Pre-Workshop: How to Use Zoom slide

Make sure you are viewing Zoom full screen to make sure you are seeing everything.

At any point during the webinar, mouse over the bottom or press ALT to open the toolbar.

Click here to access the chat function.
Introduction to Zoom for Remote Teaching
Workshops to Prepare for Autumn Remote and Hybrid Teaching

This is one of the 💌 Student Engagement workshops in the Autumn Workshop Program—a collaboration between ATS, CCT, and the Library.

Visit the Training page on the Teaching Remotely website for the complete list of workshop offerings.
1. Introduction
2. Zoom-Canvas Integration
3. Engaging Students
4. Some Tips
5. Q & A
Face-to-Face vs Online Meetings
Face-to-Face vs Synchronous Online Meetings

- Zoom meetings are not 1:1 substitution for face-to-face meetings.
- Interactions move slower in Zoom because of lag.
  - Be very willing to wait.
  - Provide clear interaction guidelines: audio or chat.
- Lack immediate body language & facial expressions as feedback from students & teacher.
  - Some reactions and non-verbal cues, but not 100% substitutes
- Potential increased distraction (environmental, internet).
- More difficult to maintain social and cognitive presence - both are needed for learning.
Face-to-Face vs Online Meetings (Cont’d)

- **Access equity**: not all students have the same access to devices and internet connection; different time zones; quiet space.
- **Technical challenges**: audio feedback, unstable internet connection
- **Digital tool** a barrier to interaction for some, a liberation for others.
- Presenting and taking questions from chat at the same time requires multi-tasking and therefore has a higher cognitive demand.
- Beware of **Zoom fatigue**.

**>> Embrace the new medium**
- Use its features to your advantage: incorporate other digital tools.
Zoom or Panopto?
When to use Zoom and Panopto?

**Zoom**
- **Intended Use:**
  - Synchronous meeting
  - Record said meeting
- **Video quality:** Low
- **Student Video Submission:** No
- **Example Use:**
  - Record a Zoom class meeting
  - Students record a dialogue with fellow students
- **Online Storage:** 90 Days
  (Provost’s [Policies](#))

**Panopto**
- **Intended Use:**
  - Storage & asset management
  - Create videos
  - Asynchronous engagement
- **Video Quality:** High
- **Student Video Submission:** Yes
- **Example Use:**
  - Pre-recorded mini lectures
  - Students record themselves
  - Share other videos
- **Online Storage:** Indefinite
Enable Zoom-Canvas Integration
Enable Zoom-Canvas Integration

• Canvas courses created on or after March 23, 2020:
  • A link called “Zoom – University of Chicago Main Account*” will automatically appear in your course navigation.
• If you don’t see the Zoom link
  • Usually because course content is copied from a course created prior to March 23.
  • Adjust your course navigation to add the integration back.
Enable Zoom-Canvas Integration (Cont’d)

Within your Canvas course site:

1. Click Settings
2. Click Navigation
Enable Zoom-Canvas Integration (Cont’d)

On the Navigation Tab in your Canvas course site:

1. Find “Zoom - University of Chicago Main Account”
2. Drag it to the top part of the page, or click on the Options button (3 vertically stacked dots) to the right and select Enable.
3. Click Save.

If you have a UCMedicine Zoom account, choose “Zoom - UChicago Medicine”.
Create Class Meetings & Office Hours — Recommended Settings
Use the Zoom-Canvas Integration

Within Canvas, click on the Zoom link:
Schedule Meetings in Canvas
Schedule Class Meetings in Canvas (Cont’d)

- Minimally, set up a time, click Save at the bottom.
- Recommended setting for
  - 1) Class meetings - where everyone joins easily
  - 2) Office hours - one link (akin to one office) for all, but with privacy

https://teachingremotely.uchicago.edu/zoom-faq/
Schedule Class Meetings in Canvas (Cont’d)

Course Meetings > Schedule a Meeting

Topic
[Class Name] - Class Meeting - [Instructor Name]

Description (Optional)
Enter your meeting description

When
09/29/2020
1:00 PM
Schedule Class Meetings in Canvas (Cont’d)

Duration

1 hr 30 min

Time Zone

GMT-05:00 Central Time (US and Canada)

Recurring meeting

Every week on Thu, until Dec 11, 2020, 11 occurrence(s)

Recurrence

Weekly

Repeat every

1 week

Occurs on

Tue, Thu

End date

By 12/11/2020

After 7 occurrences
Schedule Class Meetings in Canvas (Cont’d)

Settings for class meetings

Keep

Registration
- Required
- Sec: Passcode: 6s625x
- Waiting Room

Video
- Host: on
- Participant: off

Audio
- Telephone: off
- Computer Audio: off
- Both: on

Enable join before host
- Mute participants upon entry
- Use Personal Meeting ID 6301690701
- Only authenticated users can join
- Record the meeting automatically

Alternative Hosts
- Example: john@company.com, peter@school.edu

New security guideline as of May 2020
- All meetings must have a password.
- Default password is OK.
- Do not share outside of the class.

