

Rules for the Virtual Classroom

1. Choose a quiet space, free from distractions, to set up for class. Try to set up in a room without a TV as it could distract you. If not, turn off the TV and radio. Exit other applications on your computer prior to entering the classroom.
2. Come to class early. The timetable suggests 8:30 to start preparing for the first session that begins at 8:45.
3. Dress appropriately. Remember this is still a classroom setting.
4. Register on the various platforms and sites used for this virtual class using your full name.
5. When you enter the classroom, make sure to enable both audio and video. You can click “Start Video” and “Join Audio” in the bottom menu.
6. Mute your microphone during the lesson to avoid disturbing the class with any background noise.
7. Be respectful at all times.
8. Participate. When you have a question or comment, use the “Raise your Hand” button that can be found in the window that pops up when you click on Participants in the bottom menu. Wait to be acknowledged by the teacher before unmuting yourself to speak. You can also use the keyboard shortcut Option+Y on a Mac or Alt+Y on a PC to raise your hand.
9. Participate in the chat rooms when they are open. This is the time you get to hear more from your classmates and you get the opportunity to converse with your classmates on a number of topics.
10. When your class is over, leave the classroom by closing the window.
11. Submit assignments on time.