

Tips for Teaching with Zoom

INTRODUCTION

As you prepare to teach in an online environment, you will need to become familiar with the virtual meeting platform that is used to host synchronous (live) class sessions, virtual office hours, and other live video meetings. Zoom is the video conferencing service that you will be using, and this document provides some helpful information about establishing your Zoom account, as well as tips for teaching in a live Zoom session.

ZOOM BASICS

Though you may be participating in synchronous faculty support sessions to learn about and practice Zoom technology, you can find a wealth of helpful information in the tutorials you can access at the following links:



Click to learn more about [getting started](#) with Zoom.

*First confirm that you've signed into the [Zoom Desktop App](#)

Click to access simple [Zoom tutorial videos](#).

Click to access a basic [Zoom room user guide](#).

SETTING YOUR PREFERENCES IN ZOOM

Click to access the recommended settings in your Zoom profile, under "Meeting Settings." Click on the grey buttons for the following items to turn them blue:



- | | |
|--|---|
| <input checked="" type="checkbox"/> Host video | <input checked="" type="checkbox"/> Polling |
| <input checked="" type="checkbox"/> Participants video | <input checked="" type="checkbox"/> Screen sharing |
| <input checked="" type="checkbox"/> Chat | <input checked="" type="checkbox"/> Annotation |
| <input checked="" type="checkbox"/> Private chat | <input checked="" type="checkbox"/> Whiteboard |
| <input checked="" type="checkbox"/> File transfer | <input checked="" type="checkbox"/> Non-verbal feedback |
| <input checked="" type="checkbox"/> Co-host | <input checked="" type="checkbox"/> Breakout room |

Recording Settings:

- Local — saved to your computer
- ↔Cloud — saved to the cloud/your Zoom account/sent to you via email

- Uncheck the box — “Record active speaker with shared screen”
- Check the box — “Record gallery view with shared screen”
- Check the box — “Add a timestamp to the recording”

MORE ADVANCED ZOOM TOOLS

You will almost certainly be using more advanced Zoom features during the course of your term, and we will provide group and individual support in these areas. Additionally, there are some excellent online tutorials in each of the following areas, to provide on-demand instruction:

Click here for guidance on [managing breakout rooms](#) in Zoom.

Click here for an overview of using the [Zoom polling feature](#).

TEACHING IN ZOOM

Teaching in a live online environment can be very rewarding, and can allow for engaging, interactive class discussions and activities. Just as you would prepare for your on-ground discussions, you should also prepare for your online classes. Here are a few tips to help you prepare:

- Open your class by defining your goals and objectives for the session. You can use your course Facilitation Guide as a roadmap for possible structuring of class time and activities.
- Open your first class with an introductory activity so that you and your students get to know each other a bit better. Ask students to introduce themselves and tell something about themselves to the group (what they’re most looking forward to out of this class, why they chose this particular program, what motivates them, or something specific related to the area you’ll be teaching them in the course). Plan your live class time to include both a quick intro lecture and a discussion. You can either call on folks to participate or have a speaking order - your goal is to get as many students talking and engaging in the discussion as possible.
- At the close of the class, summarize key points and activities completed during the session and link key concepts that will be carrying through to the next unit.

Tactics to Engage Students:

- Have students present their work to each other.
- Set up a debate amongst students, do role plays, or have small group report-outs after breakout sessions.
- Design group activities around a challenging problem, case, or thought-provoking question connected to specific learning objectives of the course.
- Be creative in how you take advantage of the technology. Think of learning activities that would not be possible in a different delivery format.

Sharing Your Screen:

- Sharing your screen can be useful for providing examples and illustrations.
- Students can share their own screens as well, to present content, share relevant information with the class, or seek clarification on an assignment or activity.

OTHER HELPFUL TIPS

Make eye contact with the camera (the camera is your class).

- Arrive early to get everything prepared and get comfortable with the technology. Practice sharing your screen, remind yourself how to start breakout groups, and have a list of the students' names on hand so that it's easier to call on folks.
- Always have a backup plan in case of unexpected issues or difficulties. Examples include:
 - Having participants use phone for audio in order to maintain continuity if video capacity is lost or diminished.
 - Having all Support (Help Desk) information at-hand if needed.
 - Having your syllabus, Facilitation Guide, presentations, or other related material available via hard copy. This helps not only if you lose video capacity, but it also helps you be able to see your own resources and notes when sharing something else on your screen.

NETIQUETTE

Additionally, this you will find some useful and entertaining general guidance for online etiquette, or “netiquette,” in these two short videos:

[Netiquette: Guidelines for Live Sessions](#)

[Netiquette: Guidelines for Online Discussions](#)

IMPORTANT: RECORDING INSTRUCTIONS

- Remember to select **“Record”** at the beginning of your live class session.
- Select **“Save to the Cloud”** in the recording option.
- Do not **stop** the recording during your class session, as this ends the portion of class that is recorded and migrated into Canvas.
- You can **pause** during the class session, and resume recording if you would like to eliminate “dead air” that is recorded during breaks and breakout room activities. The trick is remembering to **start** the recording again, which is something you can have your students help you remember to do.