

VIRTUAL *class* RULES



Make sure to have a consistent working place in your house where you can sit down and focus for an extended period of time. Have your working space supplied with pencils, erasers, highlighters, paper, and other supplies available. Be ready to learn, discuss, and stay engaged.

DOs

- 1) Log-in on time!
- 2) Turn the camera on during LEARNING (even if you blur the background).
- 3) Use headphones during meetings to limit distractions and background noise.
- 4) Stay on MUTE unless you are speaking.
- 5) Raise your hand or click the "Raise Your Hand Button" to share or ask a question.
- 6) Have materials ready to go and at your work space.
- 7) Make sure your device is charged and ready to go.
- 8) BE AN ACTIVE PARTICIPANT – raising your hand, sharing your ideas, typing responses and questions when asked in the chat, and active listening are so important to your learning.



DON'Ts

- 1) Leave early.
- 2) Walk around – unless it is during a break
- 3) Eat during virtual meetings
- 4) Get sidetracked by distractions
- 5) Turn in/submit a blank document
- 6) Type your entire email message in the subject line

