

## Spanish Live Class Guidelines

### ***General***

You will **NOT** receive an email in the morning on the day of class with the link to that day's class. The link can always be found on your class page.

Please sign in to class using your **first name** and **last initial only**.

Please do **NOT** use webcams during the times we are meeting as a whole class. You can use microphones during this time only if the teacher calls on you and unmutes you. In breakout rooms you can use the mics and webcams (see below).

The chat box will be available during class, but we ask that you **ONLY** use it to answer questions or ask a question that relates to what we are talking about. No random chatting please!

### ***Attendance and Participation***

We will not be taking attendance, but we do request that students attend regularly. During the big group times, the teacher will be asking for a few volunteers to answer questions on the microphone. We would like as many students as possible to participate.

In breakout room times, **EVERYONE** in the group needs to participate on the microphone, as best you can.

Please remember: the purpose of these classes is to **SPEAK** Spanish. These are not lessons you can just listen to. Don't worry if you don't speak perfectly or can't remember something. Just give it a try and speak up. You'll make progress if you do.

### ***In Breakout Rooms***

Again, **ALL** of the students in the room need to participate on the microphone. Even if you don't feel prepared, just try. Webcams may be used in breakout rooms but are not required.

In breakout rooms, one student may volunteer to start the exercise off. When that student finishes speaking, he or she can call on someone else in the group to go next. That student will then call on the next person, and so on until everyone has had a turn. You don't have much time, so keep it moving! If you finish early, go around again. The teacher should be in shortly to check in on you and give feedback.

If someone doesn't seem to know what to say right away, please don't jump in to tell the right thing to say. Give them a chance. If they ask for help, other students can help. If something comes up that you still don't understand or are confused by, please make a note of it and ask during the question time at the end of class.

If a student is not participating or acting inappropriately, I would ask other students to please let us know by email: [eplanguagelive@gmail.com](mailto:eplanguagelive@gmail.com). We will contact the student's parents.