

## IPSDS Online Discussions Netiquette

### Before the meeting

- *Technical equipment needs*

The learning experience in the courses will mainly rely on the online interaction between students and the instructor during the weekly online meetings. Therefore, we encourage all students to use a web camera and a headset. Decent quality headsets and web cams are available for less than \$20 each. We ask students to refrain from using built-in web cams and speakers on their desktops or laptops. We know from our experience in previous online courses that this will reduce the quality of video and audio transmission and therefore will decrease the overall learning experience for all students in the course. In addition, we suggest that students use a wire connection (LAN), if available, when connecting to the online meetings. Wireless connections (WLAN) are usually less stable and might be dropped.

- *Preparation*

It is useful to try to test access to the meeting room prior to the meeting so that any required plug-ins are downloaded to your device and you are sure you can join the meeting (for more information on how to join a Zoom meeting as a participant, see <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>).

- *Dial in*

If your Internet connection is weak, you can also join the conference by phone. You can find a list of international dial-in numbers here:  
<https://zoom.us/zoomconference>.

- *Location*

You should stay in a quiet place if possible and silence your phone. Do not sit in front of a sunny window/bright light as you will appear as a shadowy figure.

- *Entering the meeting room*

- Be on time, preferably one or two minutes before the start.
- Indicate your real name. If you forget it when you log in, you can still change your name during the meeting.
- Test your microphone headset and webcam before entering the room.
- Mute your microphone when entering.

## During the meeting

- Mute your microphone when not speaking.
- Only turn off your webcam if your Internet connection is poor.
- Observe rules of communication: Don't interrupt others while they are speaking. You can always ask questions in the chat or use the nonverbal feedback options in Zoom.
- Stay focused on the meeting and do not work on other projects on your computer, close down apps to avoid notifications and avoid private chats.
- Remember that the camera is watching you all the time. If you move around a lot, yawn, eat, stretch, everyone can see you and for some people that can be distracting and even disruptive to the speaker. Try to be attentive and stay still.
- Join in the discussions, ask questions, exchange opinions with others. Only if you participate will you experience a lively and interesting meeting.
- If you face technical problems, inform the instructor via the chat. Here are some tips for quick help: Leave the meeting and log in again. Unplug your headset and reconnect it to your computer. Use the test features of Zoom before you enter the meeting room again. If none of this helps, contact the IPSDS team by email ([ipsds@uni-mannheim.de](mailto:ipsds@uni-mannheim.de)).
- If you have to leave the meeting earlier, inform your instructor (if possible in advance) by email.