



CENTER FOR ADVANCED PROFESSIONAL STUDIES

## Virtual Classroom Etiquette

- This is a virtual *classroom*, therefore, appropriate classroom behavior is expected.
- Log into your class or meeting from a distraction-free, quiet environment.
- Remember that CAPS is a *professional* environment. Attire and location matters. Participating in a meeting from your bed is not acceptable.
- Please keep your audio on mute until you want to speak. This will help to limit
- background noise.
- Consider using a headset with an external mic for best hearing and speaking capabilities.
- Close unneeded applications on your computer to optimize the video quality.
- If you would like to speak or answer a question, use the “Raise Hand” feature. That way your instructor will know that you want to contribute. Then unmute yourself.
- When you are speaking, let others know that you are finished by saying something like, “That’s all,” or “I’m done,” or “Thank you,” so that everyone knows you have finished your comments.
- If you would like to use the chat feature, remember that it is public, and a record of the chat is kept and archived.
- Keep paper and a pen or pencil handy to take notes.
- Make sure your video is on so your teacher and peers can see you.
- Be mindful of your background lighting. If you are sitting with your back to a window, you may be silhouetted by the light coming through. Your overhead light might also need to be adjusted for the best image quality.
- Please take care of your personal needs (appropriate dress, basic hygiene, eating, chewing gum, talking to others in your home, etc.) prior to entering a Zoom classroom.
- Please do not use profanity or inappropriate language.
- Remember to sign out or “leave the meeting” when the session is finished.