

Zoom etiquette

Our synchronous remote learning sessions connect us to each other and can cultivate a learning environment that fosters trust and community. The following contribute to creating such a learning environment:

Preparation & Use of video

Log on about 5-7 minutes early. This can give you time to address any issues (noise, echo, low bandwidth, low battery, etc.) and resolve these issues before the session starts.

Use video during the session. When using your video, consider using a Zoom background (available for many, but not all, devices) or, if possible, transmitting from a place that has a non-reflective background. If you are unable to use video, consider informing the instructor/group.

Verbal & Non-verbal communication

Upload a friendly picture of yourself to your Zoom profile, and use this if you experience low bandwidth, or for any other reason you choose to not use your video.

Use Spotlight: (Settings /Video/ Meetings/ Spotlight my video when I speak).

Use this feature as well: Settings/Video/ Always display participant name on their videos

Once logged in, use the "Rename" feature so your preferred name is visible.

Mute yourself when you are not speaking (Hosts can mute participants, if needed.).

Clear expectations from the Instructor

Follow the instructor's expectations for interactions during the session. Instructors should clearly state their expectations at the beginning of each session, such as:

- Use of chat window (Instructor - Group, Instructor - Individual participant, Participants with each other, etc.)
- Use of tools (Hand raising; Indicating agreement/ disagreement; Polling; Break-out rooms; etc.)
- Pacing of session
- Notification of session recording