



ONLINE LESSON GUIDELINES



FIND A QUIET SPACE



Find a quiet place to work where you won't be interrupted.

Make sure the TV is off!

BE ON TIME

Give yourself enough time to get ready for the lesson

Make sure your laptop is charged



MUTE WHEN NOT TALKING

Don't talk when the teacher or someone else is talking

This helps to cut down on extra noise



PRESENTATION

Camera on?
Mic muted?

Anything embarrassing in the background?



BE RESPECTFUL

Listen to others and don't interrupt

Raise your hand to ask a question



PARTICIPATION

Sorry, I wasn't listening.

Be focused

Pay attention

Be an active participant



CHAT RESPONSIBLY

Use the chat to type:

? = I have a question



! = I have something to share

HEADPHONES

Use headphones if you have them.

It's easier to hear
It's less distracting for other people in your home

