ETIQUETTE AND BEST PRACTICES FOR ONLINE COLLABORATION AND MEETINGS

Mute when you are not speaking.

Keep the audio lines clear for those speaking. Where you are is louder than you think and any ambient noise will only hinder what others can hear.

Use a USB Headset.

Invest in a quality speaker and microphone headset. These provide better audio than your computer's built-in system. Try to hold meetings in quiet, indoor locations to control ambient noise. UND recommends this model: Logitech H390

Adjust your lighting.

Don't have a bright light source behind you. If you have a bright light behind you, the audience will only see a bright light and a shadowy figure.

Practice hosting.

In general, the online collaboration tools are very easy to use, but you may want to practice a couple times prior to your first session. Make video appointments with internal employees and friends to get used to hosting sessions. Practice scheduling and inviting people to meetings. Learn how to mute and unmute audience members and re-assign the host role. For assistance, please contact the Teaching Transformation and Development Academy.

Check your Bandwidth and Signal.

Wired internet is better than wireless for video conferencing. Try to remain close to the wireless router to better improve your connection when possible. Please use the internet speed test to make sure your internet is optimized.

Use the chat function.

You can send a question or statement to everyone or privately to a participant.

Think about your actions on camera.

Remember that everyone can see you, so it is important to make sure you are properly dressed and avoid behavior that would not be acceptable in the classroom. Make sure you are in a private, well-lit room that is free from distraction and remove any items that may be offensive or distracting to others from the camera view. Avoid exaggerated movements, such as yawning, stretching, eating/drinking, or wandering around the room, as this can be distracting to others. Turn off your video if you don't want or need to share your camera feed.

Have your Content Ready to Share.

If you are sharing documents or content, have this ready before the meeting/class begins. You should also check with everyone to make sure they are seeing what is being shared. If you do not want your emails or other private content visible to your participants, you should also close these prior to your meeting/class.

Keep your Participants Engaged.

To keep your students/participants engaged in the conversation, remember to call upon them periodically.