

Zoom Classroom Protocol and Etiquette

PRIVACY

- Online classes will utilize Zoom's "**Waiting Room**" feature. This feature allows the host (instructor) or co-host to admit registered participants into the classroom. Participants must be registered for the class and listed on the class roster in order to be admitted to class sessions.
- Online classes will have specific Zoom links so that only registered attendees will be able to join the class. Please do not share these links with anyone.
- Do not share personal or private information in the chat window.
- Remove valuable or priceless items from view of your camera (or turn off your camera) during the class. Be aware that cameras show everything behind you.
- Note the green E-Lock icon in the upper left corner of your Zoom screen. This icon indicates "the client connection is encrypted." Ringling College of Art and Design is the client. Encryption is a security measure for your safety.

SETTINGS AND PROTOCOL

- Be sure to use the Zoom link that corresponds with the class you are joining. Each class has a different Zoom link.
- Log on to your classroom at least 15 minutes before the scheduled class time. You will see a message that the host will let you in. Wait here until the host admits you. If you leave the waiting room before being admitted to class, you will need to connect again with Zoom.
- Once you are in your classroom, change your display name to your first name, last initial (if applicable).
- Before class begins, adjust your device's volume, camera, and screen view.
- Toggle between speaker view, gallery view, and full screen view to select your preference. We recommend "**speaker view**" to highlight the instructor.
- Position your camera properly in a stable position at eye level. If necessary, raise the height of your device by placing it on a book or other stable base.
- Participants will be **muted** by the instructor or co-host once instruction begins.
- To ask questions, use the "**Raise Hand**" icon. The instructor or co-host will recognize you and unmute your microphone. Either you or the co-host can lower your hand and mute your microphone again when finished.
- Use the "**Chat**" feature only to message the co-host if you need technical assistance.
- The instructor determines the class structure. He/she/they will incorporate adequate time for discussion and Q&A into each session.
- When the session is finished, the instructor will end the meeting. Should you need to leave early, you can individually choose "**Leave Meeting.**"

CLASSROOM ETIQUETTE

- Although you are in the comforts of home, please dress appropriately for the classroom.
- Avoid eating during class, as this is very distracting on camera.
- Keep your microphone muted when not in use to eliminate background noise.
- Please do not talk over or interrupt others. Use the “raise hand” feature. The chat window should not be used to talk with other students.
- Be mindful that in whatever view you choose for your device, you can still remain visible to others in the classroom.
- Make sure others can see your face on screen.
- Limit distractions and avoid multi-tasking during the presentation. Alert others in your home that you are attending class to avoid interruptions.
- Be mindful that whatever is in the camera’s view is visible by others in the classroom.
- Relax and give yourself time to adjust to this learning style and the various features of Zoom.
- Enjoy full class participation and have fun!