

Video Conferencing Etiquette
Do
Consider our Zoom class like an in person class. So, anything that you would not consider doing at WJC, should be the same on Zoom.
Prepare for the meeting by: <ul style="list-style-type: none"> <li>• Situating yourself at a table or desk in a distraction free and quiet room. It is understood this may be hard since roommates and families will all probably be home, but to the extent possible, please try and not be in a common area where people and animals will be walking by. If your only space is in a bedroom on a bed, please try and avoid lying down during the class.</li> <li>• Checking your background to ensure it is clean and professional</li> <li>• Checking your lighting to ensure you do not end up looking like a shadow</li> <li>• Dressing appropriately for the meeting (arrive online appearing the same way you would in person)</li> <li>• Having the things you need with you (paper, pen, books...)</li> </ul>
Have a microphone/speaker headset to use – this ensures there will not be feedback and that you will be easier to hear.
Arrive on time
Make sure to keep you video on throughout the class, unless you have worked it out with your professor beforehand.
Make sure your camera is positioned so that everyone can see your full face (rather than nose up or chin down).
When in large classes introduce yourself before speaking so everyone knows who is talking and speak clearly
Use mute when you are not speaking. Background sounds make it hard to hear the speaker, only unmute when you are going to speak. ;)
Maintain eye contact and look at the screen other than when you are taking notes.
Do not...
Shout...if someone says they can't hear you, check to make sure nothing is covering your microphone and turn your microphone up. If you shout, people will turn down their sound and may miss the next person's points.
Multi-task and work on something else while on the video call. This is not the time to be checking emails, reading articles, or scrolling through social media and it is actually quite easy for everyone to see your eyes moving and attention diverted.
Carry on side conversations with other people near you or on chat/text/email.
Have your pet on the video. While furry friends (i.e. animals) provide comfort, please, to the extent possible, have them contained in another room or out of view.