IMPERIAL VALLEY COLLEGE

Thank you for choosing IVC! We are so happy to join you on your educational journey.

Basic Course Information

Semester:	**Spring 2026**	Instructor Name:	**Mardjan Shokoufi**
Course Title and Number:	***STAT C1000 Elementary Statistics***	Email:	**mardjan.shokoufi@imperial.edu**
CRN #:	21297	Webpage	**None**
Classroom:	**None- Online**	Office #:	**2762**
Class Dates:	**Feb 17-June 11**	Student Hours (Office Hours): Feel free to drop by to get help during these time blocks with any questions.	**M 12-12:45 on Zoom T 2:30-3:30 on Zoom W 12:15-1:30 on Zoom TH 11:15-12:15 on Zoom Zoom meeting ID is on the homepage of the canvas shell for the course**
Class Days:	None- Fully online class We can meet by appointment via zoom. E-mail me if you are interested in setting an appointment time.	Office Phone #:	**(760)355-6401 NOTE: I will not be physically in my office most days, so it is best to email me.**
Class Times:	**None- Online**	Emergency Contact:	**Division secretary: Ms. Silvia Murray silvia.murray@imperial.edu**
Units:	**4**	Class Format:	**Fully Online, Asynchronous**

Course Description

This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines. (Formerly MATH 119)(C-ID: MATH 110) (CSU, UC credit limited. See a counselor.)
Additional Description Information:
The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Probability Theory, such as counting principles, conditional probability and the Poisson distribution. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.

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Course Prerequisite(s) and/or Corequisite(s)

Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Demonstrate problem solving strategies by identifying an appropriate method to solve a given problem, correctly set up the problem, perform the appropriate analysis and computation, and share their interpretation of the conclusion or the outcome, using correct grammar or in an oral presentation. This outcome will be assessed through selected exercises on exams throughout the semester. (ILO1, ILO2)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Assess how data were collected and recognize how data collection affects what conclusions can be drawn from the data.
2. Identify appropriate graphs and summary statistics for variables and relationships between them and correctly interpret information from graphs and summary statistics.
3. Describe and apply probability concepts and distributions.
4. Demonstrate an understanding of, and ability to use, basic ideas of statistical processes, including hypothesis tests and confidence interval estimation.
5. Identify appropriate statistical techniques and use technology-based statistical analysis to describe, interpret, and communicate results.
6. Evaluate ethical issues in statistical practice.
7. ADDITIONAL Objective Information:
8. Distinguish among different scales of measurement and their implications.
9. Calculate measures of central tendency and variation for a given data set.
10. Determine and interpret levels of statistical significance including p-values.
11. Identify the basic concept of hypothesis testing including Type I and II errors.
12. Formulate hypothesis tests involving samples from one and two populations.
13. Use linear regression and ANOVA analysis for estimation and inference and interpret the associated statistics.
14. Make use of Chi-square distributions to analyze counts.
15. Use appropriate statistical techniques to analyze and interpret applications based on data from disciplines including business, social sciences, psychology, life science, health science, and education.
16. Apply concepts of probability theory, such as counting principles, conditional probability and the Poisson distribution.

Textbooks & Other Resources or Links

You **need to purchase** 18 weeks access to mymathlab. Do not buy a physical textbook.

The mymathlab registration handbook is in the syllabus section of canvas.

No need to purchase physical textbook as it is imbedded in the mymathlab.

Access Pearson to: Elementary Statistics Using Excel by M. Triola, 7th edition, 2022; ISBN: 9780136961888

We will be using Access Pearson, MyMathLab, component that has e-book, so no need to buy the actual book.
Access Pearson (MyMathLab) **needs to be purchased. Use information posted on canvas on how to register and to purchase access.**
We will be using Pearson Mymathlab component for assignments, and tests.

Follow the steps in "How to Register on Access Pearson Mymathlab" document posted on canvas shell for this course.
Note: you get 14 days of free access, so my expectation is you will be on Mymathlab from day 1 of the class.
Your success in the class depends on your readiness from day one to study and keep up with the assignments.

Your first assignment requiring access to Pearson Mymathlab is discussion 1 due on Sunday February 22 at noon.
All module 1 assignments need to be turned in on time, otherwise per IVC policy students have to be dropped.

Course Requirements and Instructional Methods

Material needed: Computer with capability to video record the screen, with sound, Access Pearson Mymathlab course, access to EXCEL and XLSTAT, scanner, or camera to upload your work, paper, pen, pencil, highlighter, scientific calculator (you may download a free calculator app from various sites)

Note: Full laptop or desktop computer is required. Chromebooks, tablets, phones, and iPads are incompatible with the XLSTAT software used for this course.
Course setting:

We will cover chapters 1-12. The course is set as 16 parts (16 modules). See the attached calendar for all due dates and times.

