

## Classroom Etiquette

### All Students

1. Arrive to class (whether in person or online) a few minutes early so you are prepared by the designated start time.
2. Come prepared (i.e., having completed designated reading/s, focused, ready to participate in discussion).
3. Mute or turn off your phone prior to the start of class.
4. Always be respectful toward others in the class.
5. Do not talk over others.

### Video-conferencing-students

1. Ensure that Zoom has been installed/updated and tested prior to the first-class session, and that you understand how to use the basic features (see *Zoom Handbook*).
2. You should choose a location that is free from loud noises and distractions.
3. Your camera must be kept on for the full class session so that the lecturer and in-person-students can see you. If you cannot use video due to an internet bandwidth issue, please inform your teacher of this (preferably before class begins).
4. Your microphone should be muted whenever you are not speaking.
5. Refrain from side conversations with other persons in your location (e.g., family, co-workers, etc.).
6. While not required, using headphones with a microphone ensures quality audio (listening and speaking) for yourself and the others in the class.

### In-person-students

1. Position yourself so that video-conferencing-students can see you.
2. Speak clearly and in a slightly slower and louder voice so that video-conferencing-students can hear you.
3. Refrain from side conversations with other in-person-students during the class session.
4. Limit noises that may be picked up by the microphone making it hard for video-conferencing-students to hear (e.g., slamming down books, tapping the table, shuffling papers loudly, etc.).

### Lecturer Instructions

1. As much as is possible, ensure that all students have a clear view of you and of each other (especially ensure that video-conferencing-students are not looking at anyone's back).
2. Go over classroom etiquette in the first class session. If students are regularly breaking protocol, speak with them privately after the class.
3. Seek to intentionally include everyone in the discussion.
4. Be aware of and attentive to the needs of video-conferencing-students.
5. When using teaching aids (e.g., PowerPoint, notes, articles, videos, etc.) make sure that everyone has access to them either by sharing them in Zoom or by distributing them before the class begins.

6. When recording, ensure that students are made aware beforehand (all students should have already signed a release form). Record to the classroom computer (not the Cloud).
7. If you recorded the session, after you quit Zoom you will need to leave the computer on long enough for the video to convert; then you will be able to download it onto a flash drive or upload it directly to your Google Classroom.
8. If there are technical issues with classroom equipment before or during class, have a student inform the office so that they can immediately inform video-conferencing-students.
9. If a video-conferencing-student is having technical issues, spend a maximum of 5 minutes of class time trying to resolve the problem; if more time is required have them contact the office for assistance.
10. Be aware of the time and, as much as possible, stick to the agreed upon times for breaks and the ending of the class session.
11. If splitting into small groups, it is usually best to have in-person-students grouped together and video-conferencing-students grouped together; Zoom allows for splitting up video-conferencing-students into multiple groups.
12. Lecturers should clearly communicate the ending of a video session and make sure all video-conferencing-students have acknowledged this before disconnecting from the program.