

# **Video Conferencing Best Practices for Students, Families, and Teachers**



Livingstone Range  
SCHOOL DIVISION NO. 48



Learning through video conferencing is something that is new to most of us. This alternative learning method can be effective when teachers, students, and families are willing, flexible, and engaged.

**These tips will help students, families, and teachers make the most of video conference sessions to continue learning outside of the traditional classroom.**

# For Students

- **Mute yourself when not speaking.** Background noise can be an annoying distraction and stifle any class's flow.
- **Use headphones** when possible.
- **Introduce yourself** before you talk if you're in a group call without video.



- Make sure you have **good lighting** so everyone can see your face clearly; face an open window or put a lamp next to your computer.
- **Clear your web browser** of any extra tabs or windows before you do a screen share.

- **Be on-time, prepared, and dressed for school.**
- Participate from a **location that you can learn in**, free of other distractions and commitments.
- **Report inappropriate activity** to the teacher immediately.



# For Families



- Set-up a learning space that is free from distractions, has the necessary equipment, and is conducive to learning; if you have more than one learner, this may mean more than one space (rotating centers is something our students are used to) or using headphones.

- Have your student prepare for a conference in the same manner they prepare for school; eat, get cleaned and dressed, and get their learning tools organized.



- Hold your child accountable for what they are learning in the conference sessions; ask them questions and expect good answers

# For Teachers

- **LRSD** supports **Google Meet** as conferencing software. If you choose an alternative platform please check with your Administrator
- **Test** your camera, microphone, and document camera in advance.
- **Start your meeting** with everyone muted and camera's off, ask them to sign into the chat box by answering an opening question (like a drill and you can take attendance this way also).



- If you do need to share your screen during a video call, take a few seconds to **prepare before you hit that share button**. Clear your desktop of any extra tabs you may have open and make sure any sensitive information is hidden.
- Like anything in your classroom, **expect learning and improvement, not perfection** (for yourself and the students) with these sessions.

- **Be a role-model for your students:** wear appropriate clothing, be on-time and prepared for the conference, and pay attention to the activity within the conference. Be aware of the space you are conferencing from.
- **Group size:** try and avoid excessively large conference groups but also ensure you are never alone in a conference with a student.
- **Set classroom rules and expectations** up front, and remind students of those each time you come together in the online platform.

