

Virtual Classroom Etiquette

Your college education is preparing you for a career, and it is important to develop good habits now—they won't magically appear once you graduate! To ensure a successful virtual classroom meeting, and engage in a productive learning environment, please follow these guidelines:

DO

- **Wear clothes!** While this may sound obvious, believe it or not, some people don't! Please dress like you are going to class.
- **Be aware of your background.** Participants in virtual meetings can see more than you think. Before entering the meeting, make sure you:
 - Don't have anything inappropriate in the background.
 - Sit at a table or a desk. If you were on-campus, you would not be lying down in bed. A virtual class meeting with video is no different.
 - Try to be in an area where family or roommates will not be distracting in the background
 - Don't sit in front of a window—it will be more difficult for others to see you.
 - Consider using an appropriate background image if you cannot ensure an appropriate natural setting.
- **Be on time.** Communicate with your instructor if you will be late or if you lose your connection.
- **Be present.** This is more than just clicking "Join Meeting." Attend class meetings in a way that allows you to view the screen and content being presented, and pay attention with minimal distractions. Pro tip: Instructors often know when you join the meeting to get the attendance points, but walk away.
- **Be prepared.** Take notes and have course materials readily available.
- **Utilize mute.** If you are not speaking, you should be muted so all of the background noise in your setting cannot be heard by your instructor or classmates. Become familiar with alternative communication options such as "chat" and "raise your hand."
- **Strongly consider turning on your camera.** The class will feel more engaging if the instructor is not talking to several blank boxes on a screen, and it will help keep you accountable in being present and engaged.

DON'T

- **Engage in distractions.** You should not be on social media, texting, driving, completing work for other classes, or streaming shows/movies. Being distracted may mean missing important information or an invitation to speak.
- **Have side conversations.** This includes classmates in the chat function or members of your household.
- **Record without permission.** Do not take screenshots, pictures, or record the meeting, your classmates, or your instructor without express permission to do so.

For more academic and career resources, contact the Thomas Kilian Academic Success Center, located in the McDonald Center. Make an appointment on Navigate, email asc@usiouxfalls.edu, call 605-331-6740, or view the ASC Services tab on MyUSF.