Alternate hosts can be other instructors of record and TAs who have been added to the main UChicago subaccount.
Schedule Meetings in Canvas (Cont’d)
Schedule Office Hours in Canvas

- **Topic**: [Class Name] - Office Hours - [Instructor]
- **Description (Optional)**: Enter your meeting description
- **Time Zone**: GMT-05:00 Central Time (US and Canada)
- **Recurring meeting**: Yes
- **Recurrence**: No Fixed Time
Schedule Office Hours in Canvas (Cont’d)

Settings for class meetings

- Keep

Settings for office hours

- Keep

If no external speakers/participants

- Mute participants upon entry
- Only authenticated users can join

Alternative Hosts

Example: john@company.com, peter@school.edu
Schedule Meetings in Canvas (Cont’d)

![Zoom interface for scheduling meetings in Canvas](image)

- **Upcoming Meetings**
- **Previous Meetings**
- **Personal Meeting Room**
- **Cloud Recordings**

**Show my course meetings only**

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<tbody>
<tr>
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<td>MUSI 10400 1 Intro to Music Analysis - Cecilia Class Meetings</td>
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Student’s View in Canvas to Join a Class
Tell Students about Virtual Sessions in Canvas

Zoom Meeting Tomorrow 11amCT/Noon ET

Dear all,

Looking forward to seeing everyone online tomorrow...
Logging In to Meetings Requiring Authentication

If you require authentication to your class meetings/office hours, give students a heads up on how to log in.
Logging In to Meetings Requiring Authentication

Students sign in to uchicagostudents.zoom.us
> After Sept 2nd this will merge into the faculty account.

Faculty, instructors, & TAs to uchicago.zoom.us

BSD, Booth, and Graham have their own login links. 
Info: webconferencing.uchicago.edu
Several Ways to Engage with Students

• Share Screen & Collaborative Annotation
• Speak Up and React
• Small Group Discussion
• Polls - Giving Voice to the Voiceless
Share & Annotate
Engage Your Students with Slides & Annotations

• By default host can share their desktop, a specific application or even a blank whiteboard.
Engagement - Slides & Annotations (Cont’d)

Presenter View:

Participant View:

Write on top of shared content or on a blank whiteboard.
Engagement - Slides & Annotations (Cont’d)

Draw on me
# Zoom Whiteboard vs iPad vs Collab. Whiteboard

## Zoom Whiteboard
- Native to Zoom, available on all operating systems
- Instructors and students can type, or write/draw using the mouse (unless they have a touchscreen)
- Instructors and students can use Zoom annotation tool to annotate

## iPads as secondary screen
- Requires iOS and iPad
- Person with iPad can write/draw using a stylus on a note taking app
- Instructors and students can use Zoom annotation tool to annotate
- Easiest is to connect via a physical cable

## Digital Collab. Whiteboard
- Can be a Google Doc, Google Jamboard, mind-mapping tools, or other digital whiteboard tools
- Instructors and students can type and manipulate objects at the same time
- Permanence: No need to worry about saving and clearing Zoom annotation.

For more [Using Zoom Annotations for Virtual Board Work](#)
Engage Your Students with Slides & Annotations (Cont’d)

• Allow participants to share their screen via Security button.

• Hosts can stop a screen share by a participant at anytime.
Speak Up & React
You can have students “chime in” during a Zoom meeting in several ways:

- **Audio** - Unmute and speak.
- **Text Chat** - ask a question at anytime using text.
- **Reactions** - Emoji like icons that appear for 5 seconds over the participants’ videos or profile pictures.
- **Non-Verbal Feedback** and have students raise hands, or use icons to imitate physical gestures & facial expressions.

**VERY IMPORTANT:** Decide how you want students to interact and let them know ahead of time so that it’s not overwhelming for you to manage.

**TIP:** Design logical breaks every 15-20 minutes for checking chat and non-verbal feedback.
Engagement - Chat (Con’t)

1. You can chat with everyone or one specific student.
2. It is often helpful to have a moderator to keep an eye on questions in chat. Consider rotating students to do this.
Engagement - Reactions (Cont’d)

- Reactions: Clap or thumbs up, heart, surprised face, laughing face, or party emoji (updated 8/4/20)
- Icons appear for 5 seconds.
Engagement - Nonverbal Feedback (Con’t)

When users open the participant panel, they will see the options to raise hand, or use icons.
Engagement - Nonverbal Feedback (Con’t)

1. Login to https://uchicago.zoom.us > Settings

2. Enable Nonverbal Feedback
Small Group Discussions with Breakout Rooms
Engagement - Small Group Work w Breakout Rooms

You can use breakout rooms for small group discussion.

