

# MS Teams Class Rules

## Basic etiquette for an online class

### Be ready to learn

- Have all your devices & supplies ready to go.
- Please join your Class at the scheduled time.
- Stay on mute, unless provided permission.

**Don't be afraid to ask questions.**  
**We are here to help.**



### Eliminate distractions

- You can't learn and text at the same time.
- Multi-tasking is a myth and makes your work longer and be of lesser quality.
- Refrain from eating or drinking when invited to speak or present in front of the camera.

### Code of conduct

- Please remember that the **Learner Code of Conduct** is in effect.
- Do not discuss exam material. The **Academic Honesty Policy** is in effect.
- You do not need to agree with each other, but you need to be respectful towards each other.
- Do not share any information from this chat room outside the college.

