

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