

Bridges to Learning Etiquette

Let's go over some virtual meeting etiquette. These guidelines apply for all Bridges classes and board meetings.



1. If possible, use your video camera.

We know. Few people like to see themselves on camera. We're right there with you. But seeing people's faces goes a long way in creating communal space. Try setting your camera slightly above your face for a better angle; make sure your light source (a lamp, a window) is in front of you and not behind you. Clear your surroundings of items you'd rather people not see on camera.

2. Headphones cut down on background noise.

3. Mute your microphone. And don't be offended if you get muted.

When the event begins, we will mute everyone so that everyone can hear. If you need to speak, you can unmute yourself. But if you do it accidentally, we will likely "re-mute" you or ask you to mute yourself so that the background noise isn't disruptive.

4. Practice on Zoom first.

If Zoom is new to you, practice once or twice before the class or meeting. Practice pushing all the buttons so you know what they do. It's easy to share your screen by accident or push other buttons not knowing what they're for and interrupt the flow of the meeting. So test everything out in advance. Check out our Bridges Tutoring link to get acquainted with Zoom features.

5. Practice Grace.

This technology can be awkward. We're all learning. Internet connections are not always stable, and anything can happen. We'll do our best to lead these events with a sense of grace and humor and ask you to do the same.

6. Let us know what you think.

When the class or meeting is over, tell us what you thought. This is new territory for us. We want to know what you liked and what you didn't, as well as what worked and what didn't (logistically, technologically, etc.).