

# Online Class Etiquette

## BE ON TIME

**Be prepared.**  
**Check your tech before class.**



## PRESENTATION

**Check your surroundings.**  
**Dress appropriately.**



## MUTE YOURSELF



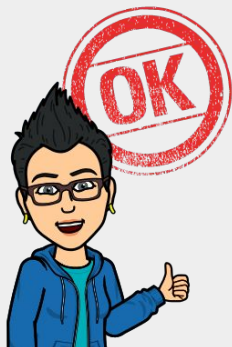
**Be sure to mute your microphone, when joining class.**

## HEADPHONES

**Use headphones if you have them.**



## PARTICIPATION



**Be focused.**  
**Pay attention.**  
**Be an active participant.**

## CHAT RESPONSIBLY

**Ask/Post only class related questions and comments.**

