



Google Hangouts

BASIC ETIQUETTE FOR AN ONLINE CLASS

RULES

- Please show up on time at the scheduled time.
- Find a quiet place, free from distraction (Siblings, parents, pets, TV).
- Maintain RESPECT in speaking, writing, and appearance.
- Stay on mute. Click on the “raise hand” button if you would like to ask, respond to a question, or make a comment.
- Your video needs to remain ON. Keep eye contact during the whole session.
- Neither screenshots nor audio or video recordings of the meeting allowed.
- Refrain from chewing gum, eating, or drinking.

**REMEMBER, THIS IS A CLASS,
SO TREAT IT AS SUCH!**

