students are dressed appropriately. This includes any family members that may be seen behind your child's camera.
	Check the technology. Check the audio to make sure your speakers are not turned off. You will be able to check the mic when you get to the class connect session.
	Choose a quiet area. Try to find a place to set up the device where it is quiet with few distractions as your child is expected to engage in the class connect session. Try to keep other siblings and pets free from the session.
	Check your lighting. Make sure your child has front lighting so the teacher and classmates can see their face. A window in the background may silhouette your child.
	Check camera framing. Make sure that your child's face and shoulders are centered in the frame of the camera and that your child is sitting upright.
	Check your background. Make sure whatever is behind you, and visible to the camera, is simple and school appropriate

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During	
	Be on time. Click on the link when the teacher has scheduled the class connect session. Actually, you may want to join a couple minutes early.
	Be Ready. Students should have materials for the class accessible before class begins.
	Troubleshoot. You may have some technology difficulties. Check the settings on the class connect session interface. The video and microphone icons usually have settings close by. Also, use the chat function to communicate to the teacher/others. You may be able to get help from the chat.
	Listen for expectations. Your child will be muted when entering the room. This means that nobody will be talking except the teacher. The teacher will talk about the expectations and functions of the class connect session. It will be awesome! Please help your child with the expectations and how to use the tools.
	Look at the camera. Show your child where the camera is on the device. If they get a chance to talk, encourage them to look into the camera.
	Follow directions. It is important that all participants follow the directions of the teacher to avoid distractions. Help your child pay attention because they will only have a short time to engage with the teacher and classmates. Keep all webpages closed unless it relates to the class. The class connect session allows teachers to monitor whether or not students are on-task.
	Say good-bye. The teacher will end the class connect session. This will close the video conference window. Make sure your child understands the assignment/action (if any) from the session.
After	
	Follow-up. The teacher may follow up with a survey of instructional materials. You certainly can connect with the teacher directly if you have feedback, questions or need clarification. Email is the best method for communicating with teachers. We are here to help!