

# CURRICULUM CONTINUITY TEAMS MEETING

(STUDENTS: ONLINE GUIDE)



Remember that College [Student Code of Conduct](#) , [Digital Citizenship Policy Agreement](#) and ALL College policies apply at all times during Off-Campus Learning.



## Be on time

Be ready with your equipment



## Remember headphones

Use headphones when in meetings

SEQTA

## Open SEQTA

Follow lesson instructions



## Open Microsoft Teams for your lesson

Be available on Microsoft Teams for each one of your scheduled lessons



## Turn off video and mute microphone

Make sure your camera is off and mute your microphone until your teacher tells you otherwise



## Join meeting

Click "Join" to join meeting



## Check your sound

Check your sound is working



## Remember 'classroom'

Be polite, respectful of others and focused on the lesson. Normal expectations and standards of behaviour apply

### Other information:



## Chat is still available



## Blur your background

If invited to turn on video, click on the three dots on the menu bar and click 'blur my background'



## Hang up at the end of lesson



## No video recording permitted at any time