

## REMOTE and ONLINE PROCEDURES & ETIQUETTE:

1. Do not give classroom links out to anyone.
2. Write down login credentials.
3. Cameras must be on the entire time.
4. Be on time.
5. Wear proper attire/uniform/hijab/kufi.
6. Choose a good location (a quiet space where you can sit and do your work, not on your bed).
7. Enter ZOOM link with your real name.
8. Mute yourself if you experience unavoidable background noise.
9. Participate fully. Use ZOOM emojis and raise your hand when responding to and asking questions.
10. Be ready to take notes.
11. Give your full focused attention.
12. Don't dominate the discussion.
13. Don't ask questions (while the teacher is in the middle of thought/process).
14. Be more careful with your words.
15. Review notes and recording later.
16. Keep up with your assignments. All assignments will be due before 11:59PM on the teacher designated due day.
17. Check your email regularly, at least twice daily.
18. Apologize for breach of etiquette. You will not be allowed back into class unless you do this.
19. Type when asked to type, speak when asked to speak.
20. Be prepared to work asynchronously (not live) if ZOOM doesn't work.