

Zoom Expectations

1. All in-person norms apply when in a Zoom session. In other words, if you wouldn't do it while in a physical class, please don't do it while in a digital setting. This includes respecting all people present in the zoom call: Mi Casa Resource Center (MCRC) Staff, Guest Speakers, and other participants.
2. Participants should plan on logging into the meeting a few minutes early. Please do not be late.
3. Participants must use their first name to help MCRC Staff and others know who each person is. MCRC Staff may send a private message to ask for participant's full name for attendance purposes.
4. Participants must also have a quiet, private area with good lighting available to participate in a Zoom session.
5. Consider enabling video so that we can see you and you can participate fully. You might need to disable video for a few moments if you are having internet connectivity issues or if you need to step away from the computer. Please let the MCRC staff know if you need to step away from your computer.
6. Keep your Audio on mute until you want to speak. We must work together to limit background noise.
7. If we utilize break out rooms for smaller discussions, it is expected all participants stay on topic. Participants must take turns sharing their ideas with consideration given to other group discussion participants. MCRC Staff will be dropping in on all break out session rooms at random times to ask questions of participants conducting discussions.
8. Some meetings may be recorded. All participants will be alerted before the recording begins.
9. Participants are not allowed to record or take screen shots during a Zoom meeting session.
10. Dress Code - Participants must be modest and appropriate in their attire. If a participant does not follow this policy, the trainer will send them a private chat via Zoom to change into the appropriate attire.
11. Participants must use appropriate electronic backgrounds on their Zoom platform and not have any inappropriate items behind them in the room while on a Zoom meeting. This includes pictures, images, or people that might also be in the room.
12. On the bottom of the Zoom window, click on "Participants" and "Chat." Two pop-up windows will open on the right side of your screen.
 - a. When you want to speak, be sure to unmute yourself to talk.
 - b. Use the chat box to make a point or ask a question. Remember that Chat is public, and is part of the recording. Private chats between participants are still part of the recorded Zoom.
13. Participants must also follow any additional specific guidelines provided by the trainer in each Zoom meeting not included on this list. (This provides MCRC Staff the opportunity to add customized norms for special projects or collaborations).