**ZOOM EXPECTATIONS POLICY – Fall 2024**

**ENGE 5304: Graduate Student Success in Multicultural Environments**

For online sections, all class meetings will occur via Zoom. With this document, we want to clarify our expectations regarding Zoom and online class attendance.

**Sign in:** It is REQUIRED that you sign in to Zoom with your Virginia Tech ID (i.e., your @vt.edu email address) using the “Sign in via SSO” option. This authentication step will help us accurately manage attendance, small group breakouts, and Zoom room security. If you’re not sure how to sign in this way, please refer to Virginia Tech’s ‘Zoom Quick Start Guide’ here: <https://vteo.vt.edu/tutorials/Zoom-Quick-Start.html>

**Accessing Zoom Virtual Classroom:** You will be able to find the Zoom Link on Canvas. Please do your best to arrive on time for class. If you lose your internet connection during class, please log back in as soon as you can and send an email to the graduate teaching assistants.

**Display Name:** Please ensure your first and last name are listed in your Zoom name display. If there is a name you want to go by (nickname, chosen name, etc.), please feel free to use that. You are welcome to include your pronouns in your display name if you are comfortable doing so. If you are unsure how to edit your Display Name, please refer to this How-to Guide: <https://teaching.nmc.edu/knowledgebase/changing-your-name-in-a-zoom-meeting/>).

**Video**: You are encouraged to turn your video on whenever possible; this helps us see one another. If you have limited bandwidth or no webcam, it is okay not to use video. If you are unable to find an environment without visual distractions, it is also fine to turn off your video.

**Background**: You can feel free to use a Zoom Background when joining us in class. We understand not wanting others to see private living spaces and thus want to allow the Background feature to be a part of our classroom experience. We ask that you think carefully about your choice of Background. If the instructors deem a Background to be distracting or derogatory, we will message the student to change the Background, or we will temporarily disable the feature. Please do not choose an animated Background.

**Audio**: Please mute your microphone when you are not talking. This will help eliminate background noise and allow folks to focus. Try to find an area where you can speak freely without much background noise during class time. It is strongly encouraged that you use headphones or a headset if you are joining from a location with background noise. Many of us are managing living situations we did not expect to be in, so we understand this may be difficult; please just do the best you can.

**Captioning**: For accessibility purposes, captioned will be enabled. To facilitate clear captioning, please don’t speak over someone else, speak clearly, and do not talk too quickly. Instructions regarding how to view captions on screen or adjust the size of the captions are available here: <https://support.zoom.us/hc/en-us/articles/4403492514829-Viewing-closed-captioning-live-transcription>

**Asking a Question or Making a Comment**: If you have a question or comment, you have two options:

1. **Default: Ask/Comment via Zoom Chat.** Please type it in the Zoom chat window. The Zoom chat will be monitored during class by the instructor and/or TA, who will ensure the presenting instructor is aware of the questions/comments and help facilitate a response.
2. **Ask/Comment via Audio:** If you’d like to ask a question or make a comment audibly, please make a brief comment in the Zoom chat saying that you have a question or comment you’d like to verbalize. The instructor/TA monitoring the chat will call on you. Once called on, unmute yourself. Please re-mute yourself once you’re done.

**Breakout Rooms and Group Activities**: We may use the Breakout Rooms feature to facilitate small group activities. When engaging with your peers, please keep the Principles of Community and our Class Rules in mind. While in a Breakout Room, if you have a question for the instructor/TA about the activity, click “Ask for Help” in Zoom and an instructor or TA will join your Breakout Room as soon as possible. If there is a question posed that will benefit all groups, we will distribute the answer via a ‘broadcasted message’ so please pay attention to the Zoom window for updates.

**Recording**: By default, our class Zoom session will ***not*** be recorded. We ask that students do ***not*** use external devices or screen recorders to record class content or discussions to protect everyone’s privacy. If for some reason, a session or portion of a session needs to be recorded, all participants will be notified prior to the start of the recording.

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