

Virtual Classroom Rules

REALTORS® always remain professional and courteous, including with peers. Be respectful of peers and of the speaker/presenter during a class or event. Ensure your etiquette is at or above REALTOR® standards. Remember that you will be on camera, please dress and act appropriately.

By registering for a virtual class, you are agreeing to the following:

Set up:

- Video, audio, and internet access are all needed to successfully 'attend' the class.
- Attendees must have a video and audio connection, therefore, a device with a camera and microphone is required.
- Testing of video and audio connections must be done PRIOR to the start of the course.
- Make sure your device is connected to electricity throughout the course.
- Students are responsible for the performance of their own technology including audio, volume, video clarity and reliable internet connection. We use the Zoom platform. For more information about Zoom, please check their website at www.zoom.us.

Audio and Video:

- Plan to be in a quiet room without potential interference and interruptions.
- Silence your phone.
- A plain, non-distracting background works best. You must be visible and identifiable by the Deans and the Instructor.
- Your camera must remain stable. Excessive camera movement is distracting and may result in a student's removal from the class at the instructor's or moderator's discretion.
- Check your image. We must see you live. Not a photo of you and not what is on the other side of the camera if you are using a mobile device. How about the video protection cover? Is it open?
- Best practice is to use earphones for clarity purposes.

Attendance:

- The BRR (Montana Board of Realty Regulation) requires full attendance and participation
 - Attendance in class must be 90% of the first hour and 100% of all remaining hours.
 - Missing more than 10% of the class due to arriving late or leaving early, not returning from break on time, leaving class during instruction, working on non-class related material during instruction will result in attendee not receiving credit for the class
- Disruption – disrupting fellow students by excessive work on laptop
- Classroom etiquette has not changed. Imagine your actions in the middle of an in-person class. Talking on a phone, conversations with others off screen, hand gestures and other actions that take attention away from the class will not be permitted.
- Please remain muted unless called upon.
- Be consistently 'present' in the class. You must always be visible for the Deans to check participation throughout the course.
- Driving your vehicle will be considered distracting and you may lose credit.

- Childcare must be taken care of prior to course sessions.
- Unless there is a medical condition requiring you to recline on your bed, please sit up in a chair or couch and be professional throughout the session.
- Coffee and snacks should be easily accessible while class is in session. Do not move away from the monitor to retrieve items. Breaks are provided every hour and most classes have an hour break for lunch.

Participation:

- Attendees must login to the zoom platform 15-30 minutes prior to the start of the class and be ready when class begins. **Attendees who attempt to login 11 minutes past the start of class, or later, will not be admitted to the class.**
- You must present a professional appearance at all times. Please dress appropriately.
- Virtual Course Attendance Verification Form must be filled out and returned within 24 hours to receive credit.
 - This is your attendance in the classroom. BRR still requires that we have proof that you have attended the class, especially virtually.
 - Four pictures will be presented during the class presentation. Write them down on a scratch paper.
 - You will receive the fillable PDF form by email after class. Fill out the form, save it, and email it back to Jayne (jayney@nmar.com)

Chat Feature:

- Deans communicate during class instruction either privately or to everyone using the chat box. Please pay attention to this and respond promptly if necessary.
- Place questions for the instructor in the chat box.
- Written messages can be interpreted differently than if they were said orally. Keep this in mind while writing responses and questions.
- ALL Messages written in the chat box during class are saved automatically.

Behavior for CE:

- Deans will be monitoring all online attendees just as if you were in the in-person class.
- If your behavior is deemed distracting, unprofessional, or inappropriate by the Deans, the Deans reserve the right to remove you from the class, resulting in loss of credit.
- 'Tickets' will be issued for infractions of the classroom rules:
 - Yellow Ticket- your only warning! Caution! Your CE credit is in jeopardy due to failure to follow BRR's class rules (You will be moved to the Zoom waiting room to explain why you're receiving this warning and then placed back in class)
 - Red Ticket – a continued choice to not follow class rules, your actions have resulted in NO CE credit for this course. You will be asked to turn your video camera off or you may leave class.