WESTCLIFF UNIVERSITY
Educate. Inspire. Empower.

VCS Etiquette

Powerpoint
- Include a title slide
- Include an agenda slide
- Include a learning objectives slide
- Mix in graphics and pictures with text
- Use fonts that are at least 20-24 point
- Use a color of text that is easy to read
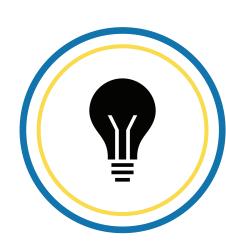- Use fonts that are easy to read

Camera
- Level the camera with your face
- Keep a fair distance from the camera so that you are appropriately visible

Environment
- Find a setting with an appropriate and simple background
- Ensure the background is not distracting
- Keep background clear of people and pets

Lighting
- Use appropriate lighting and professional background (i.e., no shadows, no windows)

Clothing
- Wear clothes that help distinguish your facial features
- Wear professional clothing

Dialogue
- Encourage students to use their webcams and microphones
- Present on the slides without reading the PowerPoint
- Use expressive and enthusiastic voice modulation
- Relate your personal experience with the subject matter
- Refer to sources of information other than the textbook
- Engage the students with interactive discussions

Noises
- Utilize the mute button during class for yourself or students (ie., people, pets ratio, phones, etc.)
- Find a quiet place without distractions or loud background noises

Food
- Do not eat food while teaching online

Preparation
- Be ready to start the class 10-15 minutes early
- Make sure all technology is working properly

Movement
- Avoid making any sudden or repetitious body movements that may be distracting