

Zoom Etiquette for Faculty

Getting Ready for the Zoom Session

- Be mindful of the following:
 - your background and lighting - a plain wall is preferred
 - your clothing - dress professionally - camera angles may pick up more than you think
 - Pets and family members entering the room
- Close apps/windows that you are not using
- Leave the private chat feature disabled. This is the default. This will prevent students from chatting with each other privately during lecture.

Managing the Zoom Classroom

- Turn on your camera. It is best practice to show up early and greet students as they join the Zoom session.
- Mute all student mics to avoid background noise.
- Ask students to raise their hand if they want to speak.
- If you are giving a lecture, stop frequently and ask questions. Check the participants list for raised hands and check the chat for questions.
- If you plan to record the session, let students know ahead of time that this may be viewed again in the future.
- Monitor the room to make sure students are engaged; encourage interaction by asking questions. Consider using polls, the annotate tool, requiring active participation, etc. to keep students engaged.

Zoom Etiquette for Students

Preparing for the Zoom Meeting

- Think of zoom sessions being meetings that you want to present your best self to and be as professional as possible.
- Arrive on time when the meeting begins.
- Turn off your cell phone and other notifications.
- Be mindful of the following:
 - your background and lighting - a plain wall is preferred
 - your clothing - dress professionally - camera angles may pick up more than you think
 - family members and pets entering the room

During the Zoom Meeting

- Turn on the camera - it is best practice to show up in person unless there is a good reason not to (you are sick, etc)
- Sit still at a desk or table and avoid carrying your device around with you. If you need to move, turn off the video and do so.
- Stay engaged and be prepared to answer questions. Engage with your instructor and classmates; don't stare at your phone or work on other tasks during the session.

Although tempting, it is also very obvious that you are multitasking and not paying attention.

- If your instructor requires that a webcam be turned on, avoid eating and other activities that may be distracting. Zoom sessions are often being recorded and can be viewed again in the future.
- Keep your microphone muted to avoid background noise. Use the “Raise Hand” feature if you want to speak.
- Use the chat to ask questions. The chat is seen by all participants, so keep it professional.
- Have a plan for taking notes

<https://knight.as.cornell.edu/sample-handout-revised-classroom-work-plan>

<https://education.depaul.edu/covid-19-resources/Pages/zoom-etiquette-for-students.aspx>

<https://lawtech.pepperdine.edu/etiquette-for-online-meetings-and-conference-calls/>

<https://www.wsj.com/articles/seven-rules-of-zoom-meeting-etiquette-from-the-pros-1159455160>