Recommendations to Students regarding Zoom Etiquette

1. Instructors often find it helpful when your video is on so they can see your reactions, raised hands, or other non-verbal cues. However, if you have privacy concerns, do not have access to a webcam, or if your connection seems to lag, please participate in class without the video component; participating without video is always better than not participating at all.

If you choose to use video, plan your surroundings: Choose a background that limits distraction and contributes to a safe and respectful environment for all meeting participants. Consider how what is visible to participants might be interpreted, especially without context.

2.Protect the learning space: Avoid sharing the course Zoom meeting link, intentionally or unintentionally, with anyone outside of your class.

3.Signal how you want to be addressed**.** Edit your name on display to show your preferred name. You can also add pronouns and/or a pronunciation guide, if you wish.

4. Allow space for other voices: Mute yourself upon entering a meeting (if you are not already muted). Remain muted unless you would like to speak. Background noises can overtake the audio, and this also ensures that conversation in your physical location does not make its way into the Zoom meeting. \*Special Tip: If you want to briefly unmute yourself while on a Zoom call, you don’t have to select “unmute.” Instead, hold down the space bar while you want to speak. Once you stop pressing the space bar, you will again be muted.

5.Make non-verbal cues visible: Clicking on the “Raise Hand” function allows the meeting host to see that you have something to add rather than trying to jump in and talk over one another. Turn on your video when speaking, if possible, so classmates and the instructor can read non-verbal cues. Or, if you have video disabled, be aware that your audience has only your voice and tone as opposed to expressions and gestures.

5.Toggle video on and off to meet your needs: It is always helpful for the presenter when your video is on so they can see your reactions, raised hands, or other non-verbal cues. However, if your connection seems to lag or you have privacy or other concerns, turn the video off. The toggle is also useful when you are able to participate fully in class but would be more comfortable without your video showing.

6.Avoid distractions: Try to give the Zoom meeting your full attention. Turn off email, text, and other instant notifications to avoid distraction. If you are moving around the room, wrestling with your cat, or need to step away for a second, turn off your video to avoid distracting others. Make sure your mic is muted when you are not speaking.

7.Know expectations for participation: Follow any procedures and expectations that your instructor outlines. Some classes might have specific requirements for how you participate in the Zoom meeting, and others may not. If you have questions about expectations, ask the instructor.

8.Identify yourself for clarity and recognition: When sharing a verbal comment, identify yourself (For instance, “Dr. Jones, this is Chris. I would add to the last comment by saying...” or “Hi Professor Smith, this is Marcie. I have a question about your last slide...”).

9.Contribute however you can: If your audio is working (i.e., you can hear everyone in the meeting), but your microphone is not, use the “chat” feature to offer questions or comments. Regardless of hardware issues, the chat feature is a great way to share questions and comments if you don’t feel able to interject them verbally at the moment.

10.Reach out and ask questions: Follow up with your classmates or your professor via email or office hours if you missed something during the meeting or have questions that did not get answered before the meeting ended. It’s new territory for everyone, and folks will be very understanding.

Shortened Version - Recommendations to Students regarding Zoom Etiquette

* Mute your microphone. To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
* If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
* Limit distractions. You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
* Avoid multi-tasking. You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.
* Prepare materials in advance. If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.
* Turn off all notifications and make sure your cell phone is on silent.