

## **Guidelines for Virtual Meetings Hard-of-Hearing Students**

### iPad/Computer – Teacher

Positioning - face your computer. Facing your computer will allow students to see your facial expressions and have access to lip/speech reading.

Light Source - avoid computer facing a light source (ex: window) when speaking to students. The light will limit the speakers features and limit the student's access to visual cues.

Meeting Location – if possible, choose an area or room that is limited in noise and/or visual clutter. This will help to limited background noise and visual distractions.

Speaking – speak in a clear natural voice, avoid chewing and/or blocking of your mouth/lips.

Muting – when you are not speaking, mute your microphone to eliminate extraneous background noise and echoing.

### Instruction

Visual support – if possible, support verbal instruction with visual information (ex: charts, write out numbers, dates, etc)

Understanding – if the student did not understand what you said, repeat the sentence/question - once. If the student still did not understand – rephrase the sentence or question.

Group meetings –

- a. Begin the meeting by informing the students how the meeting will be conducted and what is expected from the students (ex: student raises their hand and teacher informs student to speak).
- b. Call on students by name and repeat student responses.
- c. Avoid multiple students to speak at the same time.
- d. Have all students mute their microphones when they are not speaking (this will eliminate background noise and echoing).

### Students

Closed-captioned - be certain that the student has the closed-captioned feature activated.

Microphone – when the student is not speaking, have them mute their microphone to avoid excess background noise and/or echoing.

Participation – encourage students to participate in meetings to ensure understanding.