



Virtual Classroom (Zoom) Etiquette

Stay professional, stay engaged, and make the most of your learning experience!

Before You Join

- ✓ Choose a suitable space – quiet, distraction-free, and not while travelling or providing care. **Remember that confidential information may be shared.**
- ✓ Test your setup – check your internet, camera, and mic.
- ✓ Charge your device – or keep it plugged in.

Joining the Session

Use headphones where possible for clear audio.

Please provide your full legal name and your employee number in the chat for all staff attending via Zoom, if sharing a device. In order to receive credit for attendance, this should be supplied to the administrator or trainer when asked.

Shared Devices?

We recommend no more than three learners per laptop or one per smartphone. Please note that using a mobile device to access Zoom may consume a large amount of data, so we advise using a laptop or tablet where possible.

Failure to provide this info will result in removal and rebooking.

Sessions are for booked staff only.

If you are not booked, we'll try to accommodate you.

During the Session

Keep your camera on throughout.

Please unmute when speaking, or use 'Raise Hand' or the chat when raising questions.

Speak clearly, stay on topic.

Avoid multitasking (emails, phone use).

No eating, smoking, vaping or inappropriate backgrounds.

Technical Issues and Attendance

If disconnected, rejoin ASAP or call Creative Academy on 0161 238 7664.

You must join within 15 minutes of the start time.

You can only miss up to 15 minutes total – otherwise, you must rebook.

**Let's create a respectful, inclusive and effective
virtual learning space together.**