

# Google Meet Etiquette

**MUTING** All microphones should be muted. Please mute yourself if you are not already muted.

**QUESTIONS or CONTRIBUTIONS** When you have a question, type in the chat and wait for your teacher to call on you. If you would like to contribute, but it is not your turn to talk, use the chat feature in the right-hand corner.

**YOUR TURN** Wait for the teacher to call on you to unmute yourself. Only one student should contribute/talk at a time.

**STAY ATTENTIVE** Pay attention to your teacher or other students who are speaking.

## OTHER TIPS...

### DO:

- Wear appropriate clothing
- Keep your video on (unless your teacher directs you to turn it off)
- Pay attention.
- Sit where the laptop/iPad remains immobile (on a desk or table) and the camera is directed on your face.
- Look into the camera when talking.

### DON'T:

- Share your screen unless told to by your teacher.
- Talk when someone else is talking.
- Chat in the background during the presentation/lesson. Teacher questions only.
- Mute or delete others from the room.
- Use emojis unless asked to by your teacher.