Using Zoom to Teach

(remotely)

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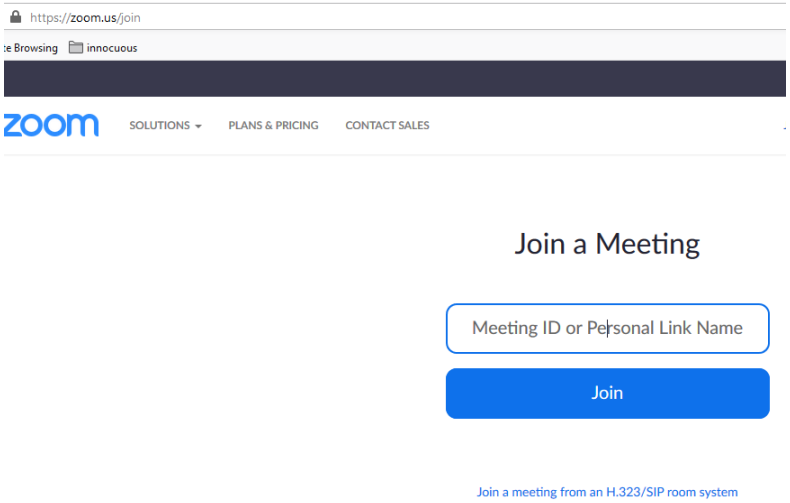
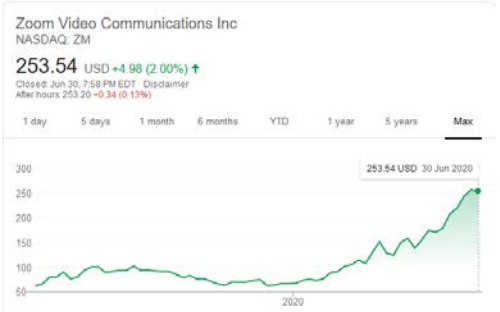
July 2020

TEXAS A&M UNIVERSITY AT QATAR
Center for Teaching & Learning

Background





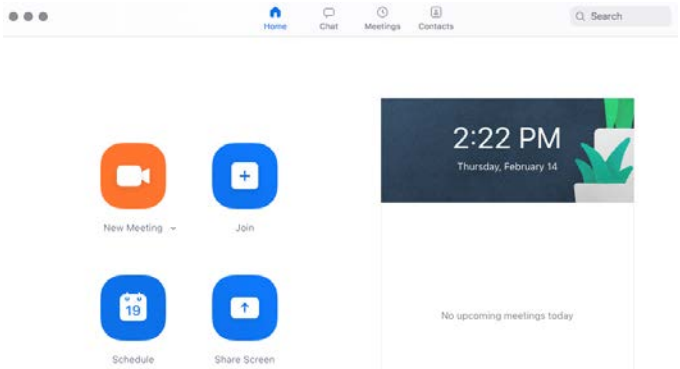
Perceived ease of use

Meeting attendees didn't need the software and could join from their web browsers (unlike other videoconferencing options)

Teleconferencing

Background | At A&M
Zoom fatigue | Meeting setup
Office hours | Break up your lecture
Polling | Screen sharing
Breakout rooms | Whiteboard
CC | Resources

At A&M



desktop/mobile application

Certain settings and options only available when accessed via tamu.zoom.us

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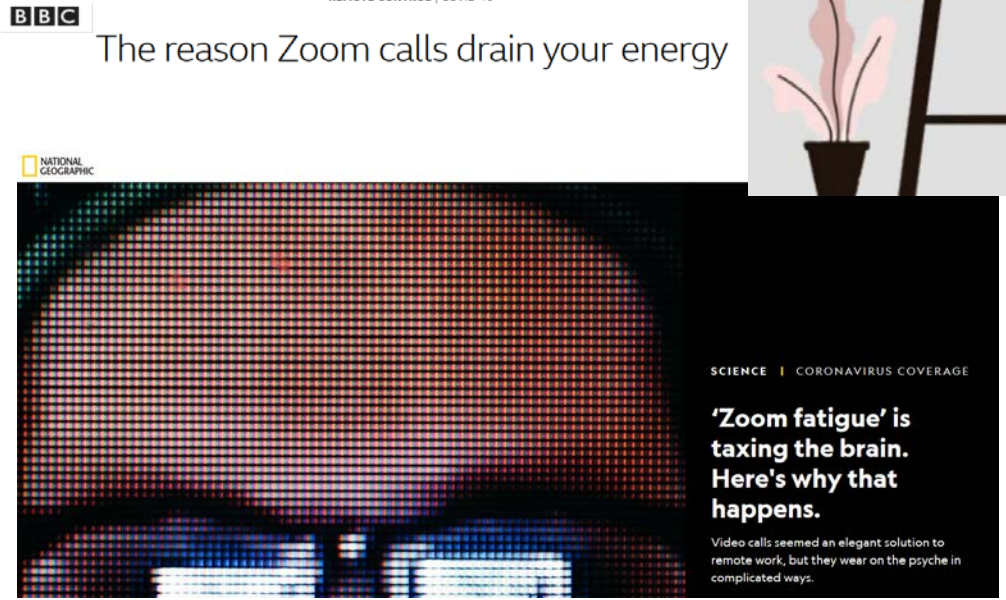
Zoom fatigue



