LEARNING ONLINE using zoom

- Remember that your instructors can see you. Be conscious of the image you're projecting and whatever is going on behind you.
- Try not to attend class in a coffee shop or other crowded location. If you must, stay muted whenever possible.
- Unless your instructor says otherwise, raise your hand digitally on Zoom. There may be times when your instructor can't see you.
- Make sure that anyone who shares your space knows when you will be in class. Request that you aren't interrupted during those times.
- If you have headphones and a microphone, make sure they are working properly, especially make sure your microphone isn't producing feedback.
- Ask your instructor how the chat function will be used. Some instructors read its content; others prefer that comments and questions are communicated orally.
- Act as if you're in a classroom. Don't walk around or leave the room unless your instructor has set ground rules that allow this.