

Google Meet Norms for CEMS students:

As we transition to remote learning there are a few etiquette expectations during classes and when “meeting” with others during the school day (this actually might apply to all realms of your video chatting world).

- Please be sure to be in a quiet place where you are able to concentrate and follow instructions. Where, that is up to you.
- Please do not have music, video, TV, or other noise producing items on – this is a distraction to all.
- No headphones, please, but if it is necessary to cancel out other noise in order to hear those you’re chatting with, that is fine. Let your faculty know.
- Engage with the screen – be looking at the person talking.
- Please don’t eat while meeting – there will be plenty of time in the new schedule to eat.
- In terms of dress code, dress down day attire is fine – If you stay in sleep-wear, please be sure it is appropriate (but come on people, get up and shower!).
- When you are meeting in large groups (three or more), it is good to mute your microphone so external sounds are not picked up and confuse the system. When you want to speak unmute or use the “chat” format on Teams to communicate with your teachers/peers.
- Remember, when video chatting, you must assume you are being viewed at all times.

VIRTUAL MEETING DO'S AND DON'TS

Remote Learning Success Tips



1

PROTECT PRIVACY

Make sure you find a quiet, private place to have your meeting. Check your surroundings before you share your camera.

Do not take screenshots or recordings EVER.

Assume you're being viewed at all times that the meeting is active and act accordingly.



2

BE FOCUSED AND PRESENT

When you first "arrive" in the meeting, say hi in the chat.

Stay seated and stay present.

Take notes on paper, don't type.

Don't use other devices or apps.

The location you choose should be QUIET, no music or other noise.



3

BE CONSIDERATE

Dress appropriately for attending school.

Don't eat food during the meeting.

Mute your microphone when you're not talking.

Use the chat to ask questions.

Wait to be called on by the teacher.

Don't talk when someone else is talking.



4

USING THE CHAT

The chat window can be read by everyone so keep your comments polite, appropriate, and focused on the topic being discussed by the teacher.

Ask questions in the chat that are relevant to the class/meeting.

Share links to helpful materials in the chat.

Student tips for successful **VIDEO CALLS**



1



Check in with your teacher. Gather your materials.

2



Be on time. Check in thru the chat when you arrive.

3



Stay engaged (nod or thumbs up) if others are talking.

4



Mute your mic if you're not speaking.

5



Use the chat or raise hand to share ?s/ideas.

6



Wait for teacher to call on you or unmute your mic.

7



Take notes in a doc or on paper for reference.

8



If using video, look at the camera, not the screen.

Text by Karly Moura @KarlyMoura. Infographic by Matt Miller @mattmiller. Icons by The Noun Project.

GOOGLE MEET/HANGOUT

Etiquette Guide

A SUGGESTED GUIDE FOR STUDENTS



MUTING

When you enter the Meet/Hangout, mute yourself (If you are already not muted.)

QUESTIONS

When you have a question, type in the textbox and wait for your teacher to call on you.



CONTRIBUTING

When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner.

YOUR TURN

Wait for the teacher to call on you to unmute yourself. Only one student should contribute/talk at a time.



WHERE TO LOOK!

Look into the camera when you are talking.

STAY ATTENTIVE

Pay attention to your teacher or other students who are speaking.



