1. **You are a participant:** You may have experienced video-conferenced meetings or webinars where you felt more like an observer. However, this class expect to be an active *participant.* Come ready to interject your voice into the conversation, just as if you were in an on-campus classroom.
2. **Find a *quiet place* where you will not be interrupted:** Because I want to you to jump into the conversation and participate, we will not mute our microphones. There may be the rare occasion when you must mute, but the most important thing is that you have secured a physical space that you can devote to learning with us.
3. **Don’t mute your microphone:** Sorry for being redundant, but this is essential to the success of our experience. Students tell us that muting their microphone puts up an invisible barrier that stifles dialogue. There will likely be occasions when loud background noises are unavoidable (sirens, barking dogs, etc.). During these times, momentarily mute your mic, then turn it back on when the sounds have ceased. [customize this for your class setting as this will likely be untenable in large classroom settings]
4. **Reliable internet connection:** Public networks are not reliable. I understand that there may be occasions while traveling when this is your only option. Some work locations have firewalls that may block or limit your access to our class. If you plan to attend class from a work location, please first test the classroom Zoom link from work. If you experience problems, work with your institution’s tech team to make certain you can attend.
5. **Headphones or earbuds are awesome:** I encourage you to acquire headphones or earbuds. With these you’ll notice a significant improvement over your laptop or device’s speaker system. If you can only access internet in a public place, then you will need to acquire a set with noise-canceling capabilities.
6. **Test your equipment before our first class**.**:** Visit <https://zoom.us/test> to test your equipment and configure your audio and video settings. Get familiar with the interface, and reach out for tech support before class if you need to get something fixed.
7. **Use a device that allows you to collaborate.** Try to work with a screen size that affords you enough area to see everyone well. In addition to limited screen space, mobile devices have some technical limitations in Zoom, so your best bet is to use a laptop or desktop.
8. **Turn ON your video:** We want to see you! Perhaps you feel a bit uncomfortable being on camera. Don’t worry, we are all in this together. You’ll get accustomed to it soon enough.
9. **Use good lighting, framing, and a stable surface for your camera.** Frame your face by placing your camera at eye-level. Have a soft light source in front of you, and make sure you don’t have a bright light source behind you because it shuts down your camera’s aperture, which will make it difficult to see you. Even though it’s called a “laptop,” avoid putting your device on your lap or any other moving surface.
10. **Use Chat** **as a learning back-channel:** There is a ***to everyone*** mode and ***private*** *(to individual)* mode in chat. Share ideas, ask for tech support, but keep the conversation on topic to the course.