Zoom Etiquette: Please review the syllabus and privacy statements on the webpage

Before the meetings: Ensure your workspace is quiet, clean, and has an appropriate background. Or use a non-distracting virtual background.

- o   See attached photos below if you would like a Loyola campus background. (Check how it looks on your Zoom page, you may need to click "mirror image")

- o   Check your Wi-Fi, **test your video and audio**, and be familiar with the software before entering the meeting.

- o   **Resources:** Click the Zoom.com help center link below or the Loyola University Zoom information page;

    - ▪   **Zoom Help Center**

    - ▪   https://www.luc.edu/its/itrs/teachingwithtechnology/zoom/

Zoom Meetings: Each session remind all: **NO RECORDING OF SMALL GROUP SESSIONS** (to avoid any violation of Illinois privacy laws). Make sure the host has the record button (red button) off.

Attendance: Be on time for meetings, dress appropriately, be engaged in the discussion and look directly at the camera when using video.

During the meetings, take advantage of Zoom features raising your hand, responding yes or no. Or just decide if everyone will use a real thumbs up or down.

Avoid embarrassing mistakes! Pay attention to your video, microphone, and screen sharing settings to avoid embarrassing mistakes. Always keep the chat rooms appropriate.

Let us take advantage of some of the best aspects of this tool, for example, the names on each photo-- this makes it easy for facilitators to learn and use everyone's names. Students can add a preferred name or pronunciation!

<mark>See this link below for virtual background photos PCM2 zoom sessions if you need them:</mark> https://www.luc.edu/umc/brandstandards/graphicidentity/zoommeetingbackgrounds/