This course is designed to have you learn facts while gaining an appreciation of the power of Statistics and getting ready for your future courses requiring statistics. My responsibility is to do my best to be an effective guide, while you are responsible to make a commitment to learning and keeping up with the daily work. Remember mathematics is learned through active participation.

On a daily basis you will have to take notes based on lecture videos posted, read your e-book emphasizing the formulas and examples stated in the book notes document on canvas. And work on your assignment on MyMathLab and discussion on canvas.

On daily basis you need to:

- Use provided lectures and the e-book to study the day's topics and take notes.
- Work on the assignments.
- Know the pre-requisite topics learned in previous courses such as finding common denominator and such or ask me or tutors for help.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a 16-week semester. WASC has adopted a similar requirement.

For this 16 week class that means approximately 12 hours of studying, working on assignments and reviewing for the tests per week as this is a 16-week class.

EXCEL and XLSTAT

You need to have access to **Microsoft Excel and XLSTAT**

You have various options to access Excel:

- **IVC's computer lab has Excel installed**
- **Your own computer may have Excel installed**
- **Login to your IVC email to access Excel remotely via outlook**
  here is how: **https://www.youtube.com/watch?v=gJ08yqWU5mQ**
- **XLSTAT is an extension of Excel that you need to access remotely or using one of IVC's computer labs.**
  Here is how to access it:
  https://www.youtube.com/watch?app=desktop&v=FF4S5slDbjo&feature=youtu.be

Here is the XLSTAT code to enter: (copy and paste when need it)

XLSTAT activation code:

TE4DHT-ZRRP2X-ZJ3XB0-1A9KFN-KVNMSV-6GBZ6S

Course Grading Based on Course Objectives

Student Video introduction	**10** (See the attached calendar for date)
Pronto Message*	**10 (available 2/17-5/29)**
Student Lounge Discussion*	**10 (available 2/17-5/29)**
39 Video lecture quizzes @ 5 points each	**195** (See the attached calendar for dates)
8 Homework sets @ 25 points each	**200** (See the attached calendar for dates)
15 Discussions on canvas @ 15 points each	**225** (See the attached calendar for dates)
6 EXCEL projects @ 25 points each	**150**(See the attached calendar for dates)
2 Tests @100 points each	**200** (See the attached calendar for dates)
Cumulative Final @ 125 points	**125** (See the attached calendar for date)
TOTAL	**1125**

There is NO LATE POLICY in this class. However, I do understand life happens (we get sick, have to cover extra shift at work, or need to help with a sister's wedding,..). So, I have built 125 points of extra credit into the grading scheme. That is, you can miss or not get full credit on few assignments, but you can still earn A in the class, assuming all other assignments were A.

Grading Scale: The standard grading scale will be used: 90%=A, 80%= B, 70%-C, 60%=D, less than 60% will result in the grade of F.

900-1125 points = A
800-899 points = B
700-799 points = C
600-699 points = D
0-599 points = F

Assessment type:

- **Video lecture quizzes** assignments are lecture videos covering specified sections of the e-book and include embedded quizzes. Please note due dates for each. You have unlimited try for these quizzes.
- **Discussions** are based on assigned reading, videos or PowerPoints covering specified sections of the e-book and require your post and reply to another student. Please note due dates for each.
- **Homework assignments** are done in Access Pearson and involve answering questions covering specified sections of the e-book. Please note due dates for each.
- **Excel or XLSTAT Projects** use technology to the statistical concepts being covered in the class.
- **Tests** are done in Access Pearson and involve answering questions covering specified sections of the e-book. Tests will be open for at least 4 days. Please note of time periods on the syllabus' schedule page.
- **Final exam is** done in Access Pearson, and it is cumulative. It will be open for at least 4 days. Please note of time periods on the syllabus' schedule page.
- **Student Orientation Video** is a chance to introduce yourself to the class. Please note due date.
- **Pronto and Student Lounge Discussion Participation** assignments can be done anytime during the first 14 weeks this class meet. You only need to participate in each part of each assignment once to get credit. Each of the above assignments has 2 parts:
    - Post a message to the class about a specific question on any HW set, or a specific question on any discussion, or a question on any excel project. (Making sure the question is on the assignment we are working on at the moment and not one from few weeks from now on or one that has passed)
    - Respond to another student's question with through answer to their question during the time the assignment still is active, and due date has not passed.
    - Take a screenshot of your post and reply and upload in canvas for the corresponding assignment to get credit.

