

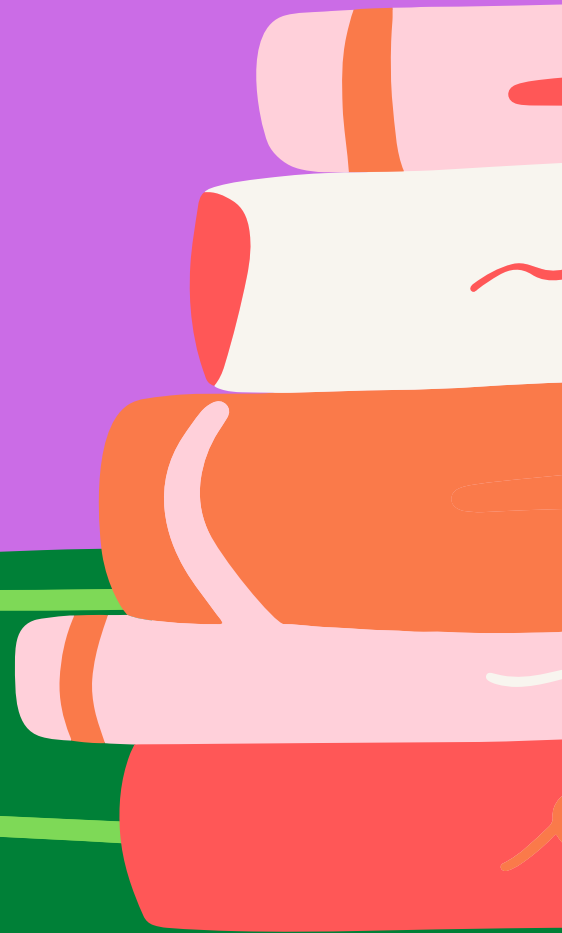
Hello AJA!

Just a very quick reminder that we are looking forward to seeing you all in our morning meetings.

Remember, be on time, be out of your pj's and be ready with any questions you might have.

We will see you at 9:00 every morning.

See you there!





BE ON TIME

Set up early so that you're good and ready when class starts.

Let's make the most out of our learning sessions. Get to your study space a few minutes before class and make sure your internet connection and computer are working.

BE PREPARED FOR THE MEETING

Have everything you need within reach.

Make sure you have all the required materials with you before class starts. Prepare your books, homework, notebook, pencils and anything else you may need so you can easily follow in class.





WEAR APPROPRIATE CLOTHES

Make sure you look presentable for class.

Let's make the most out of our learning sessions. Get to your study space a few minutes before class and make sure your internet connection and computer are working.

BE RESPECTFUL

Respect your teacher and classmates.

Listen attentively to your teacher and follow instructions. Raise your hand when you want to speak and wait to be called before speaking. Listen quietly when someone else is speaking.



