THE UNIVERSITY OF TEXAS AT EL PASO
CENTER FOR INSTRUCTIONAL DESIGN
EXTENDED UNIVERSITY

Synchronous Session Etiquette

When communicating you should always:

- Treat presenter with respect
- Avoid interrupting others
- Use clear and concise language
- Raise your hand and wait to be acknowledged before speaking
- If your camera is off, identify yourself before you speak

If participating in a chat room during the synchronous session:

- Remember that all college-level communication should have correct spelling and grammar
- Avoid using the caps lock in a chat room AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as it can be sometimes lost in a chat room—your message might be taken seriously be or offensive to others
- Be careful with personal information (both yours and others')

When your microphone and/or camera is on, you should always:

- Avoid eating
- Limit drinking and be aware of the container you are using
- Be aware of your surroundings
- Dress appropriately—you never know when you may have to unexpectedly get up
- Be aware of your manners and facial expressions
- Turn on your microphone when called upon to cut down on feedback and/or interference in the call. Mute yourself when not speaking

Privacy

- Faculty may encourage participants to share their camera view but not require it
- If you have a concern about the privacy, communicate it, and share a profile picture or avatar
- If recording a session, this must be stated at the beginning
- Do not "reuse" sessions if students are included in session

Screensharing

- Keep your desktop clean to avoid distractions
- Be prepared—download or open files in advance if needed
- Make sure desktop images and screensaver are appropriate for others to view
- Close window or browser tabs that are not necessary, especially emails, grades, and personal information
- Hide browser bookmarks you don't want others to see. You can also hide your task bar for added privacy
- Turn off notifications to avoid distractions
- Close browser tabs with music or videos to avoid auto play surprises
- If you are showing a video through screensharing, make sure that you choose the right settings so that participants can hear the audio. Example: in Microsoft Teams, you need to check the "Include system audio" box in addition to the screen you will be sharing
- If you are working with two monitors, make sure to share the correct screen and follow the same precautions mentioned above for the second screen, even if you won't be sharing it
- Turn screensharing off after content is shared