

# ZOOM

## CLASSROOM ETTIQUETE

The below requirements are for all STARS courses, workshops, and mentoring sessions.

### DESIGNATE YOUR WORKSPACE

- ▶ Find a quiet, clean space to work
- ▶ Make sure your workspace is well-lit

*Tip: Be aware of how your lighting appears on camera—if your face is completely darkened, dim overhead lights and avoid facing away from windows.*

- ▶ Have a plan for note-taking (pen & paper, Word/Pages doc, MS OneNote)

**\* ALL STARS COURSES WILL REQUIRE VIRTUAL BACKGROUND \***

### **SET-UP YOUR VIRTUAL BACKGROUND!**

1. **Enable virtual backgrounds in your Zoom account!** First, sign into your UW Zoom account online. Then go to 'My Meeting Settings' or 'Meeting Settings'. Next, go to the 'Virtual Background' option on the 'Meeting' tab and enable 'Virtual Backgrounds'.
2. **Use your background in a meeting!** Join a meeting, then click the ^ arrow next to 'Start/Stop video', then 'Choose a virtual background'.  
*Keep backgrounds simple and professional!*

### BE PREPARED & LIMIT DISTRACTIONS

- ▶ Be alert, awake and prepared to participate at least 20 minutes prior to class
- ▶ Check wi-fi connection, test video & audio 10-15 minutes prior to class
- ▶ Make sure your laptop is sufficiently charged, close unnecessary tabs and applications
- ▶ Join meetings on-time!
- ▶ Silence your cell phone or move it to another space
- ▶ Inform relatives, roommates and pets when you are in class to avoid interruptions!

## BE PROFESSIONAL

- ▶ Your camera must always be on and you must use a Zoom virtual background.
  - If your Zoom camera is not on, you will be considered absent.
- ▶ Communicate connectivity or hardware issues immediately to your professor
- ▶ Zoom profile pictures of any kind are not permitted in any STARS related courses or activities.
- ▶ Dress for success!

*If you wouldn't wear it to class, don't wear it on Zoom.*

- ▶ Present yourself as if you are attending in-person—maintain good posture and maintain eye contact when talking!
- ▶ Sit up straight to ensure the person conducting Zoom can see your face clearly.
- ▶ Try to limit background noise! Keep audio on mute until you want to speak.
- ▶ Be sure to know and follow your professor's expectations for class participation (i.e. hand-raising, chat, Q & A)
- ▶ Use the chat box frequently to make a point or ask a question to the class

*Remember that Chat is public, and lectures may be recorded, and archived!*

## ENDING ZOOM LECTURE

- ▶ Wait until lecture is over to exit the Zoom meeting
- ▶ Remember to sign out or “*leave the meeting*” when your session is finished
- ▶ Get in the habit of restarting your computer/device daily to weekly, to optimize performance