



# PARKWAY CONNECTS

## Video Conferencing

<b>Best practices for <i>hosting</i> a video conference</b>	<b>Best practices for <i>attending</i> a video conference</b>
Invite your administrator to participate in the video conference <b>(required)</b>	Create a calendar event that includes all of the video conference details
Schedule your video conference in advance. Share an agenda with students prior to starting the conference	Gather all resources needed and have them available when the conference starts (textbook, paper, writing utensil, headphones, etc.)
Share clear instructions for joining and attending a video conference with students before the scheduled meeting time	Use the chat feature to post your comments/questions to the group
Define the expectations and norms for participation (ie. tell students to mute their microphones, explain how to use any desired features of the platform, etc.)	Frame the camera on your device so that you are centered on the screen paying attention to what is in the background. Be sure that your light source is in front of you so that you can be seen on video.
Engage remote participants through collaboration and discussion	Mute yourself when not speaking and use headphones to reduce background noise
Use a stable internet connection	Unmute your microphone and speak clearly when called upon. (Wait your turn, allow others to speak, use appropriate language, be patient, and listen carefully)
Record and post the conference so that students who are unable to attend can view it later	Ensure your technology works correctly and communicate any issues to your teacher or to the Parkway Help Desk