Note: For discussion and Excel projects your first post (submission) will be graded only. So, make sure before you post you have looked at the file you are uploading and the answers you are posting. A meaningful reply to another student is required for full credit. Please see rubric for each assignment.

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Course Policies

Class Rules:

1. Late **assignmnets are not accepted. See the schedule for due dates.**
2. **No** make-up test will be given. If one test is missed the percentage of the final will replace that one missed test. If a student misses both tests, then only for one test the final percentage will be replaced, and the other will be scored as zero.
3. There is **no make-up for the Final exam**.
5. Have paper, a notebook, pen, pencil, and highlighter, your fully charged computer ready during study time.
6. It is the student's responsibility to drop or officially withdraw from the class.
(See IVC class schedule for dates).
7. It is **your responsibility** to take notes and **be aware of deadlines and due dates and times.**

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through ***DSPS***, contact them for additional assistance.

We are here to support you and ensure that you have equal access to all course materials.

Academic Honesty including using Artificial Intelligence -AI

IVC values critical thinking and communication skills and considers academic integrity essential to learning.

- **Using AI** tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

- **Academic honesty** in the advancement of knowledge requires that all students and instructors **respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding intellectual property**. There are many different forms of academic

dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting as one's owned the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to cite a source correctly, you must ask for help.
- **Cheating** is defined as fraud, deceit, dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to IVC General Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following:
    - plagiarism
    - copying or attempting to copy from others during an examination or on an assignment.
    - communicating test information with another person during an examination
    - allowing others to do an assignment or portion of an assignment.
    - using a commercial term paper service.
    - Using AI to help you with assignments including tests.

Attendance Policy

- **Attendance: A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class.** Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See IVC General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. **For online courses, students who fail to complete required activities for two consecutive modules may be considered to have excessive absences and may be dropped.**

Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Makings SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at finaid@imperial.edu.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit http://www.imperial.edu/studentresources or click the heart icon in Canvas.

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Anticipated Class Schedule/Calendar

Module Chapter Dates	Assignments and Due Dates **Note:** The Pronto and Student Lounge Participation assignments are open from: 2/17-5/29
	Student Orientation Video Due **Saturday 2/21 at 10 pm**
Module 1	Chapter 1 section 1 video lecture with embedded quiz due **Sunday 2/22 at noon**
Chapter 1	Chapter 1 section 2 video lecture with embedded quiz due **Sunday 2/22 at noon**
FEB 17-22	Discussion 1 original post due on **Sunday 2/22 at noon**
	Discussion 1 reply to another student due **Sunday 2/22 at 10 pm**
	Start HW 1 on Pearson
	Chapter 2 section 1 video lecture and embedded quiz due **Wednesday 2/25 at noon**
	Chapter 2 section 2 video lecture and embedded quiz due **Wednesday 2/25 at noon**
Module 2	Chapter 2 section 3 video lecture and embedded quiz due **Wednesday 2/25 at noon**
Chapter 2	Discussion 2 original post due on **Thursday 2/26 at noon**
FEB 23-27	Discussion 2 reply to another student due **Friday 2/27 at noon**
	HW 1 on Pearson due **Friday 2/27 at noon**
	Participate in Pronto, stating an app that can be used for screen capture
	Excel project 1 video information
	Chapter 3 section 1 part 1 video lecture with embedded quiz due **Wednesday 3/4 at noon**
Module 3	Chapter 3 section 1 part 2 video lecture with embedded quiz due **Wednesday 3/4 at noon**
Chapter 3	Chapter 3 section 1 part 3 video lecture with embedded quiz due **Wednesday 3/4 at noon**
FEB 28-March 6	Discussion 3 original post due on **Thursday 3/5 at noon**
	Discussion 3 reply to another student due **Friday 3/6 at noon**
	Excel Project 1 due **Friday 3/6 at 10 pm**
	Start HW 2 on Pearson
	Chapter 3 section 2 video lecture with embedded quiz due **Wednesday 3/11 at noon**
Module 4	Chapter 3 section 3 video lecture with embedded quiz due **Wednesday 3/11 at noon**
Chapter 3	Discussion 4 original post due on **Thursday 3/12 at noon at noon**
March 7-13	Discussion 4 reply to another student due **Friday 3/13 at noon**
	HW 2 on Pearson due **Friday 3/13 at noon**
	Chapter 4 section 1 video lecture with embedded quiz due **Wednesday 3/18 at noon**
Module 5	Chapter 4 section 2 video lecture with embedded quiz due **Wednesday 3/18 at noon**
Chapter 4	Discussion 5 original post due on **Thursday 3/19 at noon**
March 14-20	Discussion 5 reply to another student due **Friday 3/20 at noon**
	Excel Project 2 due **Friday 3/20 at 10 pm**
	Start HW 3 on Pearson

