

Being a Good Digital Citizen in an Online Class

1. Be punctual (or early, if you think you might have an issue getting set up).
2. Make sure what you are wearing, and your background, is appropriate
3. Always mute your microphone, unless it is your turn to speak
4. If you want to talk, put your hand up (either personally or virtually) and wait, or type in the chat.
5. Keep jokes and shenanigans appropriate for a classroom setting
6. Keep the chat for classroom discussion, not social interaction (all of the chat is visible to the teacher!)
7. Use emoticons* to give the teacher feedback

Smiley face	:)	Agree/Happy with that
Sad face	:(Disagree/Unhappy with that
Question mark	?	I don't understand

*Unfortunately, Webex meetings doesn't have proper emojis yet...😞😞😞

8. If you are present in the class, participate! Make sure you are listening, ask questions, participate in activities and polls in a timely way.