



## Zoom Classroom Etiquette

This is a virtual classroom, therefore I would appreciate your cooperation in adhering to the guidelines:

- Log into your class on time and from a distraction-free, quiet and confidential space.
- Return from breaks at the designated time.
- Please keep your audio on mute until you want to speak. This will help to limit background noise.
- Consider using a headset with an external mic for best hearing and speaking capabilities.
- If you would like to use the chat box, remember that it is public to all group participants, however you may send private chat.
- Keep paper and a pen or pencil handy to take notes.
- Make sure your video is on so the facilitator and your peers can see you.
- Be mindful of your background lighting. If you are sitting with your back to a window, you may be silhouetted by the light coming through. Your overhead light might also need to be adjusted for the best image quality.
- Remember to sign out or “leave the meeting” when the class is finished.
- If you need a drink or snack, please go off camera and continue to participate with just audio.