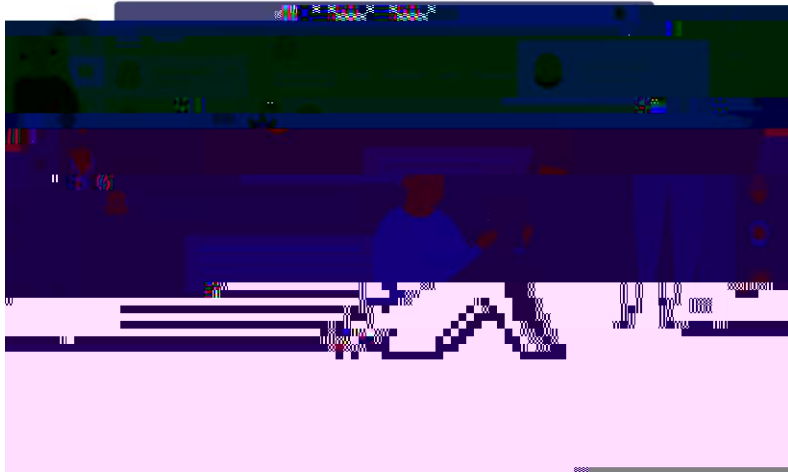


GUIDE TO VIRTUAL LEARNING AT NBCC

Be Prepared To Learn

Choose a quiet location.
Download and install MS Teams App.
Ensure devices (headset, mic, etc.) are working ahead of class time.
Join your class at the scheduled time.
Keep your microphone muted, unless you are speaking.
If you have questions, use the chat feature or the "Raise Hand" button in teams.
When sharing your video, choose one of the MS Teams backgrounds(or add your own!).



Stay Present

Eliminate workspace distractions.
Turn off your cellphone, or set it to vibrate.
Avoid browsing the internet / social media.
Take notes and review them after class.

Code of Conduct

Be respectful of the personal information and privacy of others.
Be respectful during virtual interactions and treat others fairly.
Students are expected to use appropriate language when speaking and using the chat feature.
Adhere to the various dress codes and requirements set forth by your respective programs. Info available [here](#).



Remember That Nothing Is Private Online