	Practice for test 1 by working on the sample test 1 on Pearson Chapter 4 section 3 video lecture with embedded quiz due **Wednesday 3/25 at noon**
Module 6 **Chapter 4** **March 21-27**	Chapter 4 section 4 video lecture with embedded quiz due **Wednesday 3/25 at noon** Discussion 6 original post due on **Thursday 3/26 at noon** Discussion 6 reply to another student due **Friday 3/27 at noon** HW 3 on Pearson due **Friday 3/27 at noon**
	Test 1 is open from Tuesday 3/24 at 8 am till Sunday 3/29 at 10 pm
	Chapter 5 section 1 video lecture with embedded quiz due **Wednesday 4/1 at noon**
Module 7 **Chapter 5** **MAR 28-APR 3**	Chapter 5 section 2 video lecture with embedded quiz due **Wednesday 4/1 at noon** Discussion 7 original post due on **Thursday 4/2 at noon** Discussion 7 reply to another student due **Friday 4/3 at noon** Excel Project 3 due **Friday 4/3 at 10 pm** Start HW 4 on Pearson
	Chapter 5 section 3 video lecture with embedded quiz due **Wednesday 4/15 at noon**
Module 8 **Chapter 5** **APR 4-17**	Discussion 8 original post due on **Thursday 4/16 at noon** Discussion 8 reply to another student due **Friday 4/17 at noon** HW 4 on Pearson due **Friday 4/17 at noon** Remember to participate in Student Lounge Discussion board or Pronto
	Watch the lecture video on how to find tables and use Standard Normal Distribution
Module 9 **Chapter 6** **APR 18-24**	Chapter 6 section 1 video lecture with embedded quiz due **Wednesday 4/22 at noon** Discussion 9 original post due on **Thursday 4/23 at noon** Discussion 9 reply to another student due **Friday 4/24 at noon** Excel Project 4 due **Friday 4/24 at 10 pm** Start HW 5 on Pearson
	Chapter 6 section 2 video lecture with embedded quiz due **Wednesday 4/29 at noon**
Module 10 **Chapter 6** **APR 25-May 1**	Chapter 6 sections 3 and 4 video lecture with embedded quiz due **Wednesday 4/29 at noon** Discussion 10 original post due on **Thursday 4/30 at noon** Discussion 10 reply to another student due **Friday 5/1 at noon** HW 5 on Pearson due **Friday 5/1 at noon**
	Work on the study guide for your test 2 coming up next week! Chapter 7 section 1 part 1 video lecture with embedded quiz due **Wednesday 5/6 at noon**
Module 11 **Chapter 7** **May 2-8**	Chapter 7 section 1 part 2 video lecture with embedded quiz due **Wednesday 5/6 at noon** Discussion 11 original post due on **Thursday 5/7 at noon** Discussion 11 reply to another student due **Friday 5/8 at noon** Excel Project 5 due **Friday 5/8 at 10 pm** Start HW 6 on Pearson

