



## Having virtual classes will be new. Let's establish the ground rules for how we interact with one another...

1. Please be appropriately dressed (as you would be for school) and try your best to find a suitable environment for work (where you can hear / focus).
2. We will spend the first part of each class online together (synchronous learning). The rest of class will be you working independently or in small groups (asynchronous) but we will still be available to you through the Google Meet. You can always email your teacher as needed.
3. You do have control over your camera - make sure you pay attention to that icon so you know when it is turned on / off!
4. You can change your background or set it on "blur". Click the three dots in the bottom right hand corner of your screen to access this menu.
5. Use of a headset or earbuds is recommended to prevent feedback from your computer and to isolate sound.
6. Attendance will be taken each day. Please be on time for your class so you don't miss out on the opportunity if you do need to ask questions. You can join the meeting early and wait for others to join - this also gives you a chance to make sure your microphone / camera are working etc.
7. Wait your turn. You can use the "raise your hand" feature for while someone else is speaking (bottom of the screen). Or you can use the chat feature to type questions.
8. Pay attention to the speaker and please mute your microphone when you are not speaking.