

<p><b>Find a quiet place</b></p> <p>Try to find a place where you can focus and have your full attention on the lesson</p>	<p><b>No eating or distractions</b></p> <p>Eat during breaks only and try to not have distractions around you.</p> <p>For example: no phones, video games, or pets</p>
<p><b>Camera on</b></p> <p>Make sure to have your camera on so we can see your smiling face. You must be in view at all times</p>	<p><b>Participate and be focused</b></p> <p>Ask and answer questions, and complete assigned work. Focus on the speaker and lesson being presented</p>
<p><b>Be on time</b></p> <p>Be logged in and prepared by the time our lessons start</p>	<p><b>Laptop charged or plugged in</b></p> <p>Make sure your device is fully charged and does not die in the middle of a lesson</p>
<p><b>Mute yourself</b></p> <p>Make sure that your microphone is muted so that everyone can hear the speaker without echoing</p>	<p><b>Act and dress appropriately</b></p> <p>Show respect to the speaker and wear appropriate clothing</p>