

Recommendations for Zoom Synchronous Classes:

If you choose to implement any or all of these guidelines, please include language to offer alternatives for students who may not be able to adhere due to personal circumstances or ask them to contact you privately for accommodations (e.g. a student lives in a multi-family household and does not have personal space).

- Focus
 - If possible, find a quiet place to attend class. This could be at home in a room without other people. If not possible, use headphones to reduce external noise.
 - Let others know you'll be in class for a set amount of time and to pass you notes or text you if they need you.
- Cameras
 - Be aware of what is in the field of view of your camera. Your camera may show more than what you intend it to.
 - Consider sitting with your back against a wall or neutral background.
 - Even if your camera is off or you don't intend to show your video, you should always be dressed. Technical malfunctions can happen when you least expect it to.
 - If your camera will be off, consider using a profile picture so it appears that you are in class, as compared to a black screen with your name. Be aware that the profile picture is seen by others if you join sessions for other events like career fairs so keep it presentable.
 - If you are in a group and are not speaking, utilize the mute button. Double and triple check that you are muted throughout the duration of the call.
- Screensharing
 - If you're sharing your screen for a presentation, it is recommended to close out all non-essential windows and tabs. Everyone in class will be able to see your screen and windows (including bookmark bars).
- Behavior
 - Zoom backgrounds: Your Zoom background must not distract or disrupt the class or the professor while teaching. Content in your zoom background must be appropriate to ensure a safe learning environment.
 - Just as in an in-person class, your behavior must adhere to class standards and guidelines as well as University policy.
 - Zoom meeting rooms should be used in accordance with Academic Integrity & Student Conduct policies. Do not use Zoom rooms to engage in misconduct for a course such as exam cheating.
- Other issues
 - Emergencies and other unexpected things can come up such as loss of power, slow Internet, and connectivity issues. Resolve the situation first then contact the professor as soon as possible to keep them looped in.
 - Be sure to check with the professor before you screenshot or record any of their content shared during a class session. A professor may have guidelines prohibiting personal recordings of the class and screenshotting their screen.
 - Privacy concerns: A professor may ask that you ensure that you maintain the privacy or confidentiality of the content discussed in class. Find a private setting to attend class. If you are unable to, use headphones while in class so people are not able to easily hear the class content discussed.