

## Expectations for Students in a Remote Classroom

Tip	Resource	
Course Structure and Format		
Get ready before courses start!		
You will need:	If you do not have Internet access; or if you do	
High Speed Internet	not have a computer with a webcam, please see	
	https://www.massbay.edu/cares for assistance.	
2. Computer with Video camera preferred		
	Check the MassBay website:	
3. Course materials and technology	https://mbccweb.massbay.edu	
	and the course syllabus for course materials and	
4. Microsoft Word, Excel, PowerPoint, email	technology for each course.	
and calendar applications (provided)	MS Office 365 Suite available to all students for	
Note: We Suggest installing antivirus software on	FREE	
your computer.	Free antivirus software	
your computer.	Tree antivirus software	
Set-up your physical and virtual	How to create a perfect study space	
workspace.		
2. Test technology.		
Add your MassBay e-mail and calendar	How to Add your MassBay Email Account to your	
application to your mobile devices.	<u>iOS Device</u>	
Use your MassBay Calendar application to create		
your schedule for the semester. Be sure to		
include:		
<ol> <li>Work and family schedule</li> </ol>		
2. Scheduled course time		
3. Homework time		
Set an alert.		
Consistent and Clear Communication		
Have a question about what you are learning or		
need help getting acclimated to school?		
Contact your faculty.	Check the syllabus for the best way and time to contact your professor.	



3. Connect with a student success coach.  Make an appointment with a Student Success Coach  For video conference class meetings:  1. Arrive 5-10 min early to check your meeting connection.  2. Follow attendance or sign in requirements.  3. Check your environment that is viewable on the camera does not contain distracting visual materials. Consider draping a privacy cloth behind you (blanket, towel, etc.) to prevent others from seeing inside your home. Students with special circumstances that prevent on-camera participation should contact your professors as soon as possible to make alternate arrangements.  4. Limit distractors that are visible on your screen (e.g. close other browsers and programs).  5. Silence cell phone.  6. Dress appropriately.  Communication is key – reach out to your faculty to let them know what is going on with you – they do not get to see you on campus.  How to communicate with Professors  Check your MassBay email daily!  Review the MassBay Student Handbook for policies and guidelines. All provisions in the Student Handbook are in effect regardless of whether the class is remote, online, blended, or	2.	Make an appointment with a tutor.	Make an appointment with a tutor
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Have Questions? It is most likely in the Syllabus