You can pop in and out the groups, broadcast messages to all groups.

Students can ask for help.
Engagement - Small Group Work w Breakout Rooms
Engagement - Small Group Work w Breakout Rooms

You can create up to 50 breakout rooms, with a maximum total participants of 200 across all breakout rooms.
Engagement - Small Group Work w Breakout Rooms

- Breakout Room 1:
  - Arin
  - Thomas

- Breakout Room 2:
  - Gus
  - Jaquanda

Options:
- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: [30] minutes
- Notify me when the time is up
- Countdown after closing breakout room
  - Set countdown timer: [60] seconds
Engagement - Small Group Work w Breakout Rooms

Let’s give it a try!

You have two minutes to introduce yourselves.
Engagement - Small Group Work w Breakout Rooms

To pre-assign breakout rooms:
1. Go to the web portal (e.g. uchicago.zoom.us)
2. Edit the meeting
3. Under Meeting Options, select Breakout Room preassign
4. Either click +Create Rooms to use or Import from CSV
Tips for Breakout Rooms

- Consider starting your class meetings with a short, randomized breakout rooms to allow students to get to know each other.
- Think about how to help your students make the most out of the activity
  - Have a clear task,
  - How to document the progress of that task,
  - Report out expectation,
    - Shared Google doc?
- Consistent or randomized groups?
Polls
Engagement - Poll

Zoom polling is best prepared before the meeting:

- It’s cumbersome to set up, and
- Limited in question types
  - Only multiple choice and checkbox questions

Consider using Poll Everywhere or other classroom response system, you can use them as if you are in a physical classroom.

- Insert Poll on your slide deck and share your slides, or
- Share the poll on your screen, or
- Send link to your poll in Zoom’s Chat.
Create Zoom Polls in Canvas

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Create Zoom Polls in Canvas (Cont’d)

Poll
You can import polls to this meeting through importing CSV files. Download a CSV Template
You have not created any poll yet.
Add Zoom Polls via Web Portal

Log on to the web portal (e.g. https://uchicago.zoom.us/ for main account) to manually enter poll questions and answer choices.
Add Zoom Polls via Web Portal (Cont’d)

<table>
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<tr>
<th>Registration</th>
<th>Email Settings</th>
<th>Branding</th>
<th>Poll</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><img src="Image" alt="Add Poll Button" /></td>
</tr>
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</table>

You have not created any poll yet.
Add Zoom Polls via Web Portal (Cont’d)
Tips for First Zoom Meeting

- Open early
- Share your video whenever possible. (More on the next slide.)
- Share agenda & slide/screen
- Provide guidance on how to connect to audio/video. Effective Practices:
  - Mute on entry
  - Ask students to take a moment to figure out how to unmute themselves.
    - > Cognizant of what they are doing and how it affects others.
- Forgive typos in chat.
- Create randomly assigned breakout rooms for students to meet each other > encourage informal interactions
Effective Practices for Synchronous Online Meetings

- Not everyone can attend the live session (sick, taking care of the sick)
  - Record
- Instructors, speakers, presenters, and discussion leaders should turn on their videos unless they absolutely cannot.
  - Listening to disembodied voices makes it difficult for students to concentrate and the lack of visual feedback can present challenges for comprehension.
- Students should be encouraged to unmute & turn on their videos whenever possible and especially during small group discussion as long as their internet speed allows.
Effective Practices for Synchronous Online Meetings (Cont’d)

- Use Gallery View for better engagement, especially during discussion.
- Do mini lectures (approx 10 min). Do not lecture from beginning to finish.
  - Long lectures are hard for students to focus.
  - If wifi drops momentarily, someone could be lost from then on.
  - If you must give long lectures, consider pre-recording them in Panopto and then use synchronous sessions for questions.
- Use visual - it’s harder to focus on voice alone.
- Chunk your content/activities into 10-15 minute segments.
- Use engagement tools in Zoom.
- Have students present or lead discussion & act as “moderator” for chat.
Other Tips

- Remind students not to ask private questions while recording is running.
- Individual meeting participants having bandwidth issues can improve their own connectivity by turning off video and/or moving to dial-in audio. See Course Set-Up for Teaching Remotely for advice on Internet Access.
Learn More

- Engaging Students in Remote & Hybrid Teaching
- Using Zoom Annotations for Virtual Board Work
- Managing Breakout Rooms in Zoom
- Managing Student Interactions in Zoom

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Thank you!