








Protocols for Google Meet/Zoom

Protocols

- Log in using your School Email Only
- Do not share your screen
- Do not share our meeting URL with anyone, ever!
- When in the meet, only use chat for class purposes
- Follow our class norms
- If anything occurs that is does not adhere, log off and then the teacher will log off
- If these aren't followed, Admin will be involved.

Norms for Students Using Chat

- Live Sessions will be recorded.
- When you enter - Microphone must be on mute
- Written chat must be for class purposes only. If you have other questions outside of the topic, please email.
- Students in attendance will have jobs that help those who are here live and also help those who watch after.
- If called upon, please unmute your mic and chime in.
- Recordings and transcripts of the chat will be posted after the Live Session.

	Live Session Student Job Title	Role
	Welcomer	After the first five minute of the Live Session... As people enter the meet and some arrive late, greet them in writing by saying Hello, _____. Give them a summary of what has happened so far.
	Questioner	If a great question is posted in the chat and as the teacher I don't see it or respond, the questioner may unmute their mic and alert me to the question.
	Linker	If as a teacher, I post a useful link during the discussion, the linker will have that copied (if anyone asks for it or needs it later in the discussion and someone cannot find it).
	Timekeeper	If the teacher gives a time for a particular activity or part of class, the timekeeper will alert us all if we are approaching the end of the time allotted.
	Notetakers	All students are expected to take notes and participate as needed. You will have access to all that is posted in the chat after the recording ends. Some may be asked to share notes with anyone who could not attend live.



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