

# Zoom/Canvas Conferences Etiquette

## Getting ready

1. Find a space in your home that is conducive to learning: no movement and quiet with few distractions.
2. You should not walk around with your video device while on the conference.
3. Make sure that you are appropriately dressed (school dress code).
4. Close unneeded applications on your computer. This helps your computer function at maximum Zoom capacity.
5. Be mindful of your background lighting. If there is a window behind you, it may cast too much light in the video. It is best to have the window in front of you for lighting purposes. Your overhead light may have to be turned on/off. Work with what you have to make it the best it can be. **Your presence is more important than your video lighting.**
6. Be sure that your space does not include visually distracting or inappropriate items (adult beverages), people (dancing siblings), or movement (cars, people walking by)

## While on Zoom Conference

1. If you are using your own device, use your real name to identify your device. If you are using a parent's device, notify your teacher.
2. Avoid multitasking. Refrain from being on your phone (texting, instagram, snapchat, etc..) while on the conference.
3. Mute your mic (lower left corner of your screen). This may be done in advance by your teacher. Do NOT unmute unless you are given permission to do so. This is important because it helps to avoid background noises that can be very distracting to other classmates. It also keeps students from talking over each other (at the same time).
4. When you want to answer a question or make a comment, use the "Raise Hand" feature (bottom of "Participants" window). Be sure to unmute yourself when you are given permission to speak.
5. When you are done speaking, let everyone know you are finished by saying a sign-off like one of these. "That's all" or "Thank you". Your teacher may have a special sign-off for your class.
6. Use the Chat box to make a comment or ask a question. Remember that CHAT IS PUBLIC, will be recorded, and is archived.
  - a. Only post chat messages that are relevant to the lesson or conversation.
  - b. Keep it positive and kind!
7. Your teacher may turn off video in advance of your meeting. If you are asked to turn on the video function, it can be found in the lower left of the screen.
8. Be sure to turn off your screen if you have to leave for a moment to go to the restroom or get a drink.
9. Have a plan for taking notes or jotting down ideas. We may post recordings of our conferences on CANVAS, but you will probably want to write down the information that is most meaningful for you.
10. Remember to log out or "leave the meeting" when the teacher announces that the meeting is over.