

PAS Program Policy and Procedures on the Use and Etiquette of Zoom Classroom

1. The PAS program utilizes Zoom technology to deliver content between the Grand Rapids (GR) and the Traverse City (TC) campuses. This technology requires technical and logistical considerations from both PAS faculty and PAS students.
2. Set up
 - a. There are three camera views from GR: one instructor and two classroom views, and two camera views from TC: one instructor and one classroom.
 - b. In both locations, there are two front screens and one rear screen.
 - c. Set up when lectures are delivered from GR.
 - i. In GR, one front screen displays the classroom view of TC, and the other front screen displays course content (i.e., PowerPoint, Notability, etc.). The rear screen displays the classroom view of the TC cohort.
 - ii. In TC, one front screen displays the instructor view from GR, and one front screen displays course content. The rear screen displays the instructor from GR.
 - d. Set up when lectures are delivered from TC.
 - i. In GR, one front screen displays the instructor view of TC, and one front screen displays course content (e.g., PowerPoint, Notability, etc.). The rear screen displays the instructor view of TC.
 - ii. In TC, one front screen displays the classroom view of the GR cohort and one front screen displays course content. The rear screen displays the classroom view of GR.
3. Faculty are trained and provided guides for Zoom room best practices.
4. Students are trained on best practices for Zoom room lecture delivery. These include:
 - a. Staying on Schedule
 - i. Students should be in their seats two minutes before class time and have their class materials on their desk before the start of class.
 - ii. Students should quiet down at the beginning of class so their classmates can hear the instructors as they begin class.
 - b. Microphones and Engagement
 - i. The default settings for classroom audio are unmuted ceiling microphones at both locations (green indicator light on the ceiling tiles). The microphones are very sensitive when unmuted and can pick up classroom noise. Students should do their part to avoid side conversations and distractions, which can auto-cancel the sounds from the other site.
 - ii. If lecture audio is inaudible, students should mute the ceiling microphones at the site where the lecture is NOT coming from (red indicator light on ceiling tiles). This should fix immediate audio issues. If this occurs, students should notify a PAS faculty, and IT will be contacted.
 - iii. Students should continue to avoid side conversations and distracting movements when microphones are muted.
 - c. Minimize Movement
 - i. While it is understandable that some movement may be necessary, students should keep movement to a minimum to avoid distracting others.
 - ii. Movement out of their seat should be done discreetly and considerately.
 - d. Respect and Attention

- i. Actively listen and participate in the lecture.
 - ii. Refrain from activities that might disrupt the class or distract peers.
 - e. Questions
 - i. Students with time-sensitive questions should raise their hands during the lecture. Instructors will address the questions as appropriate.
 - ii. If students have a question that can be addressed during a break or a scheduled time for questions, they should save it for that time.
- 5. A student will be identified as the technology liaison for each cohort at each campus. The responsibilities include:
 - a. Turning on the system at the beginning of the day
 - b. Turning off the system at the end of the day
 - c. Being the contact person for the instructor if the lecture is occurring at the opposite campus
 - d. Assisting with troubleshooting issues in real-time
 - e. Opening and closing the battery cage (GR only)