

The **Do's** and **Don'ts** of Online Learning

Note: The things that are disallowed for in-person classes are not allowed in virtual learning as well

Do's	Don'ts
Be on time for class. If possible log in a few minutes early. Check your camera and microphone.	No recording/taking pictures of online sessions.
Have necessary books, pens, pencils, and other accessories before class begins.	Do not use any other electronic devices while class is in session
Have your snacks before class, keep a bottle of water to quench your thirst.	Do not use the chat box for conversation with friends.
Please place the camera to focus your face.	
Keep yourself muted until it is your turn to talk.	
Use a laptop for a stable connection. Phone/tablets doesn't serve the same.	
Find a quiet place to minimize distractions.	
Be courteous at all times.	
Raise your hands if you have questions.	
Stay for the entire class timing.	