






# How to behave when in an online class

1.  When you enter the online classroom, put your microphone on mute.
2.  Signal when you have a question or an answer.
3.  Be sure to unmute your microphone when it is your turn to talk and mute again when you are done talking.
4.  Listen when others are talking.
5.  If you can't hear, check your volume 1<sup>st</sup> then signal your teacher if it is something else.