

## EXPECTATIONS FOR STUDENT PARTICIPATION IN ONLINE CLASSES

### I. What are the expectations for student participation in an online setting?

- **Expectations for student behavior in online or virtual classes are the same that it is for in-person classes.** Students should be properly attired, should not gesture inappropriately, and should not move from room to room, use the restroom, or engage in other distracting activities during a class session.
- **To preserve a respectful learning environment and protect student privacy, it is a violation of the Honor Code to**
  - record, take screenshots or pictures of, or otherwise reproduce class sessions.
  - disclose or circulate the link to or URL of class sessions, recordings, or copies of recordings to anyone, for any reason.
  - invite or permit anyone not enrolled in a class to attend a class session—either virtual or in person—without the express permission of the instructor.

### II. Students are advised that:

- Instructors can use Zoom/Panopto to record class sessions, and such recordings may be posted on Blackboard.
- Instructors can use Zoom/Panopto to record class sessions, and such recordings may be posted on Blackboard. If an instructor uses Zoom/Panopto to record a class session, Zoom/Panopto provides audio and visual indicators to inform you when the recording starts, stops, is in progress, and is paused or resumed.
- Links to Zoom/Panopto class session recordings will be removed from Blackboard at the end of the academic term.

### III. Expectations for Student Participation in Zoom/Panopto Classes

- **Always attend Zoom/Panopto sessions prepared:** Students are required to prepare for every class session by reading and understanding assigned materials.
- **Ensure hardware and software are functioning properly prior to a Zoom/Panopto class session:** Test all technology (including camera/video, Wi-Fi, and screen sharing) *before* your Zoom/Panopto meeting.
- **Use of Respondus for exams:** Students must download appropriate software and **complete a *practice test* well in advance.**
- **Technical support:** Faculty do not provide technical support. Students are expected to seek out technical support needed prior to a Zoom/Panopto class session.
- **Dress appropriately for Zoom/Panopto sessions:** Students should dress as they would for any in-person class.
- **Avoid distracting or inappropriate items in your Zoom/Panopto background:** Ensure that your video background is clean, tidy, and avoids personal or potentially offensive objects in view.

- **Avoid having others in the room while a Zoom/Panopto class is in session:** It is distracting for other participants to have others (including animals) during your Zoom/Panopto session.
- **Unmute *Video* feature:** It is recommended that you enable your Zoom/Panopto video feed. Many courses require students to participate via live video feeds.
- **Mute your microphone:** Always mute your audio until you are ready to discuss or interact to avoid detracting from others' learning by subjecting others to your background noise.
- **Be attentive/be present:** Please show respect to the instructor and other students by remaining attentive and engaged throughout the entire video session.
- **Look into the camera when you are speaking:** This will allow others to see your eye contact instead of looking down at the screen.
- **Focus only on the Zoom/Panopto class session:** Do not work on other tasks (like checking email or texting) during the virtual class session.
- **Mute cell phone alerts and ringtones:** Turn off notifications on all devices, including the computer, during class time and make sure your cell phone is on silent.
- **Do not interrupt:** Do not interrupt other people when they are speaking (or attempt to speak over them).
- **When you want to speak:** Unmute your microphone, raise your hand as you would in an on-ground class, and wait until you are identified by the course faculty.
- ***Chat* feature:** Please use the *chat* feature to communicate relevant class information referring to class time and be aware that chat information can be reported to the instructor. However, your instructor may ask for you to participate verbally or may request that you utilize the *raise hand* feature (Note: There are times when the chat feature may be disabled by the instructor).
- **Be mindful of your background lighting:** If you are sitting in front of a window, you may be completely darkened by the light coming through the window. Your overhead light also might need to be turned off or dimmed.
- **Sign out from Zoom/Panopto sessions:** Remember to sign out or click on the lower right- hand screen area of Zoom/Panopto to "leave the meeting" when the session is finished.