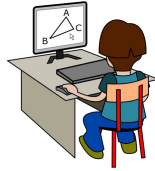




Be on Time

Just as during regular classes, it is important that you are on time to your online classes.



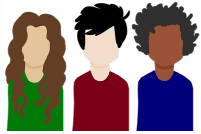
Set Up in As Professional a Space as Possible

Try to find a place where you can sit free from distractions.



Use Only Your Real Name

Just as during regular learning, we want to honor the dignity and importance of our own and each other's names.



Dress for Success

Casual clothing is OK, but no PJ's or clothing that would otherwise distract from the seriousness of the meetings.



Be Professional and Respectful in Your Speech

Because online classrooms feel more like social media, you may be tempted to be more casual in your speech. Remember to be respectful, orderly, and kind.



Mute your microphone when others are talking

Don't purposely distract others.



No Side "Conversations"

Just as during regular classroom learning, side conversations can be very disruptive. Please do not privately text, chat, or engage in other electronic communication during online meetings.



Don't Chew With Your Mouth Open ... Or At All For That Matter

Please don't eat during an online meeting.



Do Not Record the Meetings

Though you may want to preserve a meeting for later use, in some places this would be illegal. Please do not record any online meeting using your computer or another recording device.