zoom -iquette

As many students are venturing into the world of online lectures live via zoom, it is important to take this opportunity to reflect on the virtual classroom. Consider the following practices and policies to ensure an online experience that is successful, safe, and productive.

▶ Use a personal daily calendar and set timers in your phone to remind you of scheduled lectures. It is difficult to participate if you are absent.

▶ If you must miss a scheduled online lecture, communicate with your instructor and request that the video recording be shared in the course shell.

▶ Success in an online lecture requires active listening and engagement.

   o Ask questions and contribute to the course discussion

▶ Be mindful of your instructor and classmates as they are speaking. With lag-time in the online environment, "voicing" your contribution or question may prove difficult.

   o Remember, you will most likely be muted. Un-mute your microphone before speaking

   o Type your question or comment in the chat box

   o You can also raise your hand in the participant menu

▶ Be prepared before lecture begins. You are a better contributor when you are aware of the topic of the day's lecture.

   o Read assigned texts and watch assigned audio-visual files prior to lecture

   o When available, review PowerPoint and Slide presentations prior to the lecture

   o Bring questions from the prepared material to enhance your knowledge, but stay on task

▶ A new online format may be fun to play with, but don't spend your time during lecture "playing" with the software features - focus on the task at hand.

- ► Your instructor will most often start meetings with participant video turned off. If you choose to turn on your video/camera be mindful of your background.

    - o Keep background images appropriate

    - o Try to have a neutral area or wall behind you (avoid mirrors and windows)

- ► It may be tempting to message your classmates during lecture, this can be a disruption to you, your classmates, and your instructor. Only send messages when necessary.

- ► Limit unnecessary distractions and background noise whenever possible.

    - o Don't listen to music during lectures

    - o Close out of all video games or streaming videos – this will assist with internet speed, too

- ► Barton Community College's Student Code of Conduct applies to the virtual classroom. Specifically, students must conduct themselves in a way that does not

    - o *disrupt the learning environment*

    - o *verbally or textually intimidate, ridicule, or injure another*

    - o *discriminate, harass, or retaliate on the basis of gender, race, sexual orientation, religion, physical ability, or any other protected class (see also Policy 1132)*

- ► Recording and/or screenshotting live lectures for the purpose of distribution to others may infringe upon your instructor's or your classmates' expectation of privacy. Just as you would not record your physical classroom without express consent, you should not record the online classroom.

- ► Students violating the Student Code of Conduct are subject to Barton's Disciplinary Procedure (also located in the Student Code of Conduct).

- ► If you are experiencing difficulties in remaining focused or utilizing the alternative delivery format – reach out to your instructor, your advisor, or the Director of Student Academic Development for assistance!