



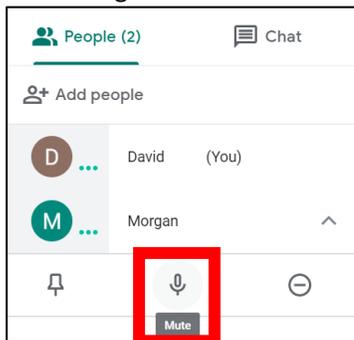
Best Practices for Virtual Meetings

A Guide for Teachers & Administrators

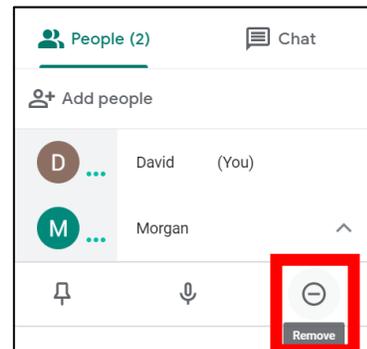


Virtual Classroom Management Strategies for Teachers

Mute participants who are not aware that the mic is on or are adding unwanted comments.



Remove disruptive participants.



Communicate Expectations to Students and Families *Before* Your First Virtual Classroom Meeting

- Use Google Chrome browser
- Find a quiet place in your home to sit while attending a live session
- Stay muted when not speaking to help reduce noise
- Wear headphones/earbud when possible
- When not speaking, keep cameras off to save bandwidth
- Log in 5 minutes prior to the start of a session to check audio
- Encourage participation by answering or asking questions or adding your contributions in the chat
- Limit distractions



[Google Meets Training Site](#)

Additional resources and troubleshooting: <https://support.google.com/a/answer/9204857?authuser=1>