GUIDELINES FOR A SUCCESSFUL TEAMS MEETING

LOG IN 5 MINUTES EARLY
You don’t want to be late for class in the school building, and a Teams Meeting is no different. Get logged in early, so that you’re ready to start when the scheduled class time begins.

FIND A QUIET PLACE
You will be encouraged to have your video on and will need to access your microphone periodically. Find a quiet place to join the meeting. CHECK WHAT IS BEHIND YOU! You don’t want anything inappropriate in your background.

MUTE YOUR MIC & USE THE CHAT
When the meeting starts, be sure to mute your microphone! Use the Teams Chat feature to ask questions or share ideas. Remember, the chat is monitored and needs to be school appropriate.

DRESS CODE APPLIES
Be mindful of your outfit. The school dress code still applies to virtual meetings, so be sure your outfit meets the guidelines set forth in the student handbook.

SCHOOL BEHAVIOR APPLIES
Online meetings are an extension of the school building. The Student Code of Conduct guidelines for behavior apply to these live sessions. Consequences from school administrators can be issued for violations.

ENGAGE IN THE LEARNING
Teachers hold live meetings to provide direct instruction and support. Give the meeting your full attention and engage in the learning. Turn off the tv, limit the distractions, and get involved in the lesson.

COMPARING THE TWO PLATFORMS

**Canvas**
- Observers can view announcements & discussions
- Observers can view the calendar & modules
- Observers can view student grades, due dates, and point values
- Observers can view assignments & course events such as Live Meetings in Teams

**Aspen**
- Check your student's attendance record
- Check your student's official legal gradebook
- Check your student's schedule
- Check your contact information & that emergency contacts are up-to-date