

# Etiquette for Virtual-Class Meetings

The etiquette standards below should be considered when conducting or participating in a virtual-class meeting.

## Tips for Prior to a Session

- + Dress appropriately. Do not wear pajamas (at least not on the top half).
- + Find a quiet area to occupy during a session.
- + Be on time to the session.

- + Set communication expectations and send prior to the meeting.
- + Set ground rules for use of text chat. Discourage "side conversations" that will distract students from the ongoing conversation. Explain what is and isn't appropriate for them to post.

- + Stage your video area. Ensure that you have a clean, class-appropriate background.
- Δ If using a camera, ensure proper lighting.
- Δ Position your camera so viewers can see your face. Avoid cutting off facial features.
- Δ If screen sharing, turn off computer/device notification pop-ups and ensure a clean, class-appropriate desktop.
- + Be familiar with the tool's features for managing participants and content during a session.



### Demeanor

### Communication

### Technology

## Tips for During a Session

- + Eliminate distractions and focus on the agenda.
- Avoid eating during a session.
- Refrain from private behavior (i.e. scratching your armpits, picking your nose). We can see you!
- + Keep to your session time limit.
- Δ If you're the host, if possible, stay in the session until all participants have exited.

- + If you intend to record the session, ensure that all participants are notified prior to, and at the start of the session.
- + Be mindful of your tone and expressions during the session. Your voice and video are viewed by all who are participating.

- Δ Be aware of when your microphone and camera is on or off. Stay muted if you're not talking.
- Δ Use the video option when possible but be mindful of the strains video puts on the internet bandwidth of the meeting.
- + Be forgiving of mistakes during a session. There are bound to be technical glitches; be patient with participants.