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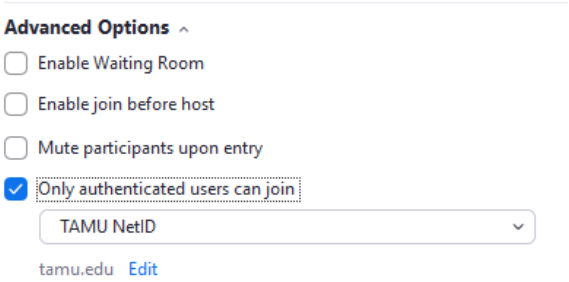
Zoom fatigue

Minimize your own video square (we tend to stare at ourselves) and ask students to do the same

Walk them through the viewing options on Zoom

Build in breaks

Meeting Setup



Use this if you want to check on attendance - it'll pull their email ids, so even if students' screen names are different/shortened, you'll be able to see who joined your meeting, when and for how long

No ability to include guest speakers if this is enabled

not really sustainable to comb through every class/meeting but useful to check on attendance once in a while

Alternative options
low tech (verbal roll), using a response system that ties into the LMS such as clickers

https://www.youtube.com/watch?v=hj8Xk-62Ax8

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Meeting Setup

Note: Set up your own meetings

If someone else sets them up, even if they assign you as a host, you will lose several choices (e.g. polling)

“Only the original meeting host can edit or add polls during a meeting.“

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Office Hours

Set up a recurring meeting

Don’t use your PMI*, set up a recurring meeting instead

*Your Personal Meeting Room is a virtual meeting room permanently reserved for you that you can access with your Personal Meeting ID (PMI)

Post this somewhere permanent and announce fixed office hours

You’ll get a lot more traffic this way than via by-appointment office hours

Set up some rules/guidelines in the syllabus

Decide if you want to enable a waiting room or not

Paste link. I’ll be in online from 9 to 10 am every Tuesday throughout the semester save for Fall Break (we need a break, too!). Please drop in. Bring your friends/classmates. I may be in the middle of solving a problem/running through something with another student, so please be respectful and wait until I get to you. Even after I answer your question(s), you’re welcome to hang out in the meeting to observe questions from other folks - they’ll probably be of use to you. Furthermore, to make the best of our time, please turn your camera on so that I don’t feel like I’m talking to a black screen. It’ll help both you and me. If you have a personal question (e.g. grade related queries, excused absences etc.) write to me and I’ll set up a private meeting for us.”

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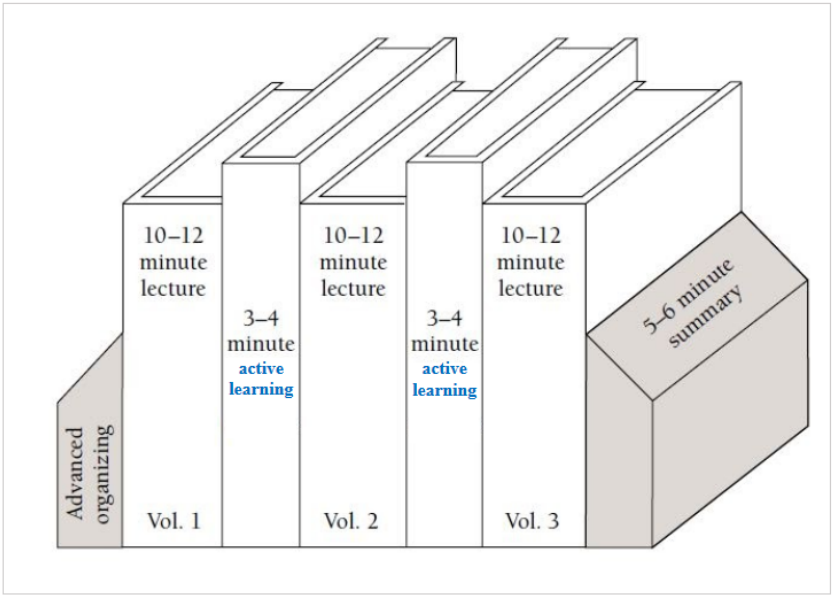
Break up your lecture

Center for Teaching Excellence
DEAN OF FACULTIES

Keep these activities **short**

Options on Zoom: breakout rooms and polling

Making Time for Active Learning



Smith, K. A. (2000). Going deeper: Formal small-group learning in large classes. *New directions for teaching and learning, 2000*(81), 25-46.

