Participation Rules for live Zoom sessions

Students, your online courses will be using LiveOnline@UT (Zoom), the UT web conferencing system, to meet in live, online sessions using webcams and audio.

Student Guidelines for being in an online course

These guidelines are to ensure that every student in this course has a great experience. Please read through these and try to abide by them throughout this course. If you have any questions about any of the guidelines or if you think of any guidelines that should also be included, please contact your instructor. NOTE: Participation reports are generated indicating who has joined the session and when are documented.

1. If you are not speaking in a Zoom class session, please make sure to keep your microphone muted so it does not interfere with everyone's audio.
2. There should be limited outside distractions during our Zoom class sessions (i.e., there should not be other people or animals around you, or anything too distracting on the walls – inappropriate posters, etc. - while in class).
3. All background noise should be kept to a minimum during a Zoom session (i.e., TV sound, radios, dogs barking, etc.). Try to be in a quiet environment.
4. No screen shots or pictures are to be taken during a Zoom class session without permission of all class members.
5. Remember that written messages can read differently than if they were said orally. Keep this in mind while writing responses and questions to other students and to your instructor.
   - Messages written in the Chat window during a session are saved automatically. Be mindful of what you write and share.
6. Be respectful of others while they are talking. Stay off your phones, other devices, and social media to respect your instructor and class members while in class.
7. When you have a question or something you'd like to say, you can use the raise hand function located in the Participant panel.
8. Dress comfortably and professionally.
9. When in breakout rooms for partner or group activities, you are expected to be respectful of your fellow classmates and to work together to complete the activity.
10. You are expected to have access to Canvas while in the Zoom class sessions for any documents or materials you may need in order to complete the in-class activities.
11. If necessary, your instructor may ask you to leave the Zoom class session until all distractions in your environment have been addressed.
12. Disrupting a Zoom class session is a violation of the UTK Student Code of Conduct (standard #4.26).
Do NOT share the Zoom class session link with anyone who is not registered for your class.

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Technical Preparation

2. Procure a quality webcam and a microphone headset.

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Logistical Reminders

**Before the Zoom session:**

- Join the Zoom session before the start time and test your microphone and webcam.
  - Your instructor will share the Zoom session link with you.
- Plan to be in a quiet room without potential interference and interruptions. Silence your phone.
- Find a sitting area with a plain, non-distracting background.
- Position the webcam so that your face is bright. Avoid back-lighting, such as sitting with your back to a window with bright light.
- Practice speaking to the camera and not to the screen.

**During the Zoom session:**

- Mute your microphone when you are not talking.
- Have your webcam on, if required by your instructor.
- Use chat to communicate technical issues to the instructor and ask questions.
- Watch your actions on camera. Everyone can see that big, wide-mouth yawn!

**After the Zoom session:**

- Public and private messages written in the Chat window during a session are saved automatically.
- Participation reports are generated indicating who has joined the session and when are documented.