

QCC Virtual Classroom Etiquette for Students

Here are things to think about and steps to follow as you attend your virtual classroom meetings. Following these do's and don'ts will help you, your professor, and most of all your fellow classmates have a productive learning experience.

Do's

- **Create a learning space:** Find a quiet space and dress appropriately. Let all the people around you know when and where you will be in class, and ask them not to disturb you.
- **Attend class by:** Signing into the virtual classroom with your full name as it is listed on the class roster. Turn your video (webcam) on, or follow your Professor's webcam use policy. (If you don't have a webcam or if you need accommodations, please let your Professor know as soon as possible). If you have a nickname or preferred name, use this name when you sign into the virtual classroom only after letting your Professor know this name.
- **Communicate by:** Muting until you are required to talk. Use the virtual classroom functions to communicate if needed (chat, raise your hand, answer yes/no, etc.). Use respectful language at all times as if you were in a face-to-face classroom.
- **Be prepared:** To take notes (on your computer or in a designated notebook), to access course material in Blackboard or the learning management used for the class, and to participate in the class discussions and activities.

Don'ts

- **Drive or Ride in an Automobile:** Do not attend class while driving. The College does not approve of driving while participating in a virtual class for safety reasons and because driving can impact the student's ability to focus on and participate in the class. If you are riding in a car and can listen and participate as needed safely and without distraction that is okay, but please make every effort to attend class in a quiet and secure learning environment.
- **Engage in Distractions:** Do not engage in texting, social media, work from other classes, or other distractions while in class.
- **Use unacceptable classroom behavior:** Do not attend class high or drunk, dress inappropriately, lie down on a couch or bed, engage in sexual behavior, or invite non-students into the classroom.
- **Use offensive and insensitive language:** Do not swear or use rude gestures. These are not acceptable in a virtual classroom just as they are not acceptable in a face-to-face classroom.

- **Unauthorized entry:** Do not enter a virtual classroom meeting that you weren't invited to, share the virtual classroom access information for your class with others, or enter under a different name.
- **Record Class:** Do not take screenshots, cell phone or other photographs, or record the meeting without express permission from your instructor or accommodations paperwork to do so.

QCC's Student Code of Conduct

Conduct and behavior that is prohibited in a face-to-face course is also prohibited in a virtual classroom. This conduct includes, but is not limited to, the following:

- Drug and Alcohol Use
- Sexual Behavior
- Sexual Harassment
- See the "College Policies" web page for further information: <https://www.qcc.edu/student-handbook/college-policies>.

Dean of Students' Office

Staff who work in the Dean of Students' Office are here to advocate for and help you. If you are dealing with issues or challenges that impact your ability to be academically successful, we encourage you to contact us using the contact information on this web page: <https://www.qcc.edu/student-life/student-affairs>.