



Guidance for Zoom use During Meetings of In-Person Courses

Expectations for Faculty

Faculty teaching In-person course should use Zoom judiciously. With your permission and prior approval, Zoom may be used on occasion to allow individual students to join class and participate/attend virtually, as needed. Students in In-person classes should not have a default expectation that Zoom will be available for every class meeting. Reasons for making Zoom available to students might include extended absences due to long-term illness.

Zoom must be used if approved as an Academic Accommodation by the Center for Student Success, or if necessitated by a change in campus-wide policies due to unforeseen circumstances.

Zoom should not be used to schedule weekly or regular recurring virtual class meetings within an In-person course. Faculty teaching In-person courses should not lead class meetings from remote locations, except in rare cases of an unexpected/unavoidable situations. For extended use of Zoom, instructors must secure approval from the supervising Dean.

Zoom should not be used without careful consideration of how it will be incorporated into the design of the course and class meetings. Zoom should only be used with consideration for how remote students will participate as fully as possible in active learning experiences.

Suggested Course Policies to Share in the Syllabus or LMS

If Zoom must be used for an approved Academic Accommodation, or to navigate extenuating circumstances, instructors should consider implementing the following guidelines. Instructors should share this information with students in advance of implementing Zoom for any class sessions. You may add some or all of the suggested guidance below to the LMS or to the existing **Zoom Use** policy within section **VIII. Computer and Information Technology Use** of the syllabus.

Expectations for Remote Attendance/Participation via Zoom:

- For In-person courses, attending class meetings via Zoom is **not** up to the discretion of the student. In In-person classes, students may attend Zoom sessions on scheduled dates, as assigned by faculty, or with prior approval from the course instructor, given 24 hours in advance of the class session. Approval may not be granted for special requests received less than 24 hours before class meets.
- Approval for attending remotely may only be given for situations with appropriate medical documentation (e.g., notice from a medical professional, Thrive Wellness Center, etc.), or at the discretion of the instructor.
- If students are too ill to attend class in person, they should consider whether they are well enough to productively participate in class via Zoom before requesting to do so.

- Zoom participation will not be available/possible every time students are absent. When students are absent and Zoom is not available/possible, students should first refer to the LMS, then consult with classmates, and then follow up with the instructor for further questions about missed activities or assignments.

If participation via Zoom is approved and made available:

- Students will be present on time in the Zoom classroom, typically with video on and microphones initially muted at the beginning of class. Students who do not feel able to use cameras should communicate with faculty about that need in advance of joining class.
- Students are expected to attend class (with video on and ability to unmute and speak when called upon) for the entirety of the session
- Students should not leave the Zoom classroom before being dismissed by professor.
- Students should be in an appropriate space for each online session, with minimal distractions (i.e., children, other adults, pets, background noise, etc.)
- Students are encouraged to use a virtual background to minimize background interference, if needed.
- **Students should not operate a moving vehicle during class for any reason.**
- Students should be appropriately dressed, meeting the same expectations for professional appearance as when in an In-person class session.
- Students should be prepared to fully participate in each class session, with all necessary materials readily available and at hand.
- The instructor reserves the right to determine whether students logged into a Zoom meeting will be counted present for class, as determined by their active presence and participation via Zoom. Failure to comply with the expectations for participation during a class session may result in the student being counted absent.

Best Teaching Practices for Faculty

Encourage Camera Use

- Highly encourage, but do not require without exception, that students turn on their cameras.
- Recognize that not only are students coming into your class to learn, but that you are taking the class into their home/room to teach. Student may be very limited with from where they can join via Zoom. Encouraged the use of virtual backgrounds for privacy.

Make “Eye” Contact

- Remotes students need to feel like they are seen and that you are talking *to them*.
- In classrooms equipped with a camera, remember to look frequently at the ceiling- or wall-mounted camera, and not at the monitor where you might normally look during a Zoom session.

Intentionally Facilitate Discussions

- Encourage students to unmute to ask questions.
- Start with a greeting /icebreaker/warm-up activity to those on Zoom used to talking. Something related to the course content may best.
- Stop frequently, ask students to unmute, then address questions to the remote students.
- When you ask those on Zoom questions, call on individuals by name. Warn them at the beginning of the course and top of the hour that you will do so. Do the same for those in person.

- Repeat the questions of those in the classroom for those on Zoom, as they may have difficulty hearing anyone not near the classroom microphone. (Repeating students' questions for the whole class is good pedagogy anyway.)

Use the Breakout Rooms in Zoom

- If you frequently use think-pair-share or small-group in-class discussions, use the breakout rooms in Zoom to facilitate participation for those in Zoom, as well.
- If you ask a representative from each group to share with the class, do the same with each group on Zoom.

Enlist the Aid of Students in the Classroom

- Consider a daily copilot to join Zoom, muted and disconnected from the audio, to keep an eye on the chat. Some faculty prefer to have students unmute to ask questions at any time, but others find this more disruptive or distracting than monitoring the chat for questions.
- Either way, do not ignore the need to create opportunities for those on Zoom to engage with questions and discussion.

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