





# How will class be held?

- Everyday!
- Attendance will be taken!
- Lessons will be *recorded!*
- You need to be present everyday for credit!





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## **BE ON TIME**

Attendance will be taken during the first 10 minutes of class ONLY

Log on a few minutes before class

### PRESENTATION

Wear appropriate clothing, NO PJs

Sit up straight

Be in camera view

#### CHAT RESPONSIBLY

Raise your hand to speak

Type your question in the chat box (No side conversations)

### PICK THE RIGHT SPACE

Find a space with no distractions

Pick a quiet place

Check your surroundings

### MUTE YOURSELF

*ALWAYS*- Unless you've been given permission

*Especially* when your teacher is speaking!

### COMMUNICATION

Speak clearly & stay on topic

Look at camera when speaking

# **BE PREPARED**

Computer is charged

Camera is on

Use headphones if you have them

### PARTICIPATION

Be focused

Be attentive

Be an active participant

### **Be Respectful**

Be kind - NO CYBER BULLYING

Be considerate & patient

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