

## Virtual Classroom Rules

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

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

- 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](http://www.zoom.us) . Video, audio, and internet access are all needed to successfully 'attend' the class.
- Your camera must remain stable, focused on you and UNMOVED during the class. Excessive camera movement is distracting and may result in a student's removal from the class at the instructor's or moderator's discretion.
  - Be 'present' in the class at all times, driving your vehicle will be considered distracting and you will receive a warning for this behavior.
- Plan to be in a quiet room without potential interference and interruptions. Silence your phone. Find a sitting area with a plain, non-distracting background. Position the webcam so that your face is bright. Avoid back-lighting, such as sitting with your back to a window with bright light.
- Please remain muted unless called upon. Best practice is to use earphones for clarity purposes.
- 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.**
- Attendees must always be visible for the Deans to check participation throughout the course by means of polling. Attendees will have one minute to answer each poll.
- Random polls and screen shots will be used to verify attendance for CE credit. Deans will be monitoring all online attendees just as if you were in the in-person class.
- Deans communicate during class instruction either privately or to everyone using the chat box. Please pay attention to this and respond promptly if necessary.
- ALL questions for the instructor can be directed privately to the Deans in the chat box. You can find the Deans by looking for "DEAN" in the chat.
- Remember that written messages can interpreted differently than if they were said orally. Keep this in mind while writing responses and questions to other students and to your instructor.

- ALL Messages written in the chat box during class are saved automatically. Be mindful of what you write and share.
- 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. You must present a professional appearance at all times. Please dress appropriately, you are a professional even if you are attending this class virtually. Hats and sunglasses should not be worn. You must be visible and identifiable by the Deans and the Instructor.
- Childcare must be taken care of prior to course sessions.
- 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. Be respectful of others while they are talking.
- 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.
- Coffee and snacks should be easily accessible, so you don't need to leave the session to retrieve these items. Breaks are provided every hour and most classes an hour break for lunch as well.