

Zoom Class Etiquette and Expectations



As we move to a more virtual world, remember that presenters still require that their audience members convey proper etiquette. Zoom Etiquette – such as appropriate behavior, body language, posture, mannerisms, and facial expressions are crucial for a successful zoom meeting. Audience members who are disruptive or show disrespect are subject to immediate removal from the class. To help ensure a successful meeting, below are some quick tips for virtual meetings



Watch for Embarrassing Mistakes

Pay attention to your microphone, video, screen sharing, and microphone settings to avoid embarrassing mistakes. Always keep the language appropriate.



Keep Your Surroundings Appropriate

Ensure your workspace is clean, quiet, and has a proper background. Another options is to use a virtual background. **Cameras must be on for the duration of the class** but feel free to disengage the camera for a brief moment if necessary.



Prepare Your Tech

Test your video and audio, check your Wi-Fi, and familiarize yourself with the software before entering the meeting. **Calling into the meeting is not allowed**, you must enter the class using the zoom app/desktop/laptop.



Participation is Encouraged

Zoom allows several methods to participate such as raising hands or entering questions into a Q&A section. **You must participate for 90% of the class to receive credit.**



Remain Professional

Be on time to the class, dress appropriately, sit still, and look directly into the camera when using video.

A voluntary evaluation form will be provided at the end of the class for any feedback you would like to provide the presenters. A review of topics will also be conducted during the duration of the presentation.