

ZOOM STUDENT ETIQUETTE



NBMC currently offers students the option of attending some courses either on campus or via virtual classroom using Zoom. If attending a virtual classroom, appropriate classroom behaviour is required to enable classes to run smoothly and with the minimum of disruption.

BEFORE YOUR ZOOM CLASS

- Log in from a distraction-free, quiet environment.
- Make sure that the room you are in is clear of things that might embarrass you.
- Please take care of any personal needs (appropriate dress, basic hygiene, eating, chewing gum, talking to others in your home, etc.) prior to entering the Zoom classroom. There will be a break/s given during the training session.
- Be mindful of your background lighting. If you are sitting with your back to a window, you may be silhouetted by the light behind you. Your overhead lighting might also need to be adjusted for the best image quality.
- Turn off notifications or silence your phone.
- Consider using a headset with an external microphone for best hearing and speaking capabilities.
- Close unneeded applications on your computer to optimise video quality.
- Have your learner resources, notepaper and pen ready.

DURING YOUR ZOOM SESSION

- Log into your class **at least 10 minutes** before the class is scheduled to commence to ensure the class can start on time. Your trainer is available at this time to answer any questions you have before the class starts.
- When entering a Zoom session please type your FULL NAME on the login screen.
- Wait until your trainer admits you from the 'Waiting Room'.
- **Mute your microphone unless you are speaking.** This will limit background noise.
- Make sure your video is on **at all times** so your teacher and fellow students can see you.
- If you would like to speak or answer a question, use the '**Raise Hand**' feature. Then unmute yourself after you are called on by your trainer.
- When you are speaking, let others know that you are finished by saying something like, "That's all," or "I'm done," or "Thank you," so that everyone knows you have finished your comments. Once you have finished speaking please mute your microphone again.
- Please keep your questions/comments brief to ensure that everyone has a chance to be heard.
- If you are using the Chat feature, remember that it is public, and a record of the chat is kept and archived.
- Please do not use profanity or inappropriate language, either in the classroom or when using Chat.

AFTER EACH ZOOM SESSION

Use the **Leave Meeting** option to exit the meeting when it is finished.