



Expectations for Students in a Remote Classroom

Tip	Resource
Course Structure and Format	
Get ready before courses start!	
<p>You will need:</p> <ol style="list-style-type: none"> 1. High Speed Internet 2. Computer with Video camera preferred 3. Course materials and technology 4. Microsoft Word, Excel, PowerPoint, email and calendar applications (provided) <p><i>Note: We Suggest installing antivirus software on your computer.</i></p>	<p>If you do not have Internet access; or if you do not have a computer with a webcam, please see https://www.massbay.edu/cares for assistance.</p> <p>Check the MassBay website: https://mbccweb.massbay.edu and the course syllabus for course materials and technology for each course.</p> <p>MS Office 365 Suite available to all students for FREE</p> <p>Free antivirus software</p>
<ol style="list-style-type: none"> 1. Set-up your physical and virtual workspace. 2. Test technology. 	<p>How to create a perfect study space</p>
<p>Add your MassBay e-mail and calendar application to your mobile devices.</p>	<p>How to Add your MassBay Email Account to your iOS Device</p>
<p>Use your MassBay Calendar application to create your schedule for the semester. Be sure to include:</p> <ol style="list-style-type: none"> 1. Work and family schedule 2. Scheduled course time 3. Homework time <p>Set an alert.</p>	
Consistent and Clear Communication	
<p>Have a question about what you are learning or need help getting acclimated to school?</p> <ol style="list-style-type: none"> 1. Contact your faculty. 	<p>Check the syllabus for the best way and time to contact your professor.</p>



<ol style="list-style-type: none"> 2. Make an appointment with a tutor. 3. Connect with a student success coach. 	<p>Make an appointment with a tutor</p> <p>Make an appointment with a Student Success Coach</p>
<p>For video conference class meetings:</p> <ol style="list-style-type: none"> 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. 	
<p>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.</p>	<p>Check the syllabus for the best way to contact your faculty.</p>
<p>How to communicate with Professors</p>	<p>Email etiquette</p>
<p>Check your MassBay email daily!</p>	
<p>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 face to face.</p>	<p>Student Handbook</p>

Have Questions? It is most likely in the Syllabus