UNIVERSITY OF MARYLAND

Online Courses –
Etiquette for Live Sessions

PREPARE

Install Zoom. A few days prior to the 1st Live Session, download and install Zoom for Mac or PC via the following link: https://zoom.us/support/download.

Manage your Settings. Zoom has flexible settings that allow you to use dual monitors, login automatically, and view all students at once. Once you have logged in, look under *Settings* for more information.

Test your audio. Using VOIP is the best way to participate, but if your computer doesn't have a microphone and you need to call in, please test your audio ahead of time under *Settings*.

Consider your video set-up. Determine a stable location for your computer/video with front lighting, so your face is easily visible. Participating by mobile phone for each 90-minute class is strongly discouraged and should only occur with permission of the professor. If using a tablet, decide how you will position it for easiest viewing and ensure that you are comfortable typing on the tablet during class.

PARTICIPATE

Join early. Login a minimum of 10 minutes before the live session is scheduled to begin. The interactive class will begin promptly each week.

Mute your audio. Most students will call in using VOIP, which allows moderators to mute participants. If you prefer to use a phone, be sure to mute your line using your phone settings, in order to to decrease background noise.

Stay visible. Your video persona will be seen by the professor and your classmates during the entire session. If you stop your video at any time it is like "stepping into the hall" during an in-person class. Only do this in exceptional situations.

Stay focused. Although the chat feature will be enabled and other electronics might compete for your attention, please refrain from having side conversations or multi-tasking at <u>any</u> time during the live session. Carve out time for your own learning and stay focused.