

Requirements and Rules for EiT Zoom Test Preparation Sessions

Equipment Requirement: Participating in interactive activities:

This EiT Virtual Session includes interactive activities. Thus, you will be engaged in several virtual activities (e.g., Virtual break out rooms). During these interactive, collaborative activities, you will be required to engage in virtual discussions with your virtual team.

The chat feature will be disabled. Thus, in order to check for understanding, the presenter will randomly select a participant (cold call) to contribute to the discussion.

Due to the nature of several collaborative activities, the following are the equipment requirements.

In order to participate, you will be required to use a Mac or PC. *It is in your best interest to avoid using a Chromebook.* Using a Chromebook will not support all the activities in this session. If you have no other option but to use a Chromebook, you must inform us as soon as we start the session.

Rules: Virtual Meeting Etiquette

1. Demonstrate professional courtesy. Keep your webcam (camera) on at all times so that your colleagues, administrators and the presenter can engage and interact with you. Your entire face must be visible at ALL TIMES.
2. Be Present. You are required to *be punctual* and *remain on-line* until formally dismissed. If you must excuse yourself, quietly leave. The absence of your face should be momentarily and temporarily. It is important that you contact the appropriate administrator if your situation requires that you be absent for a time period exceeding 10 minutes.

3. Be ready to learn. The chat feature will be disabled. Throughout the session, your name will be called (cold call) to contribute to the conversation, share your responses and contribute to the discussion.

4. Stay focused. Devote your full attention to the session. Eliminate multitasking. Avoid using your cell phone or any distractions.

5. Be aware of your surroundings. It would be in your best interest to set up a professional learning space conducive to note-taking. Make sure you have ample room and writing tools to record your study notes.

6. Dress appropriately. This will allow us to get into a Professional Mindset and be productive. Furthermore, you are representing your school district and campus.

7. Speak clearly, slowly, and enunciate. When you answer a question or contribute to the academic discourse, don't hesitate to project your voice. Your colleagues will appreciate being able to hear you without having to strain their ears or turn up the volume.

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