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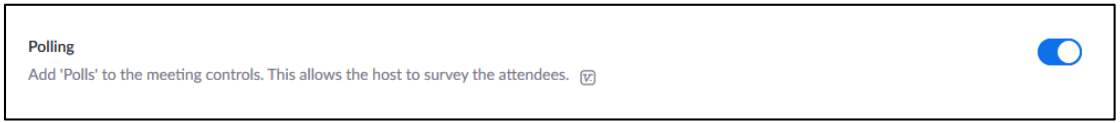
Polling

Create them in advance

Or, during a meeting, if this is on …



Polling options on Zoom
- One choice
- All that apply

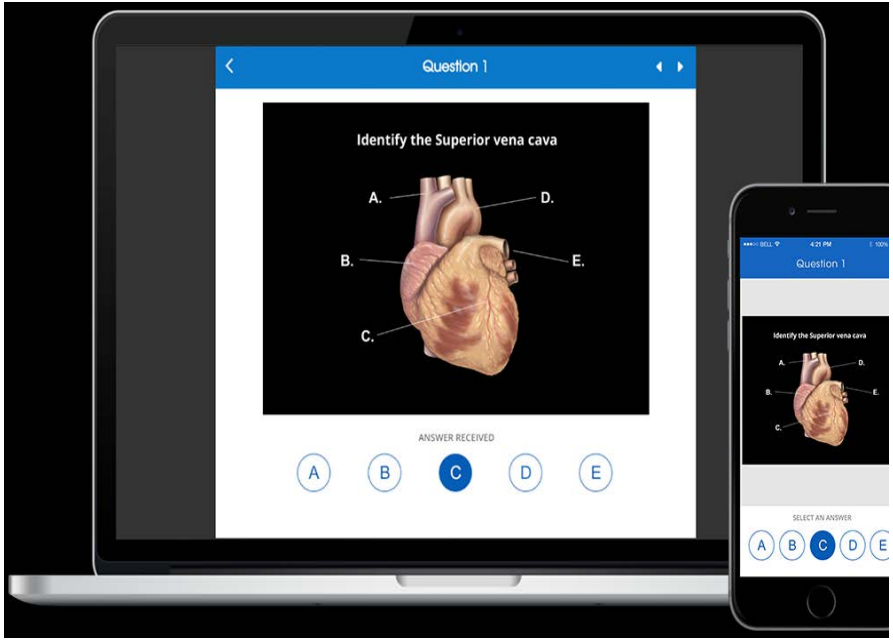
(No open-ended options)

Why poll? It …

Helps you verify if students are keeping up with you

Gives you real-time student opinion and input (anonymous or not)

Helps provide a starting point for class discussions



iclickers - supported by IT

Socrative - supported by IT, eCampus integration

Pictured: post-test results screen/analytics

Polling

Don’t forget the LMS – quick quiz, post on the discussion board in real-time (e.g. you give them something to read or work through and they post about it)

