

# **Video Conference Rules / Guidelines**

The use of video conferencing and virtual classrooms is available as a medium to deliver classroom material to students during the COVID 19 outbreak. Conduct during these virtual class sessions shall be consistent with classroom conduct. Participants are expected to be respectful and productive within this learning environment. The following rules / guidelines shall be in affect during all virtual classroom sessions.

1. **Attendance is required.** The instructor will be able to see who is in attendance, what time they joined, and what time they left. Failure to attend the entire virtual session will result in an absence. The host department will be responsible for documenting attendance on an approved MWLC sign-in form and forwarding it to the instructor immediately following the training. The instructor will complete a sign-in form for any personnel attending from outside of the host department, IE: home or outside agency.
2. **Participation is required.** Members will be expected to participate through chats, polling, or voice discussion during each virtual classroom session.
3. **Time and resources must be used efficiently.** Students must adhere to the following rules to ensure a productive and efficient learning environment.
  - a. Chat conversations, voice questioning, and other interaction must be limited to relevant coursework only. Side conversations, jokes, and other distracting communication is prohibited.
  - b. Questions which you would like answered by the instructor should begin with \*\*\*QUESTION\*\*\* to attract the instructor's attention and promote a timely response.
4. **Technology is imperfect.** Educational institutions across the nation are implementing distance learning options. The volume of students utilizing these options will most certainly impact software servers and internet service providers. The following procedures will help to limit technology issues.
  - a. Students shall keep their microphones muted unless invited by the instructor to respond or ask a question. The primary method for student to instructor communication is via the chat window.
  - b. Students and instructors should log in several minutes before the beginning of the course to allow time for troubleshooting.
  - c. Students shall not share images, GIFs, videos, or other multimedia during the conference unless invited to by the instructor.