

AED

Adult Education Division
New Castle County Vo-Tech School District

NCCVT AED Virtual Class Meeting Requirements

1. **Classes will begin PROMPTLY at 6:30 pm. on scheduled school nights, so please plan according.** Instructors plan to log in 15 minutes early to help troubleshoot any technical issues that may come up, so please reach out to your instructor if you are experiencing technical difficulties, but do not wait until the last minute to do so.
2. Please be sure to have a computer with camera to help with class participation. **DOL's APPRENTICESHIP ATTENDANCE POLICY REQUIRES YOUR CAMERA TO BE TURNED ON (WITH YOU ON CAMERA) FOR THE ENTIRE DURATION OF THE CLASS.** Please see DOL's additional Apprenticeship Attendance Requirements (Page 62) in the AED Student Handbook that is located on the Registration Page of our AED Website- <https://nccvtadulthoodeducation.com/registration/>
3. We will be using the Zoom platform to hold virtual class meetings. We recommend that you download the Zoom software ahead of time in order to avoid any delay on the first night of class. **The Zoom Meeting link for your virtual class meeting will be posted by your instructor on the "Updates" page of your Schoology Course.**

Additional Requirements

1. Please find a quiet, private, and well-lit area to set up for class. A window or bright background will wash you out, so please opt for a neutral background.
2. Please do not drive or operate heavy machinery during class and avoid being in a moving vehicle while in view of the camera (even as a passenger).
 - Operating equipment or an automobile while on Zoom is extremely dangerous. If you are operating an automobile or equipment, you will be removed from your Zoom Meeting and will be marked absent for the night.
3. The Zoom Classroom is treated as an extension of the physical classroom by NCCVTSD. As such, all classroom rules and school policies still apply in the virtual setting, so please do not do anything you wouldn't ordinarily do in the typical in-person classroom setting. All rules and policies can be found in our AED Student Handbook.
4. For best video quality, use a wired or Wi-Fi connection.
5. Before class, practice using your camera, microphone and speakers to confirm that they work on your computer so you may actively participate in class.
6. During class, please place your microphone on mute until you wish to speak/contribute.

*****PLEASE NOTE: We ask that you give your undivided attention throughout the entire class, you actively participate in class discussions, and you complete all assignments and assessments by their due dates.**