



# Best Practices for Online Meetings



## Power Moves for Teachers Before Meeting Online

### 1. Dress Appropriately

- Dress the way you would for an in-person meeting.
- Encourage your students to do the same.

### 2. Adjust Lighting

- Make sure your face can be seen clearly.
- Adjust lighting or move your camera if needed.

### 3. Think About Your Background

- Choose simple space.
- Have minimal clutter that may cause distractions.

### 4. Practice Speaking to The Camera

- Do not look at the person on the screen.
- look at the camera when you speak so the audience feels like you're talking directly to them.

### 5. Show up 15 minutes Early

- This allows you time to assist anyone who is having trouble signing on.

### 6. Have All Participants Mute Themselves

- This will reduce noise and confusion.

### 7. Call On Participants

- This will avoid talking over each other.
- Participants raise hand to speak.

### 8. Have Students Be Presenters and Share

- Students should close all tabs except those they wish to share.

### 9. Embrace The Pause

- Take a moment after your comments to give students a chance to comment or ask questions before you continue.

### 10. Chat Moderator

- Invite a colleague that can help moderate the chat so that you can answer all questions.