

STOCKTON | CENTER FOR TEACHING & LEARNING DESIGN

Faculty holding class on Zoom are responsible for creating a professional and respectful environment for learning. Although Zoom may be considered a more informal environment as people typically join a Zoom session from off campus, it is important for faculty to ensure the rigor and expectations of the higher education learning environment are maintained throughout the Zoom class session. Have a planned schedule for the Zoom lesson.

Faculty should be skilled with hosting a Zoom session and competent in using the technology and Zoom platform to provide an effective learning environment. As needed, practice Zoom use prior to a class session. Sign-in to Zoom with Stockton credentials so that your professional name is listed on the Zoom screen and you are the meeting host.

The following general tips for faculty help ensure a professional experience for all during a synchronous Zoom class:

- a. Make sure the _____ students see on Zoom is neutral or professional. If there is an issue with the background, use a professional virtual background.
 - i. Do not eat on camera during a class session. Sipping a beverage is acceptable.
 - ii. If you must yawn, sneeze, blow your nose or engage in another distracting behavior students may not wish to see, turn off the camera or face away from the screen.
- b. Present in a _____ and make sure children, pets, and other distractions are not interacting with you or moving through the space during the class session.
 - i. Put away cell phones and other distractions so that you are fully focused on teaching the class session.
 - ii. During an unavoidable interruption, provide instructions/task for students and mute your microphone and turn off your video to deal with the interruption in a quick and efficient manner.
 - iii. Do not conduct a Zoom session when driving (operating a vehicle). Request that students not participate in Zoom when driving as this represents [distracted driving](#).
- c. Adjust _____ and consider use of a headset or microphone so that your image and _____ is clear to students.
 - i. Adjust the _____ to make sure your head and shoulders are visible on Zoom. Avoid "forehead" view.
- d. _____ . Start the session at least 5 minutes before the class start time.

