

Remote Classroom Expectations Guide



ATTENDANCE

- Attend all online classes or Google Meet calls at the scheduled time.
- Notify your instructor at least 60 minutes prior to a classroom check-in or Google Meet call if you cannot attend. This is the same as the MICC Attendance Policy.
- Contact your instructor for make-up work, which will be assigned in Google Classroom.
- Contact your instructor directly if you have technology challenges. Your instructor will adjust your attendance if that is the case.
- An Unexcused Absence is:
 - Being more than 10 minutes late to connect to a Google Meet call or online classroom check-in.
 - Departing a Google Meet call early or failure to complete online check-in at the end of class as per the instructor's requirements.

SECURITY

- Don't share your password with anyone.
- If you need your password written down, keep it somewhere safe in your phone. Avoid hand-written passwords.
- Log out when you are finished working.
- Do not send confidential information via e-mail.

CLASSROOM LOCATION FOR GOOGLE MEET/VIDEO CALLS

- Choose an appropriate area for video discussion.
- Find a quiet area (no distractions like TV, loud music, other people unless they are assisting you).
- Be ready to attend and participate in the class – just because you are home does not mean you are running to the kitchen for a snack, etc.
- If you have questions regarding a location, check with your instructor.

Remote Classroom Expectations Guide



CLASSROOM ETIQUETTE FOR GOOGLE MEET/VIDEO CALLS

- Mute your microphone when you are not speaking.
- Classes that are broadcast to students over video-chat (streaming) have the same expectations as classrooms on campus.
- Put phones away during streaming class.
- Wear appropriate clothing that you would for class (ex: no pajamas).

EMAIL

- Use clear and simple language (no slang or text abbreviations).
- Always use correct grammar and punctuation. Double check spelling before sending.
- Remembering to put a subject in the subject line that explains the purpose of your email.
- Avoid attachments unless you are sure your instructor can open them.
- Sign your message with your name and return e-mail address.

GENERAL GUIDELINES

- Treat your instructor and classmates with respect in email or any other communication.
- Take your posts seriously and review and edit your posts before sending.
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point.
- Always be respectful of others' opinions even when they differ from your own.
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.