

Attending virtual classes or meetings is more convenient and flexible, and there are definitely benefits to being able to roll right out of bed into a Zoom session. However, be careful of getting too comfortable in your live online classes, group work, or meetings as it can impact your ability to focus, engage and build a positive learning community. Below are some tips for effectively managing Zoom classes and meetings.

Note: Be aware that some people may not be able to have video on because of internet quality, home environment or privacy concerns. In some situations like class presentations, video may be required.

Professional Appearance

DO...	Why...
Dress appropriately. Make sure that whatever part of you is visible is decent.	Getting dressed for class can help with structuring your day and increase your motivation and focus.
Use your name and an appropriate photo of yourself in your Zoom profile.	This can help with feeling connected to others in your learning community (and knowing who's in the room).
If you're going to use video, consider your background. Plain backgrounds work best.	Check that there's nothing personal you don't want to share or that would be offensive.
If you're going to use video, consider your lighting and where your head is in the picture.	Seeing someone's whole face makes it easier to follow conversation and engage.

Respectful Presence

DO...	Why...
Make housemates aware of online class time and ask them to respect it. <i>Understand that folks are doing their best with caregiving at home.</i>	This supports focused time for learning. It also can prevent housemates from accidentally (or embarrassingly) showing up in your video.
Keep your microphone muted unless you're speaking to the class.	Muting your microphone reduces background noise so everyone can hear the speaker and focus better.
Turn video off if: <i>waiting for class to start, going to the washroom or dealing with a home matter.</i>	Sometimes we forget the camera is on. This will help prevent embarrassing moments.
Minimize eating , if you can. Turn your microphone off while you do.	Listening to or watching someone eat up close on video can be unpleasant.

Engaged Participation

DO...	Why...
Wear headphones , if comfortable.	Headphones can help improve focus when there's background noise.
Keep video on during class, if possible.	This can help you stay focused, like you're sitting in the front of the class, and feel more connected to your learning community.
Be present in your class.	Browsing the internet, doing chores or trying to work a job shift while in a Zoom class will reduce your learning and participation.
Actively participate.	Joining in discussion, answering questions, and attempting example problems are all ways of actively learning and measuring your understanding of the material.
Follow guidelines for speaking during class.	It's much easier to interrupt and miss what someone is saying in a video conversation due to the lag in video streaming.
Keep Zoom chat class-related.	Private chats allow you to connect with classmates and ask questions during class, but can also distract you if not on topic.