



CLASSROOM ETIQUETTE

In order to ensure the best possible experience for all students, please be sure your audio and video are working properly prior to the class.

In addition, here are some tips for attending a streaming video class and complying with **Commission REQUIREMENTS**:

- Be on time.
- Designate a space in your home or office where you are able to minimize distractions such as background noise and interruption by pets and other people. Please, no multi-tasking! Avoid joining from a vehicle or a public place with distractions.
- Video/Webcam must be **TURNE**D ON and working properly so we can see your smiling face through the entire program. This is **REQUIRED** in order to receive credit.
- Mute yourself when not speaking.
- Be sure to have your full name (first and last) correctly shown on the Zoom screen. (Hover over your picture and next to the mute option you will see 3 blue dots and dropdown menu with Rename where you can change your name.)
- During short breaks, mute yourself and stay logged in. Please do not leave the meeting until the end of the program.