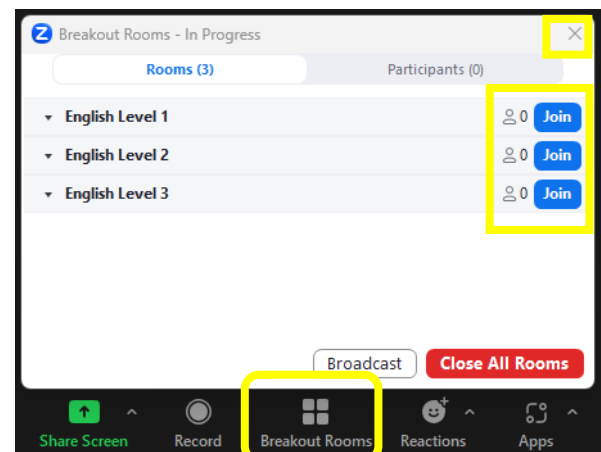


Online Observation Etiquette

- Teachers are notified of your observation and expect your visit. If you are unable to attend your scheduled observation, please communicate this with the CLUES coordinator as soon as possible.
- **Try not to disturb the class.** Do not interact with participants or the teacher in the class unless specifically invited to by the teacher. If you are invited to participate in the day’s activities, please do! Students will likely enjoy a new face, voice, and opportunities to meet and interact.
- **Join the class with your camera off and your microphone muted.** Do not turn either of them on unless specifically invited to by the teacher.
- **Respect the privacy** of the participants in the class. Do not take any pictures, screenshots, make any recordings, or share names and identifying information of any of the participants.
- **These are not your students.** It’s not appropriate to exchange private messages during the class or to exchange contact information to keep in contact unless you work through the teacher and program and have good reason and permission to do so.
- **Please avoid giving the teacher feedback** on the class unless they specifically request it.

Logistics

- All students and teachers arrive in the main session of the Zoom meeting. Everyone is then directed to the appropriate breakout room for their class.
- When you arrive in the main session of the Zoom meeting, please **rename yourself to “Observing Class – (Your First Name)”** so both students and teachers know who you are and why you are attending.
- The CLUES coordinator will make you a co-host. You can then join the different classes in the breakout rooms.
- To join a class, click on the **Breakout Rooms** button at the bottom of your screen. Then click the blue **Join** button next to the class you’d like to observe.
- Please do **not** click the red Close All Rooms button to close the Breakout Rooms – In Progress window. Click the X in the upper right corner of the window.
- Classes are 2 hours (10 am-12 pm, 6-8 pm) with a short break in the middle. You are welcome to observe for the full 2 hours or for as long as you are able.



Class Materials

CLUES provides lesson objectives and teaching materials as guides for each class. If you’d like to follow along with the teacher you’re observing, class materials can be found on CLUES’ teacher website along with all the tools and information you need while teaching with us. www.clueseducation.com