Low tech – head nods, Zoom reactions, Zoom chat

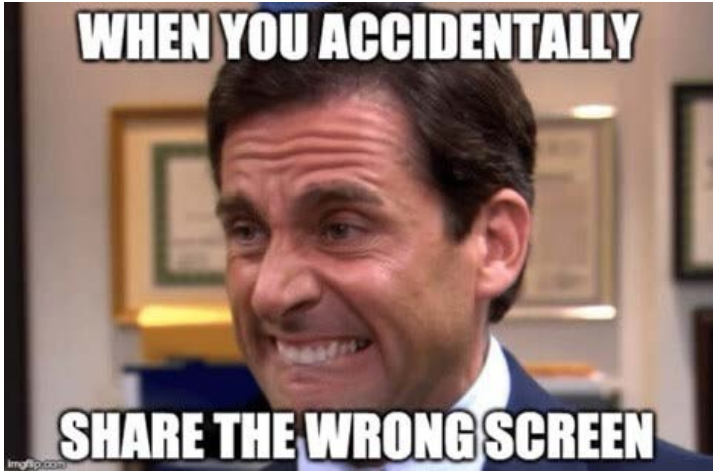
Screen Sharing

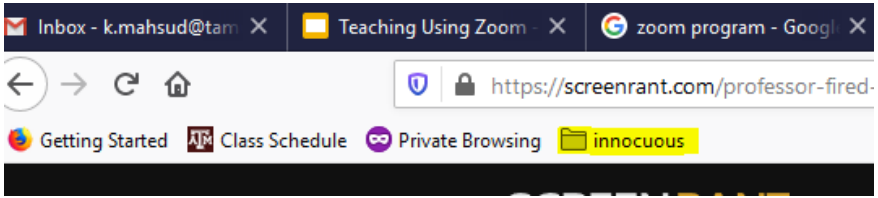
Choose to share your screen and not a particular app if you plan on switching back and forth from several programs

If you do this, go through your bookmarks bar, desktop files, etc. - do not accidentally share any personal or sensitive information

Close Outlook

Disable Notifications (e.g. whatsapp web notifications)





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Breakout Rooms* *not recordable

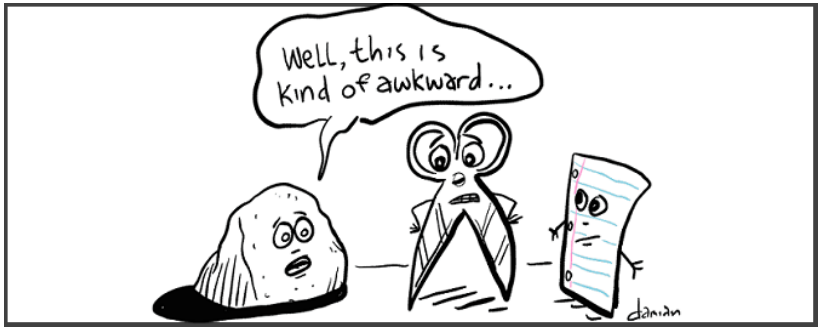
Timed – everyone gets pulled back in to the main meeting when the timer ends

Assign participants

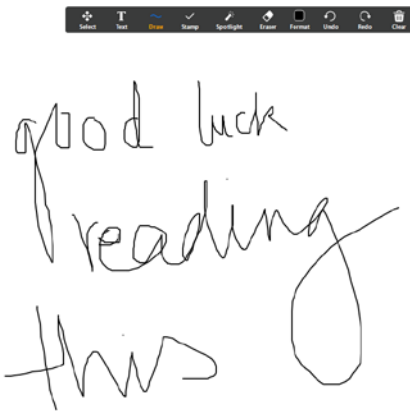
Keep them *short* (unless you're running an entire class as a series of breakout rooms that you hop to as students work on their group project)

Keep the prompts clear – unclear prompts are why breakout rooms often fail

Rotate speaker roles



Whiteboard



IT has Wacom tablets

Once activated, the whiteboard has several annotation tools

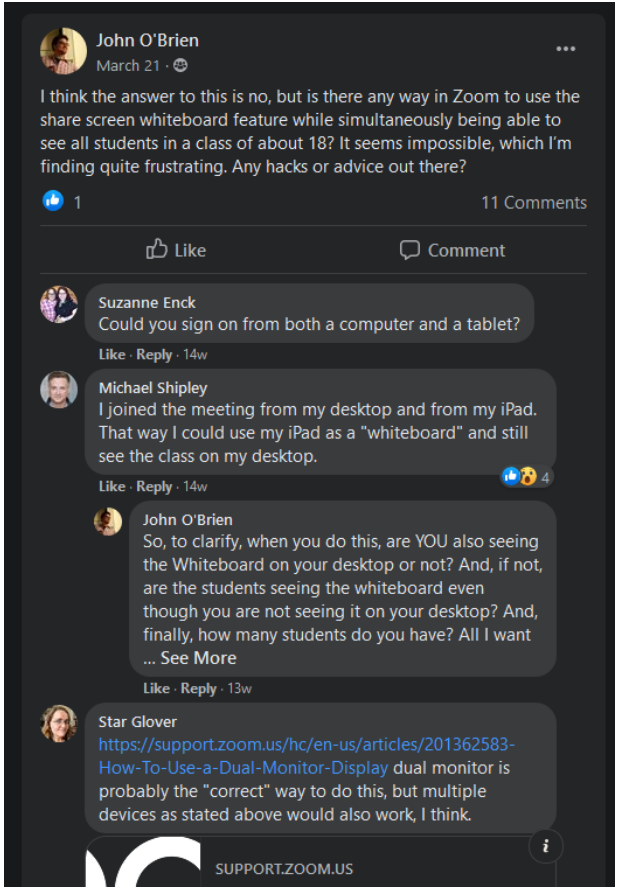
Share a whiteboard during office hours and/or class

