**ZOOM Classroom Etiquette**

The faculty has enjoyed the Zoom meetings and discussion with the students. We hope you have enjoyed them as well. We will continue to use this format of communication in the future. But, moving forward with our virtual contact, there are some expectations and basic etiquette to consider. The following are tips on good Zoom hygiene and etiquette in education from Dr. Thomas Plante, *Psychology Today*, 3/20/2020:

* Be mindful to mute your microphone, if the host hasn't already muted it upon entry. It is in the lower left corner of your screen. This is important as background noise can be a distraction for other attendees.
* If you have lost your connection; you can leave the room and reenter. Please be patient as you are readmitted and audio reconnected; this can take a minute.
* This meeting is for you. Please be considerate of attending and giving your full focus to the meeting. Limit interaction with others where you are Zooming; this can be a distraction. (Of course, we all like to see puppies, kittens, kids, at the correct time).
* Close unneeded applications on your computer to keep the video optimally functioning.
* You may want to use a headset with an external microphone for optimum hearing and speaking capabilities.
* If you want to speak or have a question, you should use the "raise your hand" feature that is available at the bottom of your screen in the “Reactions” option.
* When you are finished speaking, you can let others know you are finished by saying one of these sign offs: "That's all"; "Thank you". This way everyone knows you have finished your comments.
* Be mindful of keeping your comments and questions professional.
* The "Chat" feature will be disabled during the meeting. If you have a question, your classmate might have the same question. It is beneficial to keep the Zoom meeting as close as possible to the interaction of a live classroom.
* Be mindful of your background lighting. If you are next to a window, you could be completely dimmed or washed out depending on the lighting. Sometimes your overhead light might need to be turned off or dimmed.
* Be sure that there is nothing visually distracting in the background (e.g. cars or people walking by). Do not get up and walk around.
* Clothing is not optional and you should adhere to a professional appearance.
* Remember to sign out or "leave the meeting" when the session is finished.