

Yale School of Management

Online/ Extended Classroom Protocol

All EMBA Classroom links can be found under “Connect” on [the Extended Classroom website](#). This website is hosted through CampusGroups and contains lots of helpful information on how to connect remotely.

If you have specific questions regarding the upcoming class weekends, please reach out to emba@yale.edu. A member of the Program Office will get back to you as soon as possible.

Extended Classroom Protocol

- Students should connect 20 minutes prior to each session to test the connection. Please be patient as everyone will be connecting and testing. If a student does not participate in the test and experiences issues with sound or video, the Media Control Center may not be able to offer assistance until the break.
- It is imperative that the internet connection is stable, and the remote location is quiet, ideally a home or office. Students may not connect in transit or while in public areas, such as airports or restaurants.
- The camera must be on at all times. A student may not receive credit for the session if the camera is off.
- To ask a question or comment in class, students should click the raise hand feature in Zoom. A staff member will function as the session coordinator, selecting the order for students to speak. When the session coordinator announces a student name, the student selected should unmute (Alt + A) and begin speaking.
- All students should be muted unless called upon by the session coordinator to ask a question or make a comment.
- For questions or issues with the technology, students should use Slack associated with the classroom to alert the SOM Media Control Center.

Extended Classroom Etiquette

- The Extended Classroom is meant to replicate the classroom environment, so please be mindful of the guidelines listed above.
- Please be on time. Logging in late distracts the faculty and peers.
- Keep in mind that the video image will be displayed on the screens installed in the classroom and will always be visible to the faculty, staff, and students connected.

- The room students are participating in remotely should be clutter-free and not cause distractions. The room should be a well-lit, quiet area without background noise - please avoid sitting in front of windows.
- Please do not sit either too close or too far from the camera.
- Please refrain from eating on camera.
- Students should connect via a surface, laptop, desktop, or other free-standing device. Students should not connect via a phone or other hand-held device, if at all possible.
- Student should have their first and last name displayed on Zoom.

Zoom Requirements

- A stable internet connection – broadband wired or wireless (wired connection preferred)
- Webcam
- Speakers and a microphone – built-in or USB
- Headphones with microphone to eliminate ambient noise. While not required, using two monitors will improve the experience by allowing content to show on one screen and video to show on the other