**Subject: Important: ACIT 1620 - Moving Online Due to Weather**

Dear set A and C Students,

Due to the campus closure, **our class scheduled for Feb 3, 2025, will be held online instead of in-person.** This ensures we can continue learning without disruption while keeping everyone safe.

**How to Access the Online Class:**

**Platform:** We will use **Class for Teams, embedded in the Learning Hub.**  
**Access Instructions:**

1. Log in to the Learning Hub and navigate to our course.
2. On the navigation bar select **Activities** > **Class for Teams**A screenshot of a computer

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3. Please take note of the scheduled times. When a scheduled time has been reached you will see that a **Launch button appears** for the meeting time. Click this button to enter the Classroom.A screenshot of a computer

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4. Ensure you have a stable internet connection and join a few minutes early to test your setup.

**Best Practices for an Online Class:**

✅ **Keep your camera on if possible** – This helps create a more engaging and interactive learning experience. However, I understand that some of you may have circumstances that make this difficult. You’re welcome to participate in the way that works best for you. Note: If the session is recorded only the active speaker (instructor) and shared screens are recorded.  
✅ **Use headphones (if available)** – Helps reduce background noise.  
✅ **Mute when not speaking** – Keeps the session clear and distraction-free.  
✅ **Engage in the chat or raise your hand and unmute to ask questions** – Your participation is valuable!  
✅ **Have any materials or notes ready** – Just like in class, being prepared will help you get the most out of the session.

✅ **Be respectful** – When using virtual learning tools, keep in mind that the BCIT [Student Code of Conduct (Non-Academic)](https://www.bcit.ca/files/pdf/policies/5102.pdf) and other policies applies to **all BCIT activities, both in-person and virtual**.

If you experience any technical difficulties, please check the [**Class for Teams Job Aids**](https://www.techhelpbcit.ca/category/class-for-teams/) for troubleshooting tips or reach out to BCIT’s Tech Help at [BCIT\_studenthelp@bcit.ca](mailto:BCIT_studenthelp@bcit.ca) or 604.412.7444 (option 2).

Thanks for your flexibility! Stay safe, and I’ll see you online.

Best,  
Akila Ramani  
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