

# ONLINE TEACHING | Video Etiquette

## Before the virtual meeting

Set up your equipment before the scheduled time so you will have time to test the system and resolve any issues before the meeting.



**BACKGROUND** – Check the background and rid the space of any clutter or distractions. You also want to make sure you are not positioned in front of a window as this can cause you to appear like a shadow. Keep your background simple.



**NOISE** – Is there background noise that could prevent participants from hearing clearly? It is recommended to conduct the webinar in an office or quiet room. Shut the door and hang a sign stating you are in a virtual meeting asking people not to enter or knock on the door. Keeping your mic muted when you are not talking can help cut down on excess noise.



**LIGHTING** – Double check the lighting when you launch the meeting and the video has started. Make sure more light is on your face than coming from behind you. You might also need to adjust where you are sitting so the light is not right above your head and within the camera frame.



**FRAMING** – As an additional consideration be aware of your distance from the camera (not too close, not too far). You want to try and have the camera at eye level.

CC-BY-NC-SA Ken Graetz

## During the virtual meeting

- |  |  |
|--|--|
| <input type="checkbox"/> Are you recording?  | <input type="checkbox"/> Are you sharing the correct screen?   |
| <input type="checkbox"/> Can your students hear you?                               | Ask what your students can see.  |
| <input type="checkbox"/> Can you hear your students?<br>(Mute or unmute as needed) | <input type="checkbox"/> Ask students to introduce themselves when speaking so everyone knows who is talking.        |
| <input type="checkbox"/> Look at the camera, not at yourself.                      | <input type="checkbox"/> Since the audio has a slight delay, pause briefly for others to answer or to make comments. |
| <input type="checkbox"/> Are you monitoring chat?                                  |  |