As Le Moyne continues to offer hybrid and remote learning with an increased online presence in live virtual discussions, it can be difficult to know how we should present ourselves in virtual environments. Here are ways to ensure you put your best self forward and get the most out of your learning experience.

**Arrive on time.**
- Anticipate that it may take a couple of extra minutes to log in and ensure that your microphone and camera are working. Plan ahead.
- Have a backup plan on who to contact/what to do if the link doesn’t work.
- If you click in to the meeting or class at exactly the posted start time, you are already late.

**Turn on your video.**
- Be sure your full face is visible. Consider what angle is best to position your laptop/camera.
- If you are uncomfortable with your video on or do not have the technology capability, make sure to fully participate in other aspects of the class by unmuted yourself to speak or adding relevant information into the Chat. If the group can’t see you then you will want to make it known that you are there.

**Be present.**
- Sit at a desk or table - no couch, bed, or lounging spaces. You wouldn’t lay down during an in person class so please don’t sign in to an online meeting that way.
- Be sure to be properly groomed and appropriately dressed. Feeling put together puts you in the proper mindset and shows that you are taking this seriously.
- Your posture for the camera should be conducive to active listening. Don’t multitask, don’t take walks or drive during class. No cooking or other household chores. These distract you and everyone in the class, too.

**Consider your settings.**
- Do not sit in front of a window or other lights. Back-lighting can be distracting and hide your face.
- Your screen user name should be professional rather than a nickname. Use the rename feature to adjust.
- Virtual backgrounds are fine but they should be appropriate and not too distracting.
- Turn off background noises, like a fan, music, even email alerts.
- Practice talking to the camera on your device rather than to the screen showing others’ faces. This will look more natural to your classmates and faculty.

**Be a student.**
- Come prepared to discuss the day’s topic, listen to information, and contribute to the conversation.
- Despite changes in delivery, you still have many opportunities to engage with your faculty, peers and course members.

This worksheet was adapted from: Netiquette: Your Online Presence. Kohl Kennedy, T., Ohio College Learning Center Association.