Online Meeting Expectations

BE ON TIME

Wake up early

Log on a few minutes before class

BE IN A QUIET PLACE

Find a quiet place

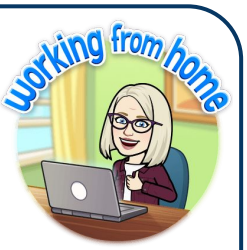
Check your surroundings

BE PREPARED

Computer is charged

Camera is on

Use headphones



PRESENTATION

Wear appropriate clothing

Sit up straight

Be in camera view

MUTE YOURSELF

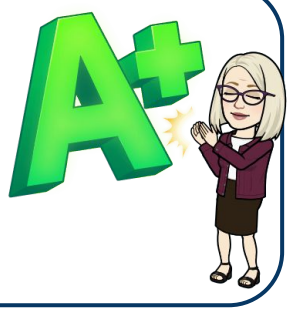
Mute yourself when your teacher or another student is talking

PARTICIPATION

Be focused

Be attentive

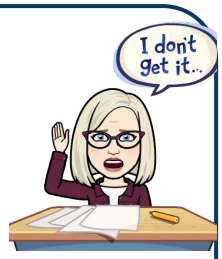
Be an active participant



CHAT RESPONSIBLY

Raise your hand to speak

Type your question in the chat box



COMMUNICATION

Speak clearly

Look up when speaking

Stay on topic
(*no side conversation*)

BE RESPECTFUL

R-E-S-P-E-C-T

Be kind

Be considerate