

The Gregory School: Zoom Practices for Students

Requirements for attending every Zoom class:

- Zoom invitations and instructions to join class meetings will be provided by your teacher in Google Classroom.
- Use your school email account to join Zoom and be admitted to class.
- Be on time and prepared for class. Attendance will be taken at the beginning of every Zoom meeting.
- Video and microphone will be required. Test your video and audio before joining.
- Dress appropriately according to the TGS dress code as stated in the Student Handbook.
- The same standards for classroom behavior as stated in course syllabi and the student handbook apply to Zoom meetings, chat sessions, online discussions, and breakout rooms.
- Contact your teacher and email attendance@gregoryschool.org immediately if you have technological problems logging into Zoom.

Zoom Etiquette

- Create an appropriate environment free of visual and auditory distractions.
- Sit at a desk or table. Make sure you can freely access class materials.
- Simplify and organize your screen. Close unnecessary windows and tabs. Avoid all digital distractions that are not relevant to class.
- Avoid backlighting.
- Look at the camera when speaking rather than your screen. This gives the impression of eye contact.
- Wear headphones or earbuds for better sound and microphone quality. You might consider muting your microphone when you're not talking during class in order to reduce any distracting background noise.
- Interact. Though the pacing of Zoom discussions can be slower than live discussions, you learn more when you participate.
- Announce yourself before speaking (i.e. "This is Elizabeth"). This method of announcing yourself creates audio/visual clarity on the screen.
- Practice the same careful listening skills you would while in the classroom (take notes, prepare follow-up questions, offer additional ideas).
- If a Zoom meeting gets interrupted or unexpectedly ends (due to technological issues), wait a few minutes for the meeting to resume, but also check Google Classroom to see if your teacher has posted further instructions or updates. Do not assume that class is over.