

Zoom Etiquette

As many of our interactions and collaborations will be conducted over video-conferencing services like Zoom, it might be helpful to address some appropriate etiquette. When we meet on Zoom, your attendance, attention, and participation are expected.

- Be respectful and kind and reserve judgment of others. When we video conference from our homes we are put in the awkward position of having to invite everyone in the class into that home. Even though we may get a “peek” into each other’s lives, we must remain non-judgmental and respectful of everyone’s privacy.
- Feel free to take advantage of the “Zoom background” feature so that you do not feel like you need to show everyone your home
- Unless you are currently speaking, it is helpful to keep your microphone muted when you are not
- While some professors may require you to keep your video on at all times, I think it is reasonable to turn off your camera when you are not actively participating. The only exception is when we are working in small groups or in conferences, in which case your camera should be on
- Consider muting your video (also on the lower left of the screen) if you are eating, scratching, talking with someone else in the room, or anything else that might be distracting to others
- Consider using headphones and/or an external mic for best audio quality. Collaborating in Zoom doesn’t really work if you are having trouble hearing and being heard
- Just like in the classroom, it can be helpful to show you want to speak by either physically raising your hand or use the “raise hand” feature that is available at the bottom center of your screen
- When speaking, let us know that you are finished with you point or comment by saying using a sign-off, such as “That’s all.” “I’m done.” “Thank you.”
- Use the “Chat” feature (also on the bottom and center of your screen) to ask/answer questions and make comments silently if you don’t want to speak or don’t want to interrupt someone
- Limit distractions. In order to be fully engaged, avoid multi-tasking and focus your attention on the class. You might want to minimize/close other apps and windows and silence/put away your phone, so you aren’t distracted
- Try not to talk over people and give everyone a chance to speak
- To maximize the quality of your video/stream:
 - Be mindful of your lighting. Keep a light source (lamp, window, etc.) in front of you so that your face is well lit and you are not just a shadowy figure
 - Try to keep your camera stationary so that your video doesn’t get wobbly and disorienting
 - Close unneeded applications on your computer to keep the video/stream optimized
 - Make sure your internet connection is strong and that you aren’t
- Do not forget that clothing is not optional!

If you have any issues or concerns with sharing your video feed, or anything else related to our use of Zoom please reach out to me via email in the first week of class. I’m happy to work with you.