



Google Meet Expectations



MICROPHONE



When you enter the virtual meeting, **mute yourself** (*if you aren't already*). Your teacher will tell you when to unmute when it's your turn to speak.



SOUND



If you can, **wear headphones** so you can hear better. Turn on the **captions** if you are having trouble hearing the speaker.



QUESTIONS



When you have a burning question, type it in the **chat box** OR use the **“raise hand” button** for the teacher to tell you when to unmute so that you can ask your question.



CONTRIBUTIONS



When you have something to contribute to the discussion, type it in the **chat box** OR use the **“raise hand” button** for the teacher to tell you when to unmute so you can speak.



CAMERA



Make sure your **camera is turned on** and that the lighting is good so everyone in the group can see you. Look into the camera when you are talking.



ETIQUETTE



Always **be polite and respectful**, **pay attention** to the speaker, and use the digital platform and its features appropriately.