



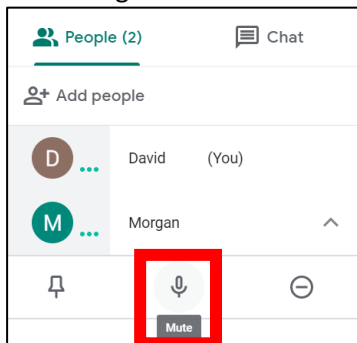
# Best Practices for Virtual Meetings

*A Guide for Teachers & Administrators*

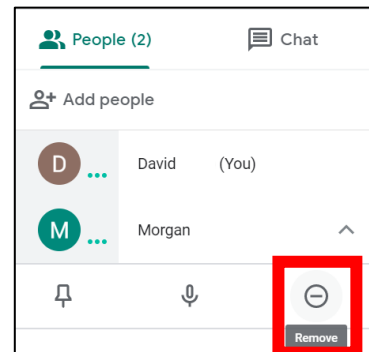


## Virtual Classroom Management Strategies for Teachers

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>