

Expectation		Online Learning
Show Respect		 Mute your microphone unless you have a question Wait your turn to talk Use kind words, faces and gestures
Have Responsibility		 Check in every day Use chat box if you have a question Turn in your assignments when they are finished
Actively Participate		 Look at the screen during instruction Ask questions if you need help Stay on topic with questions and comments
Ready to Learn	(Sold)	 Find a quiet space to work Charge your device(s) Make and keep a schedule to work
K eep Safe	SAFETY	 Attend your own classes only Report any unknown users immediately Be mindful of your web searches