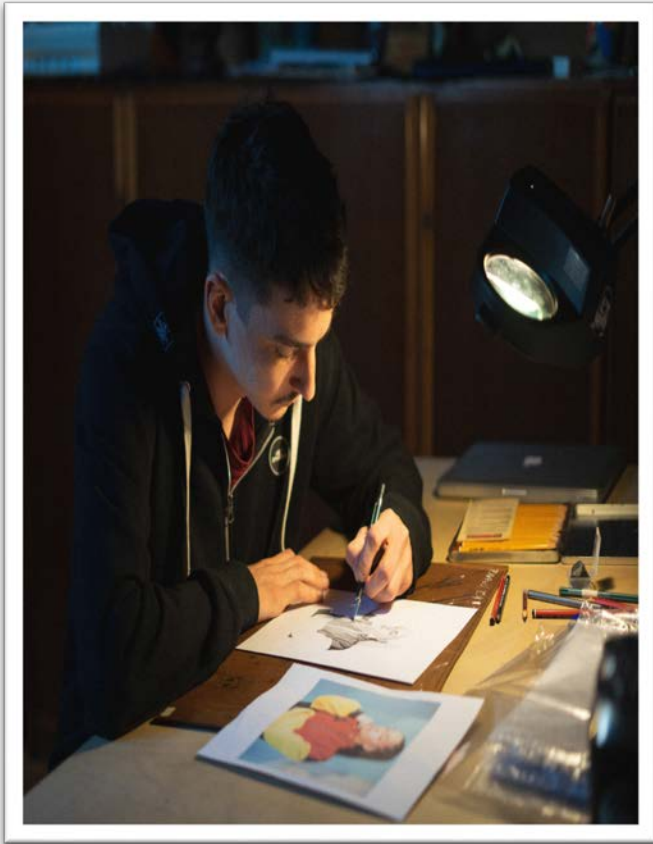


Zoom Netiquette

Best Practices for Students



Presenting Your Best Self



- **Follow student conduct regulations:** These regulations set the behavioral expectations for all enrolled students.
- **Make a good impression:** An essential aspect of college is networking and making connections for years to come. It is crucial to present your best self when communicating with your professors and your peers.
- **Communicate:** If you are having a hard time, express your concerns with your instructors. You can problem solve together to address your needs.
- **Add a profile picture:** This is optional, but a profile picture helps your professor remember you. This will come in handy when you need to request letters of recommendation.

Before Class Begins



Be on time

Plan to sign in at least 5 - 10 minutes early in case you have tech problems that could make you late.



Prepare what you need

Have paper and pens ready to take notes. This helps you focus.



Check your appearance and surroundings

If you are on video, do a quick scan of your self and your space to ensure you are comfortable with anything within camera view. You can adjust accordingly before class.

During the Zoom Meeting



- **Focus:** While you cannot avoid all distractions, especially if you are not in a controlled, isolated environment, please avoid unnecessary activities that will cause you to miss information, such as being on your cell phone for non-urgent texts and/or entertainment not related to class.
- **Privacy:** Use virtual backgrounds to secure your privacy, especially if you have little control over your study space. Virtual backgrounds allow people to walk behind you (from a distance) without being detected.
- **Camera View:** Be aware of what you are doing in front of the camera. Avoid behaviors that could be distracting to your peers or instructor, such as applying makeup, falling asleep, watching TV, etc.
- **Turn Off the Camera:** If you cannot hear when you have your camera on, turn off your camera so that you do not miss the lecture. Make sure to explain your situation to your instructors. Look into resources offered at your college to help you rent or buy a new computer.

Interactive Behaviors



- **Mute** your microphone when are not speaking.

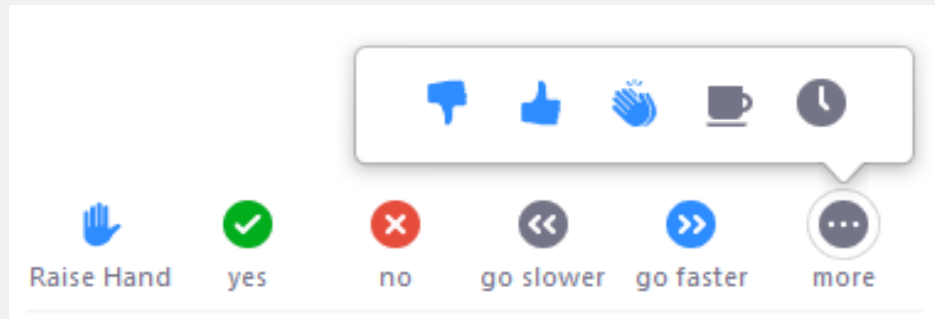


- **Chat:** Refer to your professor for expected practices when using the Zoom chat function. If you cannot unmute, type your answers in the chat.



Avoid Site Chats: Chats help make the class interactive but avoid sending messages during lecture as this could distract your peers and instructor.

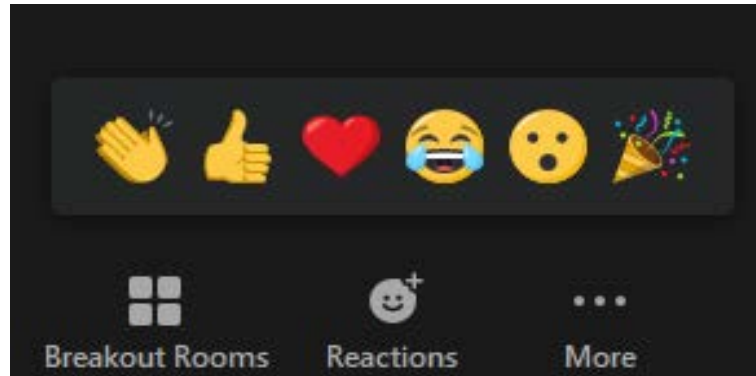
Participant Buttons



Use the Zoom participant buttons to answer questions, raise your hand, etc.

Refer to your professor for expected practices. Most of the time, you will use this to raise your hand.

Reaction Buttons



Use the reaction buttons when your instructor asks you to use them.

The reaction buttons are useful in showing your instructor that you are following along or to mimic in-person reactions, such as laughing at a joke, waving, or applauding.

Do Not



Enter closed Zoom meetings that are not meant for you.



Screenshot or record class time without permission, especially if it violates the privacy of your instructor and peers.

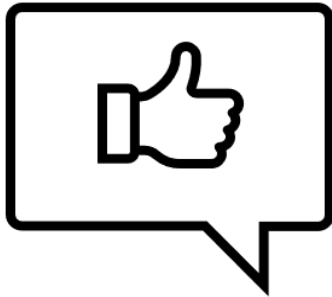
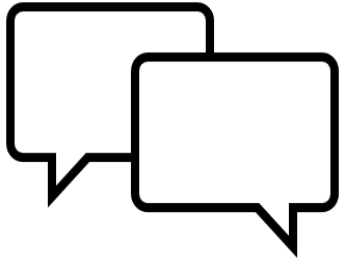


Change your name or Zoom background to something that violates student codes of conduct or that could be inappropriate for class.



Use all capitalization when sending chat messages or send messages that can come off as rude or insensitive.

Do Communicate



- If you are ever uncomfortable or concerned about class policies, please discuss with your instructor.
- If you witness questionable behavior but you suspect the instructor does not know, send the instructor a message privately or by email. You can also request to talk to your professor after class.
- Do not share pictures or disclose information you are not comfortable sharing. If you are unsure, discuss with your professor.

Thank
You!

