

Student Remote Guidelines

Our course this semester will be conducted [remotely](#), which means class sessions meet via a videoconferencing tool, such as WebEx, on specified day(s) and times. Members of the class should abide by proper classroom behavior, including mutual respect and professionalism. The following guidelines include hyperlinks to helpful resources.

Students are expected to:

1. Attend class using a computer or tablet with a webcam and microphone. This will allow full functionality and enhance the class experience. You can request a [chromebook or WiFi hotspot](#) and a [webcam or microphone](#) from the college.
2. Check your [HCCC email](#) and/or [canvas course](#) for an invite/link to class from your instructor.
3. Attend class at the designated day and time by logging-in to the videoconferencing tool with your HCCC username/email address and password.
4. Avoid engaging in other activities during class. For safety reasons, driving is strictly prohibited. Some suggestions include:
 - refrain from driving, commuting, working, cooking, exercising, etc.
 - remain in one location for the entire class
5. Create a conducive learning environment, similar to an on-ground classroom. Some suggestions include:
 - sit upright at a desk/table with proper lighting
 - have a professional demeanor with a [virtual/blurred background](#)
 - limit camera movement
6. Log-in at least 5 minutes before the start of class to test technology and make sure everything is working properly. WebEx recommendations can be found [HERE](#).
7. Remain on video during class, unless there is prior approval from the instructor. Contact your instructor before class if circumstances do not allow you to turn on your camera.
8. Dress appropriately, as others can see you. This means fully clothed from head to toe.
9. Remain muted unless speaking to reduce background noise.
10. Be respectful and courteous of others by waiting your turn to speak, using the chat, or raise hand feature.
11. Stay on task during small-group discussions. While it is tempting to divert from the topic, it is important to be conscious of classmate's time and learning.
12. Participate interactively during class by asking questions, participating in group discussions, answering questions when called upon, etc.
13. Check your HCCC e-mail/canvas course frequently for updates and information about readings, assignments, discussions, etc.

Other helpful resources:

[Information technology services \(ITS\) guides and how-to's](#)
[Information about online test proctoring with Honorlock](#)
[HCCC library resources](#)