Basic Rules:

- Identify a suitable workspace to work
- Log or dial in 5 minutes before the virtual classroom session begins
- Be respectful
- · Listen actively
- Actively participate
- · Complete and submit assignments
- Dress appropriately or turn off video feature

Student Responsibilities:

- Log in daily or assigned meeting times
- Ask/Answer questions
- Take turns participating daily in classroom discussions
- · Complete packets and turn in work on time
- Work independently or in groups (when assigned)
- Be an active member of the virtual community

Unacceptable Behavior:

- Vulgarity (no cursing, vulgar language, or inappropriate gestures, memes)
- Negative feedback on other's work and /or comments
- Posting negativity, bully others in chats
- Unacceptable noises in background- loud music, noisy pets
- · No smoking, vaping, drinking alcohol beverages

General Housekeeping Reminders:

- Minimize background noise by turning off the TV and radio
- Stay Focused! Avoid multitasking during class!
- Mute your microphones until it is your turn to speak.