

Etiquette for Virtual Meetings

Before the Meeting

- a. Choose a location without distractions.
 - i. Avoid multitasking during the class session; research shows that dividing your attention between tasks reduces your ability to learn (Glass & Kang, 2019).
 - ii. Try to find a space without background noise (dogs, TV, etc.).
- b. Choose a location with a strong internet connection.
 - i. Consider other users on your network; heavy downloads or gameplay can degrade performance or drop your call.
 - ii. Likewise, things that you do during calls (such as downloading files) can affect the call quality.
 - iii. If available, use an ethernet cable instead of WiFi.
- c. Be intentional about your background during the class session.
 - i. Consider using a digital background or blurring your background.
 - ii. If you choose not to alter your background, consider what you would not want your instructor to see. Remember, you are in a classroom environment.
 - iii. Avoid busy background activity (such as people walking around) if you are not using a digital background. A cluttered background makes the digital background difficult.
- d. Choose a location with adequate lighting.
 - i. Avoid being backlit.
- e. Treat this experience with the same intention and ground rules as attending an in-person class.
 - i. Try to remain in one place for the duration of the class.
 - ii. Wear what you would wear to an in-person class.
 - iii. Plan to be present for the duration of class time (for example, use the bathroom beforehand). Be aware that your instructor may call on you during the meeting.
- f. Consider the camera angle when getting set up, especially when using a phone. Some angles may be unflattering.
- g. Complete assignments and readings BEFORE class. Take notes on unclear concepts or questions that you developed and bring these with you to class.

During the Meeting

- a. Join with your microphone muted.
- b. Leave your microphone muted until you are ready to speak.
- c. Plan to join the call early, in case you experience technical issues.
- d. Use headphones or earbuds to avoid echo and feedback.
- e. Turn your video on, unless otherwise instructed.
- f. If it is available to you, use [Together mode](#) in order to see all of your classmates.
- g. Be sure to take notes, just like you would in an in-person class.
- h. Ask questions in the chat box, use the Raise Your Hand tool, or write down questions to ask your instructor later. Your instructor may have preference for which you do.
- i. Be aware of other students speaking – you don't want to talk over them. Consider using the Raise Your Hand tool.

- j. Remember that the chat box in Teams and Blackboard Collaborate Ultra is visible to all. There is no option to privately message your instructor during the class session.
- k. Turn on [Live Captions](#), if desired (only in Teams).
- l. If your instructor allows, use the chat box to answer other students' questions.
- m. Be sure to actively participate during class sessions.
 - i. To reduce any anxiety you may have about participating, come prepared with 2-3 questions or talking points from the readings or modules.
 - ii. Make use of the chat box if you are uncomfortable with speaking (if allowed by the instructor).
- n. If your class has a break, be sure to stand up and stretch (doing this will increase blood flow and awaken your brain). Set a timer to ensure you return on time.
- o. If during your class session, you meet with a group in a channel or breakout (in Teams) and you have a question for your instructor, you can get their attention by putting their name, i.e., @LastName, FirstName, in the chat box. They will get a notification to join you.
- p. If your internet connection is lost or there is a technology issue on your end, communicate with your instructor by email (don't just assume that you are done for the day).
- q. If technology fails on your instructor's end (such as your instructor is accidentally on mute or is sharing the wrong screen), inform them by using the Raise Your Hand tool or in the chat box.
- r. If you are in a Hybrid class and are unable to see or hear what's happening in the face-to-face session, inform your instructor by using the Raise Your Hand tool or in the chat box.

After the Meeting

- a. If you have a question about your grade, email your instructor after class ends to set up a separate meeting. Grades are private and all students have access to the general class session.
- b. Review any notes that you took during the class session.
 - iii. In Teams, you will be able to read over what was posted in the chat box (keep in mind, this option is not available in Blackboard Collaborate Ultra).
- c. View the recording of the class session (if it's available).
- d. Before moving on to your next task, make plans to complete the assignments and/or readings that are due before the next class.
- e. Remember to take a screen break and give your eyes a rest between classes.