GROUP NORMS FOR ONLINE ENGAGEMENT

Moderation
Establish and agree on basic rules based on the below recommendations.

Connect reliably
Find a quiet spot with reliable internet from which to participate.

Plug in
Plug in chargers and headphones if possible.

Camera on
Show your face and engage, just as you would during an in-person meeting.

Record with permission
If possible, record meetings for those who can’t attend, have technical difficulties, or just want to review portions of the session later.

Use the chat box
Use the chat box to post questions and quick points to add to the discussion.

Raise your hand
For large groups, indicate you’d like to speak by raising your hand on video or by using the hand-raising function if available in the meeting platform.

Mute microphone
Mute when you’re not speaking to reduce background noise.