

Guidelines for participation in the virtual classroom

This list of guidelines aims to encourage the best possible conditions for students to succeed in an on-line learning environment. They have been established to create a good working environment and to ensure that teaching and learning takes place in a professional and high-quality manner.

Keep in mind that participating in a virtual classroom should be similar to participation in a physical on-campus classroom and that the same rules and regulations apply.

1. **Be on time or early.** Logging in a few minutes before the scheduled start allows you to check that your video and microphone are working and make technical adjustments. Remember to charge your device.
2. **Check your name.** Your name should be visible and correct, e.g. "Firstname Lastname/ First letter of your last name." Do not use fictitious names.
3. **Keep your camera on.** Unless otherwise directed by the teacher, have your camera on. If you have a reason to not actively participate or need to have your camera turned off during part of the lesson, talk to your teacher in advance. Make sure to have an appropriate photo of yourself and your name displayed when your camera is off.
4. **Consider the placement of the camera.** If possible, place it at eye level, so everyone is seen in the same way. Also, try to avoid backlight – it can be hard to see you otherwise. If you, as a student, do not want to show your home in the background, it is acceptable to blur your background or use a clean background image. Keep it professional.
5. **Be presentable on Zoom.** We recommend sitting at a desk/dining table. This is also the most ergonomic position to avoid back and neck pain in the long run. Dress as if you were attending class on campus. Avoid moving around and doing other things at the same time.
6. **Keep the lines of communication clear.** If you do not need to speak, keep your microphone muted during class to avoid unnecessary background noise. Raise your hand using the "raise hand" function if you want to say something. Remember that you cannot record the lecture without permission from the instructor and that only study-related comments are allowed in the chat.
7. **Find a quiet study space.** The University's physical and virtual environments are intended for adult education and are therefore not a safe or secure environment for children. Teaching sessions, such as lectures, seminars and laboratories, are restricted to students only.
8. **Avoid eating** – unless a shared fika or lunch is planned as part of the lesson.

If these rules are not respected, students may be asked to leave Zoom and a disciplinary report may be filed.