

Graduate School of Banking at Louisiana State University

Rules of Engagement for Zoom Sessions

We recognize that a virtual session will be challenging. However, your cooperation with the following guidelines will help make for a better experience for all participants.

- Requirements
 - Computer with Internet connection, microphone, and camera.
 - Notes/notepad with pencil/pen.
- Security
 - Join via Moodle - All participants must join the virtual sessions through the Zoom links provided in Moodle.
 - Call-Ins not allowed - For security reasons, we are unable to permit anyone to 'dial in' to a course session.
 - No recording allowed – Lectures and course discussions are the property of the instructors and the Graduate School of Banking at LSU. Recording of lectures is a violation of the school's honor code and will result in expulsion from the school.
- Microphone Etiquette
 - Mute your microphone - To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
 - Be mindful of background noise - When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
- Camera Etiquette
 - Plan to use a camera - All participants should utilize their web camera during course sessions. While not perfect, video interactions with others on the computer are better than talking to empty boxes on a screen.
 - Consider your attire – Please wear attire you would wear to a classroom setting.
 - Set it and forget it – Be sure your camera is in a stable position and focused at eye level, if possible.
 - Consider distractions behind you - Ensure you have an appropriate background. For example, if there is a lot of movement or a television behind you, consider adding a virtual background
- Virtual Classroom Etiquette
 - Arrive early – Try to log into the Zoom meeting at least 5 minutes before the class is scheduled to begin.
 - Limit distractions - Make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
 - Change location if necessary – You are in class just as you would be in Baton Rouge. If you are completing the session from home and there are too many distractions, consider completing school at your office, a library, or other location where distractions can be limited.
 - Be respectful of others - Be respectful of your peers and the instructor in your comments and actions.
 - Avoid multi-tasking - You'll retain the information better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the course ends.
 - Prepare materials in advance - If you will be sharing content during the session, make sure you have the files and/or links ready to go before the meeting begins.