

BE PREPARED

Be on time.

Find a quiet learning place without distractions.

Have your materials ready.

PRESENTATION

Keep your camera on and still.

Check your surroundings.

Dress appropriately.

SPEAKING

Stay on mute.

Raise your hand/ask a question.

Stay on topic when speaking.

PARTICIPATION

Be focused.

Pay attention.

Be an active participant.

BE RESPECTFUL

Be respectful with your words, actions, and content (the work you share with the class).

USE SIGNALS

Thumbs up = OK

Thumbs down = No

Raised hand = Question

? in chat = Question

! in chat = Comment