

Checklist for Zoom Seminars

This guide is for anyone who wants to use Zoom for basic teaching and learning tasks. For more advanced questions, contact IT Services at 773.702.5800 (2.5800) or send email to itservices@uchicago.edu.

Part A: Best Practices for Seminars/Discussions

Zoom is designed to be intuitive. Still, it will work best if you make some key decisions before inviting students into an online meeting. Here are a few ways to prepare for your course and make the experience easy for your students.

1. Your lesson plan
 - Plan for a synchronous course session just as you would plan for an on-the-ground class.
 - Share your class plan with students ahead of time, so they know what to expect during the Zoom session.
 - Share slides and notes before or in the beginning of the lecture so that they can follow along in case you experience lag.
2. Share housekeeping details with your students
 - Make sure you have muted all attendees upon entering the Zoom room.
 - Let them know how they can get your attention during the class
 - Will you be checking the chat window?
 - Should they unmute themselves to speak up?
 - Should students use the “raise hand” button?
 - Ask people to turn on their cameras if they would like to present.
 - Look at the camera in order to make eye contact when they’re talking.
 - Mute their mics when they aren’t contributing.
3. Plan for student roles. You’ll have a less stressful classroom management experience if you deputize one of your students to handle certain aspects of managing the online space.
 - Consider asking a TA to monitor the chat
 - Consider asking a TA to help the students deal with technology issues.
 - You can also formally designate co-hosts or alternative hosts. That way, you can focus on teaching, and you’ll give students some extra digital skills practice.
4. Encourage a sense of learning community by engaging with each other.
 - Consider asking students to show their face as a key part of participation.
 - Direct students to ask each other questions in the session. People tend to forget that many laptops come with webcams and mics built in. You don’t need a fancy AV system to ask a simple question.
 - Designate students as presenters so they can share their screens while speaking.
5. Ask poll questions in Zoom.
 - For step by step directions on asking [polls](#) please visit the Zoom Help Center.

6. Annotate your PowerPoint slides
 - Rather than just saying “Look at this point,” you can use annotation tools to circle, highlight, and draw on the slide.
 - Also, allow your students to annotate your slides if they have questions.
7. Use breakout rooms for small group discussion and reconvene with the rest of the class to report out.
8. Record the session so that students (and you) can review it afterwards if they missed parts of the session due to technical difficulties.

Part B: Quick Tips for Troubleshooting

The two most common technical issues with any web conferencing software are:

1. Participants can't see
 - If your camera is not showing up in the Zoom Settings, check to see if it is selected or not
 - If it is selected and not showing any video please see the article about [video troubleshooting](#) in the Zoom Help Center.
2. Participants can't hear
 - Audio Echo. There are 3 main causes for audio echo or feedback:
 1. A participant has both the computer and telephone audio active
 2. The speakers on participants' computers or telephones are too close to each other
 3. There are multiple computers with active audio in the same conference room
 - To resolve audio echo,
 1. mute all of the attendees at once
 2. then unmute one attendee at a time, as needed.

Part C: More Resources

1. Video tutorials
 - [Getting Started on Windows and Mac](#)
 - [Zoom Video Tutorials](#)
 - [Zoom Frequently Asked Questions](#)
2. Sign up for Zoom training
 - Zoom US [Weekly Zoom Trainings](#)
3. UChicago training

We are in the process of writing and gathering a variety of resources. To see a complete list of training options please visit

 - [Teaching Remotely](#)
 - [Web Conferencing with Zoom](#)