

ICN First Class Orientation

- ✓ Allow room monitors a few minutes to pass out materials.
- ✓ Introduce yourself.
- ✓ Instruct students on ICN microphone etiquette.
- ✓ Have all students introduce themselves.
 - 📄 Include students in your site.
 - 📄 Change camera views between sites.
 - 📄 Check yourself in the outgoing video monitor.
 - 📄 Conduct activity for getting acquainted.
- ✓ Instruct students on the use of the fiber phone and fax including how to call in technical difficulties.
- ✓ Review the ICN Weather Policy with your students.
- ✓ Inform students on your testing policies.
- ✓ Explain how you plan on distributing materials.
- ✓ Review the dates & time your class meets.
 - 📄 Include any exception dates.



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