

## Montgomery Middle Online Learning Expectations: General Information and Getting Set Up:

- If you have a computer or device, attendance online is required when a class meeting has been scheduled. Email the teacher if there is a conflict.
- Many classes will be recorded and available on our private Teams Classroom link. These may not be downloaded or transferred anywhere else.
- Check your equipment BEFORE class time to ensure that you have a headset or your microphone and video works. If something is not working, use the chat feature to ask questions and respond.
- Set up an intentional space (a desk, a chair at a table) away from background noise. Have any class materials (notebook, pencil, ruler, calculator) ready at that intentional meeting space.

### Behavior Online:

- School expectations and our school code of conduct still apply, especially regarding privacy and respectful conduct online. Recording of online teams' lessons can only be done by the classroom teacher. Lessons will be posted and available.
- Be on time. Plan on entering our meeting 2-5 minutes before the actual meeting time.
- Behave appropriately in the online meeting as you are expected to behave at school. Remember, you're on camera and you and your classmates are learning together.
- Comments in the "chat" need to be on topic and promote learning, silly remarks will likely result in parent contact.
- Do not take your device to the restroom! If you need to use the restroom, let people know politely in the chat and leave your device for a moment.
- Wear clothing that respects those around you and on video.
  - Do not wear your pajamas or clothing with inappropriate graphics. Think about what you would wear to school. That is what you are required to wear on video during our class.

### Class participation

- Throughout the session, I **might** do the following:
  - Ask you an open-ended question and have you each respond one at a time
  - Ask you to give me a thumbs up if you understand the directions
  - Ask you to unmute one at a time and answer a quick question
  - Ask you to show an emoji to tell me how comfortable you are with the material.
  - Give you instructions for the work you are to complete after the meeting
- When you enter the meeting room, turn on your video, mute your microphone and select the chat icon to be able to follow and contribute to the conversation.
- Follow on screen instructions and raise your thumb using an emoji 👍 on the chat sidebar when I ask you to. If you are asked a question, unmute your microphone, answer the question, and remute your microphone after you are done speaking.

### Work Completion Expectations:

- After the online meeting, I may assign you an off-meeting assignment and the deadline and instructions for these will be in the Teams Classroom or emailed.
- You are expected to complete the assignment by the assigned deadline. If you have questions, please contact me by email or during my office hours (which I will share a later time).