



Horace Mann Middle School Virtual Learning Matrix



	RESPECT	RESPONSIBILITY	SAFETY
Entering Virtual Classroom	<ul style="list-style-type: none"> • Video on at all times for attendance, as directed by teacher • Greet teacher/classmates 	<ul style="list-style-type: none"> • Find a designated, distraction free work area • Be on time • Have all class materials ready • Make sure your ChromeBook is fully charged or plugged in 	<ul style="list-style-type: none"> • Find a designated, distraction free work area • Use equipment appropriately
Instruction/Lesson	<ul style="list-style-type: none"> • Audio is muted, until an appropriate time for comments/questions • Video on, as directed by teacher • Take turns speaking 	<ul style="list-style-type: none"> • Be Present - avoid multitasking, stay on task • No other tabs open • Follow along with classwork • Stay on approved websites • Take turns speaking 	<ul style="list-style-type: none"> • Ask questions at appropriate times using chat or raising your hand • Use equipment appropriately • Stay on approved websites
After Class	<ul style="list-style-type: none"> • Exit meeting quickly, unless you have a question for the teacher • Write down any homework that you might have • Put away materials from the previous class, get materials ready for the next class. 	<ul style="list-style-type: none"> • Make sure your Chromebook is plugged in • Get up, stretch, eat a snack, go to the bathroom 	<ul style="list-style-type: none"> • Use equipment appropriately • Stay on approved websites

