Zoom Classroom Protocols

1. Make sure you have a **reliable Internet connection.** Avoid public shared wireless such as coffee shops and restaurants. If you are connecting from work, verify that your network firewall will not block the link to our Zoom sessions by clicking on one of our class Zoom links.
2. **Find a *quiet* place** where you will not be interrupted. Choose a room with a door that you can close, a space free from ambient sound (people talking, dishwasher running, open windows, etc.). If this is not possible, consider using earbuds or a headset.
3. **Test your equipment before our first class session**. Go to<https://zoom.us/test> to confirm that your microphone and camera are working.
4. **Turn your video on. We want to see you.** If we can’t see you, the professor and your classmates may not be aware that you are present.
5. **Use good lighting, framing, and a stable surface for your camera.** Be sure we can see your face. Avoid placing a bright light source behind you; this shuts down your camera’s aperture and makes it difficult to see you. Instead, position yourself with soft light source in front of your computer. Place your device on a flat surface, like a desk or table, and avoid sitting on couches or beds where your device will shift and create camera movement.
6. **Don’t mute your microphone.** Keeping your microphone on allows you to jump into the conversation. On occasion, you may need to mute. E.g., when there are distracting and unavoidable noises at your location.
7. **Use earbuds or a headset.** These are not required but *recommended*. Earbud and headset microphones localize your audio and reduce interruptions caused by ambient noise.
8. **You are a participant.** Interject your voice into the conversation just as if you were in the on-campus classroom.
9. **Come to class prepared.** Complete required reading and any Zoom prep assignments that will prepare us all for meaningful conversations.
10. **No attendance while operating a motor vehicle.**
11. **Use a device that allows you to collaborate.** Try to work at a screen that allows you to see everyone well. Mobile devices, like iPads, have some limitations, so your best bet is to use a laptop or desktop. A phone will work as a backup but should not be your primary device.
12. **Use Chat** as a learning backchannel. There is *to everyone* mode and *private (to individual)* mode in chat. Share ideas, ask for tech support, but keep the conversation on topic to the course.
13. **Be aware and attentive to how you present yourself.** Though we are in different places, we are all attending class in a shared virtual classroom. Come to class in attire appropriate for the classroom and be mindful of your screen content and notifications when screensharing.