

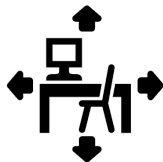
# Community Values for "Real Time" Learning Using Zoom



**Arrive on time**— just like you would for a regular face-to-face, seated class. You should be out of bed, dressed, and ready to learn.



**Arrive prepared**— with a fully charged device, access to charging, access to stable Wifi network or wired ethernet, headphones, a notebook, pencil, waterbottle, readings, and other materials.



Be thoughtful in selecting a learning space; to the extent possible, **identify a flexible learning environment with limited distractions**. Minimize non-class activities, including unrelated conversations, texting, browsing, etc.



**Consider your learning persona**— be curious, respectful, and professional in your interactions with peers, the instructor, or guest speakers— including verbal and non-verbal cues. **Identify yourself clearly** using Zoom's "Rename" feature.



Be familiar with and prepared to contribute using Zoom's main features, specifically the **microphone**, **video**, and **chat** elements. There are activities that will require you to use these elements.



Be familiar with breakout rooms and screen-sharing. **Be prepared to participate generously in partner and group activities**. Be ready to take an active role in recording notes, inviting conversation, creating materials, or reporting to the class on behalf of your group.



Joining class while driving or riding in a vehicle is *not* optimal for active engagement or participation and therefore discouraged. (Some exceptions may apply— please communicate with your instructor in advance.)



If you need to eat during class, please prepare your meal in advance and kindly mute your video while eating. Preparing a meal during class is discouraged.



**Communicate** with your instructor and classmates consistently. Email in advance if you are going to be late or miss a class. If you miss without prior notification, then email as soon as possible and propose a plan to make up missed activities.



Ultimately **we are all learners together** and these values are shared in the spirit of creating a meaningful, gracious, and caring learning environment. Feel free to share other values that are important for your optimal learning.