

GOOGLE MEET/HANGOUT

Etiquette Guide

A SUGGESTED GUIDE FOR STUDENTS



MUTING

When you enter the Meet/Hangout, mute yourself (If you are already not muted.)

QUESTIONS

When you have a question, type in the textbox and wait for your teacher to call on you.



CONTRIBUTING



When you have something to contribute to what is being said, but it is not your turn, 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.



WHERE TO LOOK!



Look into the camera when you are talking.

STAY ATTENTIVE

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

