

# The Keys to Safe and Successful School Video Conferencing

Virtual meetings are a great strategy to keep students connected during the global health crisis. These tips will help you run an effective class meeting and avoid security risks.



## Plan Your Agenda

- Create an agenda and practice.
- Tag team with other presenters when possible, including students. This allows them to practice their presentation skills
- Plan times to divide into smaller groups for a discussion on a certain topic—use the Breakout Room feature if available. Consider choosing a facilitator of each group. For younger students provide explicit guidance.
- Plan ways for all to participate.



## Prepare Your Environment

- Choose a quiet space and consider your background.
- Log in early and test the technology.
- For best audio quality and privacy use a headset.
- Be camera-ready.
- SMILE!
- Mute your mic when others are speaking.
- Be careful what you screen share—people can see your desktop, open browser windows, etc. Choose to share a single application if possible.



## Keep Unwanted Guests Out!

- When Scheduling a Meeting:
  1. Do not use your Personal Room, which doesn't change, schedule a meeting instead.
  2. Require the use of a Meeting Password.
  3. Check "Mute participants upon entry."
  4. Turn on the waiting room (if available) so that you can scan who wants to join before letting everyone in.
  5. Do not check "Enable join before host."
- Do not post the links to meetings on public web sites or social media.
- Expel attendees at any time during a meeting for inappropriate behavior.
- Lock the meeting once all expected attendees have joined.



## Facilitate Effectively!

- Provide a walkthrough of the controls in early meetings.
- Share rules for behavior and how students should interact, such as unmuting, questions in the chat, and hand raising. Periodically review.
- Show an agenda and stick to it!
- Have students use their cameras when appropriate.
- Share a whiteboard, document, screen, or image, to promote community and interaction. Try whiteboarding math problems or asking students to highlight items such as grammar mistakes in a paper.
- Encourage everyone to participate!
- Use your Manage Participant screen and Reactions for effective participant interaction.
- Share your notes/whiteboard/other assets after the meeting.