












Video Conferencing Support for Families

给家长们的视频会议支持

Before the Video Conference 会议前的准备	
	<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>需要一些时间来熟悉 Microsoft Team</p> <ul style="list-style-type: none"> • 在允许孩子连接之前，请确保你了解视频会议的目的。 • 如果有不清楚的地方，请直接与老师联系。 • 参加第一次视频会议，来支持孩子的独特的学习需求。
	<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>授权同意（参加）</p> <ul style="list-style-type: none"> • 将要求你允许你的孩子参加（视频会议）。 • 老师可能进行课堂查看，以巡视学生们的表现和/或提供指导。 • 如果你觉得不舒服，可以选择关闭在学生设备上摄像功能。不过，你的孩子仍然会看到老师的视频并能听到对话。 • 未经父母同意，EBRPSS 的学生不得注册任何视频会议帐户。
	<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>查看虚拟课程的时间和日期</p> <ul style="list-style-type: none"> • 你和/或你的孩子将收到私人教育交流工具上的链接。这可能包括例如 Google Classroom 之类的程序。

	<ul style="list-style-type: none"> ● 如果你错过虚拟课程，请向老师发送信息。教师可能会提供录音或补课材料。
	<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>衣着要端庄</p> <ul style="list-style-type: none"> ● 如果你的孩子启用了网络摄像头，请确保他们衣着得体。 ● 这项要求也包括视频会议期间可能在房间里的所有家庭成员。
	<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>提前要进行技术检查</p> <ul style="list-style-type: none"> ● 检查音频，确保扬声器未关闭。 ● 使用 Microsoft Teams 时要检查麦克风。
	<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>选一个安静的区域</p> <ul style="list-style-type: none"> ● 试着找一个放置设备的地方，使其比较安静并且不会干扰他人，以便你的孩子参加会议。 ● 尽量确保兄弟姐妹和宠物远离会议。
	<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>检查照明</p> <ul style="list-style-type: none"> ● 确保你的孩子有足够的照明，以保证老师和同学可以看到。 ● 背景中的窗口或其他灯光可能会使参会者观看视频困难。

	<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>检查相机的取景</p> <ul style="list-style-type: none"> • 确保你的孩子的脸和肩膀在相机框的中央。
	<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>检查背景</p> <ul style="list-style-type: none"> • 确保你身后的所有东西以及对照相机可见的东西都是简约并且适当的。
<p>During the Video Conference 在视频会议中</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>为视频会议做好准备</p> <ul style="list-style-type: none"> • 单击联接链接后，Microsoft Teams 可能会要求你做一些事情。它将提示你下载桌面程序或通过浏览器连接。如果可能，请勾选浏览器选项。 • 如果 MS Teams 询问“允许使用麦克风和摄像头”，请单击“允许”。 • 你可能会被安排在等候室；没问题，老师不久将允许你参加会议。这时，你可以在等候室检查麦克风和音频。
	<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>技术疑难解答</p> <ul style="list-style-type: none"> • 你可能会遇到一些技术困难。检查视频会议界面上的设置。在 MS Teams 中，视频和麦克风图标通常具有设置功能。 • 关闭会议期间不需要的程序，应用程序或浏览器窗口。

	<ul style="list-style-type: none"> • 另外，使用聊天功能与老师进行交流。你也许可以从该聊天中获得帮助。
	<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>帮助你的孩子带着目的和期望去倾听</p> <ul style="list-style-type: none"> • 进入教室时，你的孩子将被静音。这意味着除了老师之外，没有人的谈话可以被听到。 • 老师将讨论视频会议工具的预期和功能。超级棒！请协助你的孩子明白这些以及如何使用工具。 • 回顾作为一个数字公民而获得的诸多好处。
	<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>使用相机</p> <ul style="list-style-type: none"> • 向你的孩子展示相机在设备上的位置。 • 如果她/他们有说话的机会，请鼓励他们看着相机，清晰而大声地发言。
	<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>遵守指引</p> <ul style="list-style-type: none"> • 重要的是，所有参加学习者都应遵循老师的指导，以免分心。 • 有时，孩子们需要鼓励，也要及时关注和提醒他们：与老师和同学互动的时间是很短的。



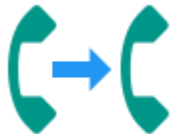
Say Good-Bye

- 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.

说再见

- 老师将会结束视频会议，并关闭视频会议窗口。
- 确保你的孩子离开 Microsoft Teams 会议空间，就像你要确保他们放学后不要在无人看管的情况下待在家里。

After the Video Conference 视频会议后



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!

跟进

- 教师可以在虚拟课堂中跟进调查或指导材料。
- 确保你的孩子了解所有作业和公布的材料的目的（教学）目的。
- 请务必阐明如何访问所有网站或指导材料。
- 如果你有反馈、问题或需要申明的，请直接与老师联系。我们还住不停地学习，欢迎反馈！