

5P's of Virtual Classes

Prompt

- Be on time for any virtual meeting. Arriving a couple minutes early is great too!
- Check your calendar the night before to make sure you know when your sessions are.
- Set alarms/ calendar reminders on your cell phone.

Prepared

- Have a designated work area.
- Continue with routines like you would when going to in-person school as much as possible.
- If technology is not working email your teacher IMMEDIATELY.
- Be aware of what is in the background of your video camera when you are in a meeting. Use the background feature on Teams if you prefer.

Polite

- When you arrive, please be sure to mute yourself. Background noise and talking can be distracting. To mute yourself, click on the microphone icon on the video display.
- Remember to be respectful at all times.
- Allow people the space to speak, and do your best not to talk over another person.

Positive

- There will likely be challenges, remember we are all in this together!

Productive

- Students should remove distractions like social media and texting during live meetings.
- Stay on topic. Only post relevant links, comments, thoughts, and/or pictures. Remember this is a classroom setting.
- Stay engaged. When you do have breaks, give yourself some time away from technology.

