ZOOM ETIQUETTE & ROUTINE

Keeping healthy habits and a routine will help us get through more easily these unprecedented times. With that in mind, during our Zoom class time as well as your tutor meetings, I ask you to please:

1. Make sure your Zoom is ready to go (you have access to it automatically through your SOU GMAIL account);
2. Be ready to start on time;
3. Dress appropriately;
4. Sit (preferably on a chair);
5. Speak only in French during your breakout sessions (note that I can “visit” you at any time in those breakout sessions);
6. Check Moodle prior to the start of class to print out or copy by hand the hand-outs you won’t be able to see on my screen when you are in pairs/groups in break-out groups.
7. Use the Zoom “hand up” button when you want to speak up in front of the whole group so that I can “unmute” you (everyone has to be muted at the onset of the class in order not to have too much sound interference; I will automatically unmute the student/s I am calling on);
8. Keep track of when you are asked to wind down your breakout sessions (a timer will let you know 60 seconds before you are kicked out of the breakout session and returned to the whole-group session);
9. Turn off your video setting if your internet is having a bad day (using just the microphone requires less broadband);
10. Follow the same rules for your 15-minute individual weekly meetings with our tutor, Chris (for which I will send out a sign-up sheet on Google Docs)

Thank you so much for your corporation. We’re in this together; let’s support each other, be flexible, innovative and let’s keep the communication going! (Please make sure to check Moodle every day for assignments and reminders. Write to me if you have to miss class, or if you are having trouble with the course and its new format.)