Video-Conferencing Support for Families

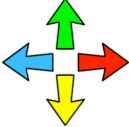| Preparation |
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| **Understand the tool.** Before allowing your child to connect using a video conference tool, make sure you know the purpose and intent from the teacher. Participate in the first video conference to support your child's settings. |
| **Give consent.** After you understand the purpose, 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.
Your child DOES NOT need to create an account to participate in a video conference. They should not sign-up for any video conference account without your consent. |
| **Check the invite.** You and/or your child will receive a link on a private educational communication tool. This may include programs such as email, Seesaw, Google Classroom, Student Information System, Learning Management System or others. |
| **Appropriate clothing.** If your child has the camera enabled, please be sure they are dressed. This includes any family members that may run through behind your child's camera. |
| **Check the technology.** Check the audio to make sure your speakers are not turned off. You will be able to check the mic when you get to the video conference program. |
| **Choose a quiet area.** 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 other siblings and pets free from the conference. |
| **Check your lighting.** Make sure your child has front lighting so the teacher and classmates can see their face. A window in the background may silhoutte your child. |
| **Check camera framing.** Make sure that your child's face and shoulders are centered in the frame of the camera. |

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	Check your background. Make sure whatever is behind you, and visible to the camera, is simple and school appropriate.

During

	Be on time. Click on the link when the teacher has scheduled the video conference. Actually, you may want to join a couple minutes early.
	Be Ready. The program may ask you to do a few things after you click on the link. Some tools ask you to download a client or connect by browser. Use the browser option, if possible. It may ask to allow the microphone and camera, click on allow. If the teacher set up a waiting room, you will get a message that the host will open the meeting shortly. You can check the mic and sound here.
	Troubleshoot. You may have some technology difficulties. Check the settings on the video conference interface. The video and microphone icons usually have settings close by. Also, use the chat function to communicate to the teacher/others. You may be able to get help from the chat.
	Listen for expectations. 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.
	Look at the camera. Show your child where the camera is on the device. If they get a chance to talk, encourage them to look into the camera.
	Follow directions. It is important that all participants follow the directions of the teacher to avoid distractions. Help your child pay attention because they will only have a short time to engage with the teacher and classmates.
	Say good-bye. The teacher will end the video conference. This will close the video conference window. Make sure your child understands the assignment/action (if any) from the video conference.

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After
Follow-up. The teacher may follow up with a survey or instructional materials. You certainly can connect with the teacher directly if you have feedback, questions or need clarification. We are all learning and invite feedback!

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