



Zoom Learning Guidelines and Etiquettes for BIR Students

1. After you have registered with Zoom, please log in using the Meeting ID and password of each class that you attend.
2. To improve your online learning environment, please find a place where there is no disturbing noises and where the internet connection is stable. Please note that, it is best to connect to Zoom by using a computer notebook or a computer with an extra camera and microphone. This is because the BIR instructors generally display PowerPoint slides while they teach, and they generally expect class participation from students. Therefore, connecting to Zoom via a cell phone is not encouraged. If you are unable to meet this requirement, please contact BIR office for further assistance.
3. During the online class session, the students are expected to turn their camera on. This is to help both the students and instructors. Usually, the instructors evaluate the facial expressions of the students to see if they can follow the concepts and contents delivered. Turning the camera on will greatly benefits both the instructors and the students in learning.
4. While you join the Zoom session, please “mute” your microphone when you listen to the lecture and “unmute” it when you are asked by the instructors to share opinions or when you have questions. Should you have any questions during the lecture, please click on the “thumb-up” emoticon or use “Chatbox” to convey your questions to the lecturers.

5. Although online learning is convenient, please be punctual. The instructors generally expect the students to be on time. Joining class late distracts the instructors and other students while they are studying.