

## **Zoom Etiquette: Please review the MHD syllabus and privacy statements**

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

- Check your Wi-Fi, **test your video and audio**, and be familiar with the software before entering the meeting.
- Resources: Click the Zoom.com help center link below or the Loyola University Zoom information page;
  - **Zoom Help Center**
  - <https://www.luc.edu/its/itsr/teachingwithtechnology/zoom/>

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

**For MHD Small Groups:** Please have both audio and video setting enabled to engage with your facilitator(s) and peers.

**For MHD Labs:** When you are presenting a case, please have both audio and video enabled, otherwise please have both audio and video disabled.

**Attendance:** You will be asked to register for the small group sessions and lab groups when clicking on the zoom link once provided, for attendance reporting

Be on time to meetings, dress appropriately, be engaged in the discussion and look directly into 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's 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.

See this link below for VIRTUAL BACKGROUND PHOTOS BY ZOOM IF YOU NEED THEM:

<https://www.luc.edu/umc/brandstandards/graphicidentity/zoommeetingbackgrounds/>