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 embarassing 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 disenage 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.