	Watch the lecture video on t distribution
	Watch the lecture video on chi-square distribution
	Chapter 7 section 2 part 1 video lecture with embedded quiz due **Wednesday 5/13 at noon**
Module 12	Chapter 7 section 2 part 2 video lecture with embedded quiz due **Wednesday 5/13 at noon**
Chapter 7	Chapter 7 section 3 video lecture with embedded quiz due **Wednesday 5/13 at noon**
May 9-15	Discussion 12 original post due on **Thursday 5/14 at noon**
	Discussion 12 reply to another student due **Friday 5/15 at noon**
	HW 6 on Pearson due **Friday 5/15 at noon**
	Test 2 is open from Tuesday 5/12 at 8 am till Sunday 5/17 at 10 pm
	Remember to participate in Student Lounge Discussion board or Pronto **due 5/29**
	Chapter 8 section 1 video lecture with embedded quiz due **Wednesday 5/20 at noon**
Module 13	Chapter 8 section 1 video type 1 and 2 errors
Chapter 8	Discussion 13 original post due on **Thursday 5/21 at noon**
May 16-22	Discussion 13 reply to another student due **Friday 5/22 at noon**
	Excel Project 6 due **Friday 5/22 at 10 pm**
	Start HW 7 on Pearson
	Remember to participate in Student Lounge Discussion board or Pronto **due 5/29**
	Chapter 8 section 2 part 1 video lecture with embedded quiz due **Wednesday 5/27 at noon**
Module 14	Chapter 8 section 2 part 2 video lecture with embedded quiz due **Wednesday 5/27 at noon**
Chapter 8	Chapter 8 sections 3 and 4 video lecture with embedded quiz due **Wednesday 5/27 at noon**
May 23-29	Discussion 14 original post due on **Thursday 5/28 at noon**
	Discussion 14 reply to another student due **Friday 5/29 at noon**
	HW 7 on Pearson due Friday **5/29 at noon**
	Start reviewing for the final exam coming up soon!
	Chapter 9 section 1 video lecture with embedded quiz due **Wednesday 6/3 at noon**
	Chapter 9 section 2 video lecture with embedded quiz due **Wednesday 6/3 at noon**
Module 15	Chapter 9 section 3 video lecture with embedded quiz due **Wednesday 6/3 at noon**
Chapters 9-10	Chapter 9 section 4 video lecture introducing F distribution **Wednesday 6/3 at noon**
May 30-June 5	Chapter 10 section 1 video lecture with embedded quiz due **Wednesday 6/3 at noon**
	Chapter 10 section 2 video lecture with embedded quiz due **Wednesday 6/3 at noon**
	Discussion 15 original post due on **Thursday 6/4 at noon**
	Discussion 15 reply to another student due **Friday 6/5 at noon**
	Start HW 8 on Pearson
	Review for final exam
	Chapter 11 section 1 video lecture with embedded quiz due **Wednesday 6/10 at noon**
Module 16	Chapter 11 section 2 video lecture with embedded quiz due **Wednesday 6/10 at noon**
Chapters 11-12	Chapter 12 section 1 video lecture with embedded quiz due **Wednesday 6/10 at noon**
June 6-11	Chapter 12 section 2 video lecture with embedded quiz due **Wednesday 6/10 at noon**
	HW 8 on Pearson due **Thursday 6/11 at noon**
	Final is open from Saturday 6/6 at 8 am till Thursday 6/11 at 10 pm

Zoom meeting etiquettes: ***Since we will be meeting online for some office hours or appointments, so make sure you have a space free of distraction during our meeting times, have your computer charged or plugged in to be charged, have your notebook, pen, pencils, and calculator handy.***

1) **Be RESPECTFUL**
    a. Your written, verbal, and non-verbal communications should be respectful and focused on the learning topics of the class.
2) **Find a QUIET LOCATION & SILENCE YOUR PHONE (if zooming)**
    a. People walking around and pets barking can be a distraction.
3) **EAT AT A DIFFERENT TIME.**
    a. Crunching food or chugging drinks is distracting for others.
    b. Synchronous zoom times are set in advance so reserve meals for outside class meetings.
4) **ADJUST YOUR LIGHTING SO THAT OTHERS CAN SEE YOU**
    a. It is hard to see you in dim light so find a location with light.
    b. If your back is to a bright window, you will be what is called "backlit" and not only is it hard on the eyes (glare), but you look like a silhouette.
5) **POSITION THE CAMERA SO THAT YOUR FACE AND EYES ARE SHOWING**
    a. If you are using the camera, show your face; it helps others see your non-verbal cues.
    b. You may be at home but meeting in pajamas or shirtless is not appropriate so dress suitably. Comb your hair, brush your teeth, fix your clothes, etc. before your meeting time to show self-respect and respect for others.
6) **Be READY TO LEARN AND PAY ATTENTION**
    a. Catch up on other emails or other work later.
    b. If you are Zooming, silence your phone and put it away.
    c. If you are in a room with a TV – turn it off.
7) **USE YOUR MUTE BUTTON WHEN IN LOUD PLACES OR FOR DISTRACTIONS**
    a. Pets barking, children crying, sneezing, coughing, etc. can happen unexpectedly. It's best if you conference in a private space, but if you can't find a quiet place, when noises arise **MUTE** your laptop.
8) **REMEMBER TO UNMUTE WHEN SPEAKING**
    a. Follow your instructor's directions about using the **"raise hand"** icon or chat function to be recognized and to speak, but make sure you have unmuted your device.
    b. Do not speak when someone else is speaking.
9) **REMAIN FOCUSED AND PARTICIPATE IN THE MEETING**
    a. Especially when the camera is on YOU, we can all see your actions. Engage in the meeting. Look at the camera. Listen to instructions. Answer questions when asked.
    b. Do not use the Zoom meeting to meet with your peers or put on a "show" for them.
10) **PAUSE YOUR VIDEO IF MOVING OR DOING SOMETHING DISTRACTING**
    Emergencies happen. If you need to leave the room or get up and move about, stop your video.