## Video Conferencing Etiquette for Classes

1. **Be on time.**
   a. Log into Zoom prior to the class meeting time (Eastern Standard Time); be mindful that attendees may be in a different time zone.
   b. Test headset, camera, and microphone to ensure they are working prior to the class start time.
   c. Connect from a reliable, stable internet connection.
2. **Eliminate distractions.**
   a. Eliminate distractions and focus on the class agenda.
   b. Distractions include, but are not limited to others close by, TVs, music, side conversations, cell-phones, gum chewing, and eating/drinking.
3. **Video: Webcams / Cameras.**
   a. Video provides a more complete interactive experience for the class.
   b. Students who do not have a camera should inform the instructor.
   c. Adjust the camera angle or your seating position to ensure your face is fully seen by others.
   d. Close all blinds and doors to cut down on potential glare. Interior lighting should not be too dark or too bright. Normally, settings used in a traditional work environment are adequate.
   e. Ensure you have a clean and appropriate background.
   f. Wear appropriate clothing.
4. **Eye contact and engagement.**
   a. Maintain eye contact with the camera.
   b. Stay engaged during class and refrain from multitasking.
5. **Audio: Microphones.**
   a. Use the "raise your hand" feature in Zoom when you want to speak.
   b. Introduce yourself when speaking (*This is……*) and look into the camera.
   c. Be courteous and respect others as you would in any meeting.
   d. Allow others to finish speaking before you speak.
   e. When not speaking, make sure your audio is muted to prevent inadvertent noises, such as coughs, rattling of papers, or chair squeaks.
   f. The instructor can mute participants' microphones if necessary.
   g. Type quietly.
6. **Use the chat feature for questions and comments.**
   a. Post questions during the lecture via the chat feature.
   b. Select *private* message before you send messages or everyone will see the message.
7. **End of class session.**
   a. Wait for the instructor to end the video conference before exiting.