

*Tips  
for students new to  
virtual class meetings.*

# VIRTUAL CLASS MEETING ETIQUETTE



## TEST YOUR TECHNOLOGY BEFOREHAND

Try logging in 10-15 minutes before the session is scheduled to begin. This will allow plenty of time to ensure you are able to successfully join the meeting and activate your webcam and microphone.



## BE AWARE OF YOUR SURROUNDINGS

Your surroundings are also on camera. Avoid inappropriate or offensive décor and untidy spaces that may reflect poorly on you.



## DRESS APPROPRIATELY

Attending class from the comfort of home in your PJs may sound awesome, but be sure to dress just as you would if you were attending a traditional class on campus.



## MUTE YOUR MICROPHONE

Whether there are dogs barking, sirens/traffic in the distance, running appliances, or just a general echo, background noise is the worst! Muting your microphone will ensure that others are not distracted by background noises.



## SPEAK UP WITHOUT INTERRUPTING

Use the hand raising feature so you do not interrupt the session. You can also use the chat feature if it is not a good time to speak. Otherwise, participate in the course and engage with your instructor and classmates the same way you would in a traditional classroom.



## STAY SEATED, PRESENT, & LIMIT DISTRACTIONS

Turn off all music and TVs. Silence your cell phone. Avoid trying to multi task during the session. It may be tempting to check your email or phone, but it is important that you make a conscience effort to limit distractions as much as possible.

Mishaps can and will happen. The important thing is to be patient with your instructor and your classmates.