



**HINDUSTAN  
COLLEGE**  
(Affiliated to University of Mysore)



## **A unit of Hindustan Group of Institutions, Chennai**

### **Online Meeting Etiquette – Teacher**

Follow these Meeting Etiquette tips to make your Online video meetings more productive and enjoyable for all participants.

#### **A. PREPARE FOR THE MEETING**

- Schedule meetings in advance.
- Ensure all meeting participants have the meeting invitation link / code and materials in advance.
- Give an agenda, plan for each class by Screen Sharing a document, or slide at the beginning of class. This gives students a clear idea of how the class will progress, what will be covered, and the activities they will engage in.
- Discuss online etiquette and expectations of the students in your first virtual class and periodically revisit the topics.
- Make sure your presentation is ready to show. Test it before you start the meeting.
- If your presentation is visually dense or contains video, consider distributing it to participants in advance.
- Most importantly be attired properly in formals

#### **B. JOINING A MEETING**

- **Join early –10 minutes** before the meeting start time. This allows you to make sure everything is working and gives time to make any adjustments.
- **Use a headset with mic if possible.** This provides the optimal audio experience for both you and meeting attendees
- **Avoid sitting with your back to a window or bright light source.** This causes a silhouette appearance where others cannot see you or determine your identity.

- **Think about the background.** Whatever is in the room behind you might not be appropriate for a meeting or could be distracting to others. Cameras pointed up at ceiling fans are also a visual distraction for some attendees. Consider using the blur my background feature.
- **Close doors to avoid unexpected visitors/sounds.** Many of us are working in a home environment where others may pass by or inadvertently interrupt. Please be mindful that you are in your virtual Classroom.
- Share your screen carefully by managing options in your meeting.
- If recording a meeting, make sure everyone is aware.
- **Be clear, concise.** Speak in a concise and clear manner and tone so that everyone can hear what you are saying.
- **Pause.** Remember to pause occasionally to assure attendees have time to ask questions.
- **Camera use.** Look at the camera to create eye contact with your students. This helps to create a more personal connection while teaching over video. A limited number of windows will show for attendees of the meeting. These automatically show/hide based on participation. Do not walk around with your camera on (mobile device) – It is distracting.
- **Tag individuals in chat.** Tag other attendees (using @user id format) in the chat window when your comment is directed towards a specific attendee to distinguish between a general comment. Take time to promote questions, comments, and reactions from your class. Give a minute to allow your students to utilize reactions, write their questions in chat, or be unmuted to answer their questions live.
- Have students be the presenter and share projects with the class. This allows your students to show what they are working on while practicing their presentation skills. It also allows students to hear from one another.
- Establish an understanding among participants of when and how to interrupt. For example, have student raise hands or otherwise signal that they want to speak.  
**Raise hands feature in Teams** allows meeting attendees to identify that they wish to speak by toggling the hand icon in the meeting control bar, making it easier to actively participate in meetings. It is important to assess understanding and allow students to ask questions.
- Avoid unwanted guests in meetings
- Invite attendees. Use the lobby feature for approved guest.
- Do NOT share a link of online meetings on unrestricted social media posts or platforms.
- Do NOT share confidential information in online meetings.

- Download Attendance of Participants before ending the meeting.
- Meeting organizers to end a meeting for all participants with the click of a button. To make sure students / participants do not hang around in your virtual classroom after you have left. Once the meeting ends, any student attempting to join the meeting will send a Teams notification to the meeting organizer. You can then ask the student or students to leave the meeting since it has already ended.

### **C. POST MEETING**

- Share / enter the downloaded attendance.
- Use the Chat options for student doubt clearance and feedbacks.
- Take appropriate steps for the next meeting if faced with any Connectivity / Network issues during the meeting.
- Check with participants about any connectivity issues or network issues faced by them and ensure them to take corrective action for the next meeting.
- Forward study links and materials of the completed class and for the next class.

#### **NOTE: -**

**Organizer has got the rights to Cancel / End the meeting if proper Etiquette is not followed.**

### **SCREEN BRIGHTNESS ADJUSTMENT**

While using a Computer/Smartphone it is better to match the brightness with the ambient around you in such way that the image displayed looks "Natural". Neither too bright nor too low is appropriate for your eyes. You can use the following f.lux URL to adjust your screen settings. <https://justgetflux.com/news/pages/v4/welcome/>