Online Etiquette

Good behavior and manners expected of us when we're in class





KEEP YOUR MICROPHONE ON MUTE

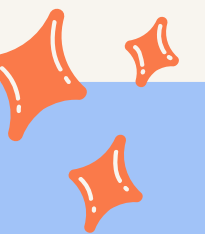
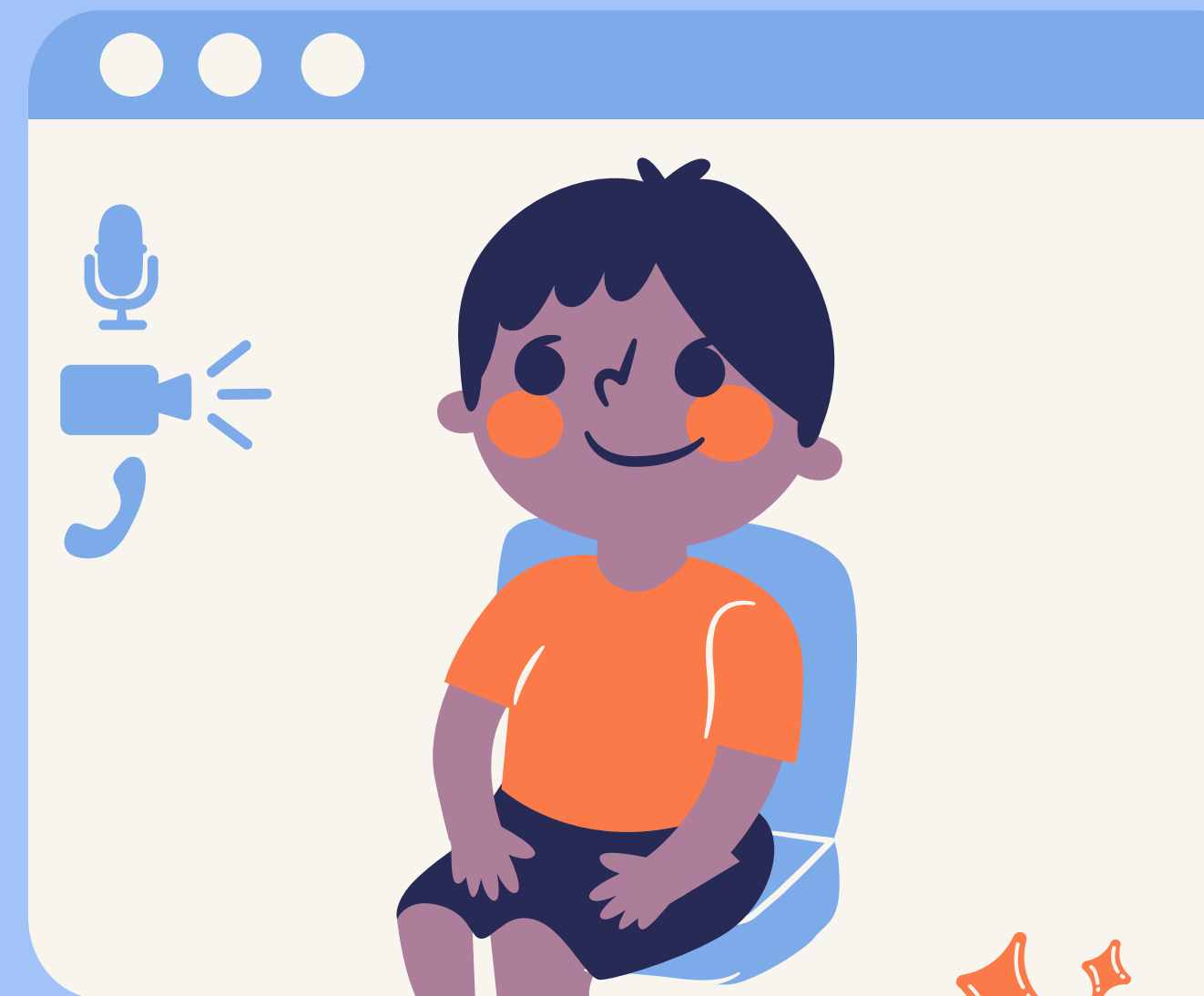
Reduce background noise and distractions.

Microphones can pick up background sounds that may not bother you but may bother your classmates and teacher. If you want to say something in class, raise your hand and wait for the teacher to acknowledge you before unmuting.

BE RESPONSIBLE IN THE CHAT BOX

Use the chat box for class-related matters only

Only the chat feature for things related to your lessons and as instructed by your teacher. Also, reading something is not the same as hearing it, so think carefully before sending questions or comments.





BE FULLY PRESENT

Pay attention and participate actively.

Don't play games on your phone, check your social media or watch videos. Focus on your lessons, take notes and participate in class. Also, avoid constantly moving away from your study area because that may be distracting to your teacher and classmates.

REMOVE DISTRACTIONS

Treat online class time as "real" class time.

Find a quiet space for class. Turn off the TV or any music in the background. Keep mobile phones on silent and away from you. Don't eat or drink during class to avoid distracting your teacher and classmates.

