Online Course Etiquette Appreciative Agreement[1]

1. *Be on time, present, and visibly engaged during the entire lecture.*

   We will have pop up questions and quizzes from time to time, as well as frequent breakout rooms. Your absence will make the experience worse for you and everyone else. I am committed to being present, and you should be too. If I am experiencing technical difficulties, the TA will conduct the class until they are resolved.

2. *Use your real name.*

   Make sure your Zoom name is set to be your real name. Your participation grade will be based on this. Additionally, if the instructor/TA/graders don't recognize your name, then you may be booted out.

3. *Mute your microphone.*

   Please keep your microphone muted if you are not in a breakout room or actively speaking to the class. There are lots of outdoor sounds that multiply with many students. Please make the listening experience better for everyone by muting your microphone when you are not using it.

4. *Keep your video on.*

   By seeing your video, it helps to see if you are engaged and allows me to adapt the material appropriately. An enormous amount of feedback comes from your faces. I am showing my face, please show me yours. If this expectation causes a problem for a student, e.g., lack of webcam or bandwidth issues, an exception will be made. We expect students to remember and follow the Aggie Honor Code when requesting an exception.

5. *Wear attire appropriate for class.*

   Your video should be on. Make sure what we see is appropriate. I am not saying you should be wearing a suit, but you definitely should be wearing a shirt. Wear what you would wear in person.

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6. *Act as you would in person.*

   If there is something you wouldn't do in person, please don't do it during the online lecture. Use your best judgement.

7. *Use the chat board to post questions to the class.*

   The TAs and graders will be monitoring the chat board to help bring up questions when appropriate. Note that while I am lecturing, I may not see the chat board questions, but I have tasked the TA and graders to make sure your question is not ignored.

8. *Use the "Raise Hand" emoji (or others) to ask a question.*

   The TA and graders will monitor for raised hands to make sure no one gets ignored. To find the hand emoji, click on "Participants" at the bottom. A screen will pop up on the right, where you will see several options: "Raise Hand," "yes," "no," "go slower," "go faster," and under "more" the options are "dislike," "like," "clap," "need a break," and "away." It may be appropriate to use any of them throughout the semester.

9. *Once you finish an activity or quiz, please select the check mark labeled "yes."*

   This option can be found by clicking the "Participants" button at the bottom. It will allow us to gauge the general amount of time it takes the class to complete a quiz. If you need help use the chat screen, "help" (if in a breakout room), or another emoji.

10. *Keep your course-wide comments to the tools used in class.*

    There are many different ways to do the things we teach in class. Our goal is to teach the content in a way that is most accessible and useful for the students in the course. We are always trying to improve the class, so we appreciate you emailing us with suggestions and comments about other tools. However, please don't use the public chat function to encourage everyone in the class to use different tools. This distracts the students and also encourages them to use a tool that we are not currently set up to support.

11. *Take advantage of course resources to ask questions.*

    Ask questions after class, during office hours, or over email if you have any confusions about the class. Tell us what works and what doesn't work. We are here to help you learn.

12. *Stick to class content.*

    There are lots of interesting things that we can talk about in class. It may be tempting to jump forward and ask about different concepts, however we have a limited amount of time during the class to teach the concepts for the class, and teaching an impromptu lecture on a different topic will take time away from the course material and also may

not be satisfying since the instructor has not prepared to discuss that topic. Please keep the topics to class content and current events, and during appropriate times.

13. *Recognize that current events can significantly impact learning.*

We are all affected by what is happening in the world around us. Often, we are impacted in different ways by the same event. Recognize this and exercise understanding to everyone in the course. We will periodically provide opportunities to discuss issues as a class that follow a set of agreed upon ground rules.

14. *Let me know if you need special accommodations.*

If you have an accommodations letter from Disability Services, please contact me so we can make sure the course organization works for you. I won't realize that something is wrong if you don't tell me.

15. *If something is not working for you in the classroom, either because of content or your other classmates, tell the instructor, so that you can figure out a solution.*

Speak up as soon as you find something not working for you so we can work together on a solution. I won't know that there is a problem if you don't tell me.

16. *Keep up with the material.*

Even though we are online, this course still requires you to keep up with the material. Don't procrastinate and assume you can catch up later.

17. *Be engaged with the course content.*

This is a learning community. Everyone must be engaged to have an overall good experience. Your experience with the course is dependent on the effort you put into it.

18. *If you have confusion, get help before you fall behind.*

It is okay to be confused, but it is not okay to stay confused. Reach out for help so we can get you back on track with the course material.

19. *Pay attention to tone and word choice.*

Humor is often heavily reliant on timing and nuances such as facial expressions. This makes things like sarcasm and jokes harder to communicate online. To make sure people understand what you want to communicate, stick to concise language and consider your tone and word choice.

20. *Be respectful of others and behave professionally.*

Remember that people of all sorts of backgrounds are in the class with you. The class environment needs to be safe and effective for everyone, so it's important to be

courteous to the thoughts and feelings of those around you. You are all in this class to learn: avoid sharing content that is not related to the course material, especially if it contains suggestive or politically sensitive content. If you have a problem with another student's behavior, tell the instructor.

21. *Be sensitive to persons with disabilities, and be considerate of varying access needs.*

    When posting formal class materials to share with the class, please: 1) Turn on closed caption (text at the bottom) for videos. 2) Use appropriate text types in documents to enable quick text-to-speech perusal. 3) Provide alternative text for all images. 4) When adding links, show the descriptive text instead of the active link, then put the inactive link in parentheses afterward since text readers allow users to skip through to links and list what links are available. Usually the actual URL is quite unintelligible. For example [Document Design | Centre for Excellence in Universal Design](http://universaldesign.ie/Products-Services/Customer-Communications-Toolkit-for-the-Public-Service-A-Universal-Design-Approach/Written-Communication/Document-Design/) (http://universaldesign.ie/Products-Services/Customer-Communications-Toolkit-for-the-Public-Service-A-Universal-Design-Approach/Written-Communication/Document-Design n/) and [Best Practices in Accessible Online Design – Simple Book Production](https://pressbooks.ulib.csuohio.edu/accessibility/) (https://pressbooks.ulib.csuohio.edu/accessibility/)

22. *Remember your email etiquette.*

    When sending emails, use clear subject lines so that the recipient prioritizes your email appropriately. Similarly, make sure the content of your email is clear, e.g., make calls to actions easy to recognize as such. Remember that emails are private communication and that emails are copyrighted to the original author. Don't forward emails without permission.

23. *Review what you write before you post.*

    Communicating in writing online has similar expectations to communicating verbally in person, and online you have the opportunity to review and edit before you post. Make sure to review what you write for spelling and grammar mistakes before you post. Similarly, make sure what you write communicates what you mean effectively: using all-caps or excessive punctuation does not help get your message across.