

## ZOOM SESSION EXPECTATIONS

Joining a Zoom meeting is the equivalent of walking into a classroom. Consequently, all classroom norms and principles that apply to on-campus or in-person class meetings also apply to Zoom sessions. Students are expected to conduct themselves in a professional manner, treat others with courtesy and respect, use language thoughtfully, and wear appropriate attire.

### Minimum technology requirements to attend class utilizing Zoom:

1. Reliable access to internet service
2. Reliable access to computer\*
3. Functional camera and microphone, so that you can actively participate in class

\* [Visit the WCTC Library for information regarding access to technology equipment](#)

### Zoom Session Requirements:

1. **Join Zoom on Time** - Join a few minutes early to ensure a proper connection.
2. **Turn Video On** – Turn on video...your instructor and classmates want to see your face. 😊 Additionally, this helps your instructor know that you are engaged and provides feedback related to your understanding of the content being covered.
3. **Mute Mics** - Remain on mute while the instructor and/or classmates are speaking. Having too many microphones on at the same time causes unnecessary background noise that can be distracting.
4. **Eliminate Distractions** - Join from a safe and quiet location, with a device that permits full participation in the class activities (e.g., no driving, working or multi-tasking activities).
5. **Use Appropriate Backgrounds** - Give consideration to background/surroundings by removing any inappropriate or distracting items (e.g. use the Zoom blur background setting) that are behind you in the room while participating in a Zoom meeting.
6. **No Zoom Session Recording** - No recording, screenshots or sharing of a Zoom meeting session are permitted.
7. **Zoom Link Security** - Do not share the Zoom meeting link with anyone outside of your class.
8. **Zoom Room Rules** - Students must also abide by all rules set forth in the [Student Code of Conduct](#) and follow any additional, specific guidelines provided by the instructor during class sessions, group projects/presentations and guest speakers. Special student accommodations may be provided by the Student Accessibility Office or at the instructor's discretion.

## **Zoom Session Etiquette:**

1. **Chat Etiquette** - Verbal and group chat responses should relate to a course activity, discussion, concept, etc. that is being covered in class.
2. **Reaction Icons** - Use Reaction icons to show your understanding of the material being presented.
3. **Breakout Rooms** – Breakout room discussions will be structured and students are expected to remain on topic. Students should take turns sharing ideas with consideration given to other participants. Additionally, the instructor may be dropping into breakout session rooms at random times to check in on progress and ask questions of the participants.
4. **Recording** - Be aware that meetings and breakout sessions may be recorded by the instructor and made available to students following the meeting in a designated area provided by the instructor.