














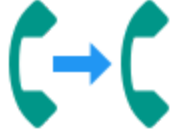


Video Conferencing Support for Families

Before the Video Conference	
	<p>Take Some Time to Get used to Microsoft Teams</p> <ul style="list-style-type: none"> • Before allowing your child to connect, make sure you understand the purpose of the meeting. • Reach out directly to the teacher if anything is unclear. • Participate in the first video conference to support your child’s unique learning needs.
	<p>Give Consent</p> <ul style="list-style-type: none"> • You will be asked to allow your child to participate. • The teacher may be checking in with the class to see how they are doing and/or providing instruction. • You may choose to turn the camera off on the student’s device if you are uncomfortable. Your child will still see the teacher video and hear the conversation. • EBRPSS students should not sign-up for any video conference account without parent consent.
	<p>Check the Time and Date of the Virtual Lesson</p> <ul style="list-style-type: none"> • You and/or your child will receive a link on a private educational communication tool. This may include programs such as Google Classroom. • Message the teacher if you miss a virtual session. The teacher may provide recordings or make-up materials.
	<p>Dress Appropriately</p> <ul style="list-style-type: none"> • If your child has the web camera enabled, please be sure they are dressed. • This includes any family members that may be in the room during the video conference.
	<p>Check Technology Ahead of Time</p> <ul style="list-style-type: none"> • Check the audio to make sure your speakers are not turned off. • Check the microphone when you get to Microsoft Teams.

	<p>Choose a Quiet Area</p> <ul style="list-style-type: none"> • Try to find a place to set up the device where it is quiet with few distractions so your child can engage in the conference. • Try to keep siblings and pets free from the conference.
	<p>Check the Lighting</p> <ul style="list-style-type: none"> • Make sure your child has adequate lighting so the teacher and classmates can see them. • A window or other light in the background may make viewing the video conference difficult.
	<p>Check Camera Framing</p> <ul style="list-style-type: none"> • Make sure that your child's face and shoulders are centered in the frame of the camera.
	<p>Check the Background</p> <ul style="list-style-type: none"> • Make sure whatever is behind you, and visible to the camera, is simple and appropriate.
<p>During the Video Conference</p>	
	<p>Be Ready for the Video Conference</p> <ul style="list-style-type: none"> • Microsoft Teams may ask you to do a few things after you click on the join link. Teams will prompt you to either download a desktop program or connect by browser. Use the browser option, if possible. • If MS Teams asks to allow the microphone and camera, click on allow. • You may be sent to the waiting room; it's ok, the teacher will allow you to enter the meeting shortly. You can check the microphone and sound while in the waiting room.

	<p>Troubleshoot Technology</p> <ul style="list-style-type: none"> You may have some technology difficulties. Check the settings on the video conference interface. In MS Teams, the video and microphone icons usually have settings. Close programs, apps, or browser windows that you do not need during the meeting. Also, use the chat function to communicate to the teacher/others. You may be able to get help from the chat.
	<p>Help your Child Listen for Purpose and Expectations</p> <ul style="list-style-type: none"> Your child will be muted when entering the room. This means that nobody will be talking except the teacher. The teacher will talk about the expectations and functions of the video conference tool. It will be awesome! Please help your child with the expectations and how to use the tools. Review the many benefits of being a good digital citizen.
	<p>Use the Camera</p> <ul style="list-style-type: none"> Show your child where the camera is on the device. If they get a chance to talk, encourage them to look into the camera, speak clearly, and with good volume.
	<p>Follow Directions</p> <ul style="list-style-type: none"> It is important that all participants follow teacher directions to avoid distractions. Sometimes, children need encouragement with paying attention and reminder that they will only have a short time to engage with the teacher and classmates.
	<p>Say Good-Bye</p> <ul style="list-style-type: none"> The teacher will end the video conference. This will close the video conference window. Make sure that your child leaves the Microsoft Teams meeting space, just like you would ensure that they don't stay after school in an unsupervised setting.
<p>After the Video Conference</p>	



Follow-Up

- The teacher may follow up a virtual class session with a survey or instructional materials.
- Make sure your child understands the purpose of all assignments and materials posted.
- Be sure to clarify how to access all websites or instructional materials.
- Connect with the teacher directly if you have feedback, questions or need clarification. We are all learning and invite feedback!