

Participating in a Virtual Classroom: Guideline

Quick Key:

The overall goal in a virtual classroom is to ensure that the student experience, regardless of attendance modality, stays consistent and that the learning for all students remains engaging & productive.

Below are some suggested guidelines for making the virtual experience is a valuable one.

Getting into the Classroom

As a courtesy, you should make sure to join the class and be logged on roughly 5 minutes prior to the official start time.

- This minimizes the odds of multiple interruptions during the first ten minutes of the class and means everyone will be ready to engage at the official class start time each week.
- As soon as you enter, make sure to **mute your mic** to prevent background noise from interrupting the virtual class session

Active Participation

You are expected to **actively participate** during virtual classroom discussions by asking questions, sharing your insights, and responding to questions posed by the professor and other students.

- Since student participation is an important component of the learning environment, all students may expect to be randomly called upon by the professor and should be ready to respond thoughtfully to questions posed.
- You are expected to ensure that your microphones are operating properly throughout the class and must turn on your microphones when the professor asks you to respond to a question.

Raising Hands & Asking Questions

You should raise your hand when you have a question or comment you'd like to make and wait for your instructor to call on you; then you may begin speaking.

- You have the necessary "raise hand" function in ZOOM to get the attention of the instructor or a TA (if available) when they wish to speak. Once you're called on, you may simply unmute your microphone before speaking (and mute it again once you are finished speaking).

- If all students raise their hand and wait to be called on, it does two things: minimizes confusion about who is speaking, and it mitigates the chances of people not being heard.

Speaking without Interrupting Each Other

You should take care not to talk over or interrupt your classmates or professor in the virtual classroom.

- If multiple people are speaking it will be confusing for students to hear a multitude of voices at one time and understand what's been said.
- If everyone raises their hand to be called on before speaking, as requested above, that small amount of time should create enough of a pause to assure you don't speak over one another. In addition, it gives all listeners a chance to orient themselves to the speaker.

You May Ask Questions of Peers in Either Modality

You have the ability to ask questions of one other and all are encouraged to do so in the virtual modality.

- Students may ask a question of their colleagues by using the raise hand function in ZOOM, and when called on by instructor, as above, indicating their question for the classmate by name & then asking it.

Using the Chat Function

As mentioned above, as a student you may, if you prefer, put your question(s) or comment(s) into the class chat box, instead of using the raise hand function to ask your question (or make a comment).

- You may use the chat function to speak with other remote students (aka, "back-channel" chatting or "back-chat"). You should keep in mind that a TA could be monitoring the chat to point out any relevant class topics emerging, including topics needing clarification.

Class Breaks

Your professor may announce breaks for the class & will let you know how much time your break is and when to return to the classroom.

- Your instructors may keep the ZOOM session recording going during breaks; students viewing it later should simply fast-forward past the breaks.

Ending a Class Session: At the end of each class, your instructor will announce that the session is ending. Upon announcement, you are free to log off from the session.