



Zoom Classroom Etiquette

- 1) If your course instructor included some Zoom classroom rules in the course syllabus or provided relevant instructions through other means, you should familiarize yourself with these rules and must comply with them. If there is any conflict between the course Zoom regulations and the recommendations in this document, the course regulations take priority.
- 2) Make sure your microphone is muted when you enter your Zoom class meeting. It is recommended that your Zoom setting should automatically mute your microphone upon entering a Zoom room. You can easily unmute your microphone when you are ready to speak. You should remember to mute the microphone again when you finish speaking. Muting your microphone not only minimizes unwanted background noise but also could save you from embarrassing moments.
- 3) If you need to turn on your camera while participating in a Zoom class, it is recommended that you should use one of the U of R virtual backgrounds. A U of R virtual background offers you privacy because other participants cannot see your actual surroundings; at the same time, it is much less distracting to other students and your course instructor compared to most other virtual backgrounds. Download a U of R virtual Zoom background [here](#).
- 4) When you have a question or would like to make a comment, you should use Zoom's "raise hand" function. When you click on the raise hand function, you are automatically placed in the line and the course instructor can see all those who have raised their hands by clicking on the Zoom raise hand function. This way, your course instructor can call on the students who have raised their hands according to the order in which they were placed in the line.
- 5) If your course instructor allows students to use Zoom's chat function, you can easily type a question or comments in the chat box. You can send your question or comment to everyone or privately to the course instructor.
- 6) Be mindful of the fact that when your camera is on, everyone in the Zoom class can see you. You must avoid any movements and actions that may be distracting or disruptive to your classmates and course instructor (such as eating, getting up and moving around, talking to someone, playing with your pet etc.). If you find yourself having to engage in any such activities during your Zoom class, you should turn off your camera.



However, if you turn off your camera in order to engage in some “extra-curricular” activities or multi-tasking during your Zoom class, you cannot be adequately attentive to the class lecture or discussion; and thus, you are likely to miss important parts of the lecture / class discussion.

- 7) It is important to let other participants know when you finish asking a question or commenting by saying “thank you” or “I am finished”, or another similar “sign-off” phrase. This way, other participants would take their cues that you are done and could continue the discussion or lecture without worrying about cutting you off or talking over you.
- 8) Consider using a headset with a built-in microphone, especially if the class involves a lot of class discussion. The benefits of a quality headset with a built-in mic include the following: it reduces the background feedback and noise; it provides higher quality audio enabling you to hear others better; and finally, when you speak into a microphone close to your mouth, others can hear you more clearly.
- 9) Dress appropriately if you are expected to turn on your camera or even when there is a small chance that you may need to turn on your camera during a Zoom class or meeting.

Thank you for practising good Zoom etiquette.