

Gather everyone into the online work space

Begin meetings with a structured welcome

Allocate a limited time to complete welcomes

Welcomes

Gamify sharing by taking turns to throw and catch a pretend virtual 'speaking ball'

Encouraging Shares

Participation

State what's expected in an 'introduction' eg name, role etc

Consider level of professional/personal share & formality

Introductions

INCLUSIVE ONLINE CLASSROOM STRATEGIES

Good Sound

Test your audio settings before joining a meeting

Enable 'mute participants on entry' if available

Made for sharing by



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Good Video

Ensure your background is appropriate before sharing video

Try using 'virtual backgrounds' if available

Inclusion

Inclusive Sharing Practices

Accommodate different comfort levels with public speaking by offering multiple ways to contribute eg video, voice, chat

Make a habit of having a 'pause & check' moment where the host asks for anything missed or any outstanding shares

Inclusive Video Practices

Just as in real-life, be mindful of body language - keep arms uncrossed etc

Make a class policy on using video

Don't comment on appearances

For those without laptop or internet access, provide alternative methods to join such calling in by phone

