

## Zoom classroom tips and etiquette

- 1) Prepare ahead of time- download and install Zoom and conduct a test session at <https://zoom.us/test> - make sure your mic, camera, and speakers work.
- 2) Be sure your space is as quiet and free from distractions as possible.
- 3) Close any extra windows or programs on your device in case you need to share your screen. You may not want your professors to know that you have Tiger King playing in a separate tab. Plus, you'll have a better experience in the meeting if your computer isn't doing a lot of other stuff.
- 4) Open the **Chat** in Zoom so you can see this communication channel. If you have questions while someone else is talking, this is the place to ask. You can also share links to websites.
- 5) Open the **Participants** panel- you can click "raise hand" to alert your professor if you want to speak
- 6) **Keep your mic muted unless it's your turn to speak.**
- 7) **Keep your video on by default**
- 8) **Conduct yourself as you would in person.**
- 9) What you see isn't what everyone sees. Feel free to change views around to help you stay focused.
- 10) **Show up on time, and be flexible.**

## Protocol for connection issues

**If you lose your connection**, please attempt to reconnect. If the class period ends and you weren't able to connect, send your instructors an email to let them know and watch the recorded class session on Canvas the following day.

**If the professor loses their connection**, stay connected for 15 minutes before disconnecting. You can also connect with your classmates during this time to work on course material- take responsibility for your learning and the learning of classmates and be willing to step in if you can help each other.