

# Online Learning Etiquette Reminders

Dear Students,

As we continue our journey in online learning, we would like to remind everyone of the following etiquette guidelines to ensure a positive and productive learning environment:

- **Be Prepared:** Ensure you have all necessary materials ready before class starts.
- **Join on Time:** Log in a few minutes early to avoid disruptions.
- **Mute Your Microphone:** Keep your microphone muted when not speaking to reduce background noise.
- **Engage Respectfully:** Use the chat function to share thoughts and respect others' opinions.
- **Dress Appropriately:** Dress as you would for an in-person class to maintain professionalism.
- **Avoid Multitasking:** Stay focused on the session and refrain from distractions.
- **Be Supportive:** Encourage classmates and foster a collaborative atmosphere.

Thank you for your attention to these reminders. Your cooperation makes a difference!

Sincerely,  
Your Instructor