ZOOM Etiquette
Suggestions for Distance Learning Success for Students

MUTING
When you enter the Zoom Meeting, mute yourself.

QUESTIONS
Click on “raise your hand”.
When the teacher/provider calls on you, unmute yourself to answer.
Only one student should talk at a time.

CONTRIBUTING
If you have something to contribute and it is not your turn to speak, use the chat box (look at the top, right corner). If it is not open, click “chat” on the toolbar.

YOUR TURN
Wait for the teacher to call on you to unmute yourself.
Only one student should talk at a time.
Your teacher has the ability to unmute you as well. If they call on you, you may be unmuted already.

WHERE TO LOOK
Look into the camera when you are talking.
You will be able to see all participant windows if you click on the toolbar and click the number of participants and choose the tile icon.

STAY ATTENTIVE
Pay attention to your teacher or other students who are speaking.
The Zoom session may be recorded, and may be accessible later on if your teacher shares it.

Adapted from www.evolvingeducators.com