

Rules for Zoom Sessions

1. Test your connection before the online session.
2. Be respectful and on time. Come prepared with your workbook.
3. Avoid multitasking and eliminate all distractions during the Zoom session—turn phone off. Do not open other windows or tabs. Keep your hands in the camera's view so we know you are not scrolling or clicking.
4. Use the camera-- Adjust your camera and lighting so we can see your face well.
5. Mute Your microphone when you aren't speaking.
6. Private chat function must be disabled.
7. Dress Appropriately.
8. Keep other people and pets off-screen.