Or … use your phone as a document camera

Whiteboard

Facebook page
Pandemic Pedagogy

Screenshot of instructors talking to each other

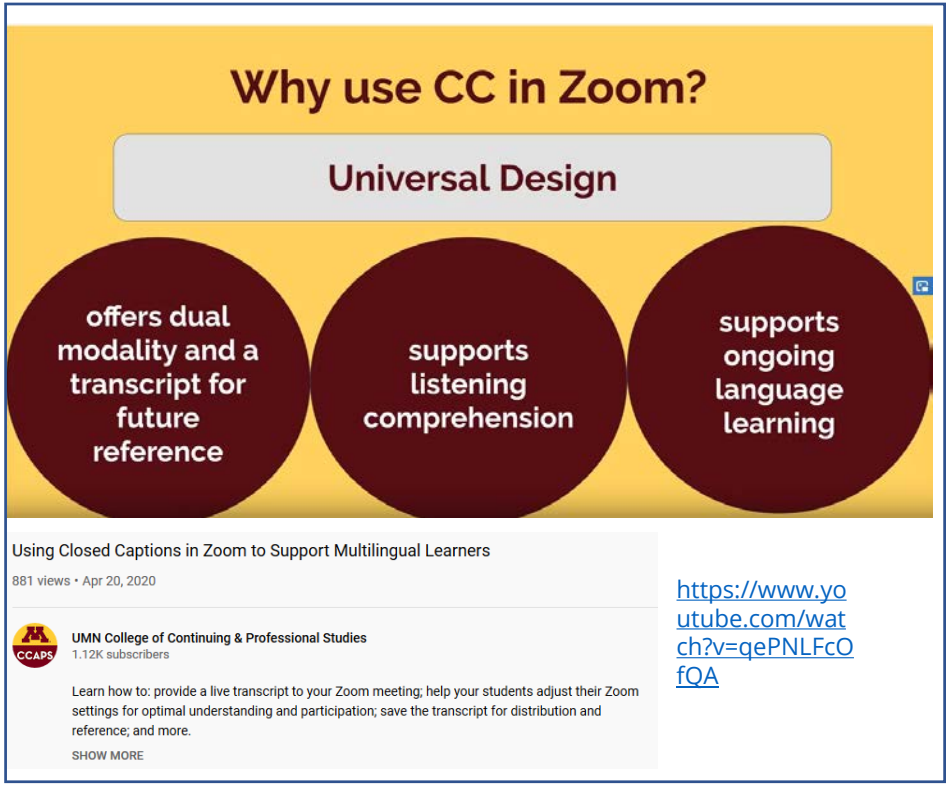


Closed Captioning

[Getting started with Closed Captioning]

Zoom has an automatic speech recognition (ASR) software that can add captions to recordings in the cloud

It also has a live transcript option



https://www.youtube.com/watch?v=qePNLFcOfQA

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Resources

[How to Use Zoom Effectively - TAMUQ Student Perspective]

IT Service Desk

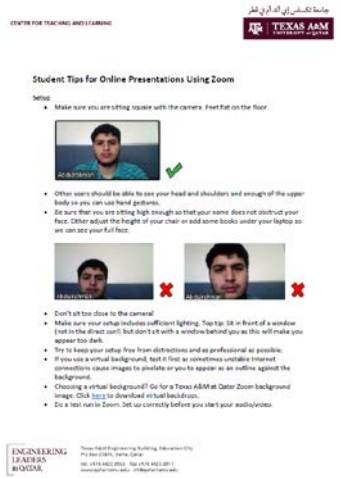
[Zoom Help Center]

Knowledge Base articles
- [Zoom video-conferencing]
- [Zoom FAQs]

Student Tips for Online Presentations Using Zoom (CTL resource for you to share with students)

Snap camera – filters for students who aren't comfortable with pure video, for example

How to Use Zoom Effectively - Tips for Instructors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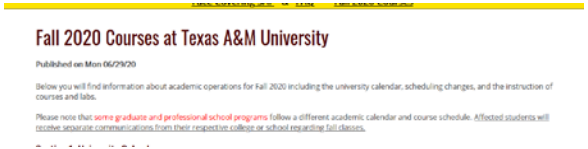
Communication Policy

- *Office hours (required)*
- *Email turnaround time*
- *Grading turnaround*
- *In-Zoom etiquette (cameras on during … a, b, c)*
- *How exams will run*



Fall 2020 Courses at Texas A&M University

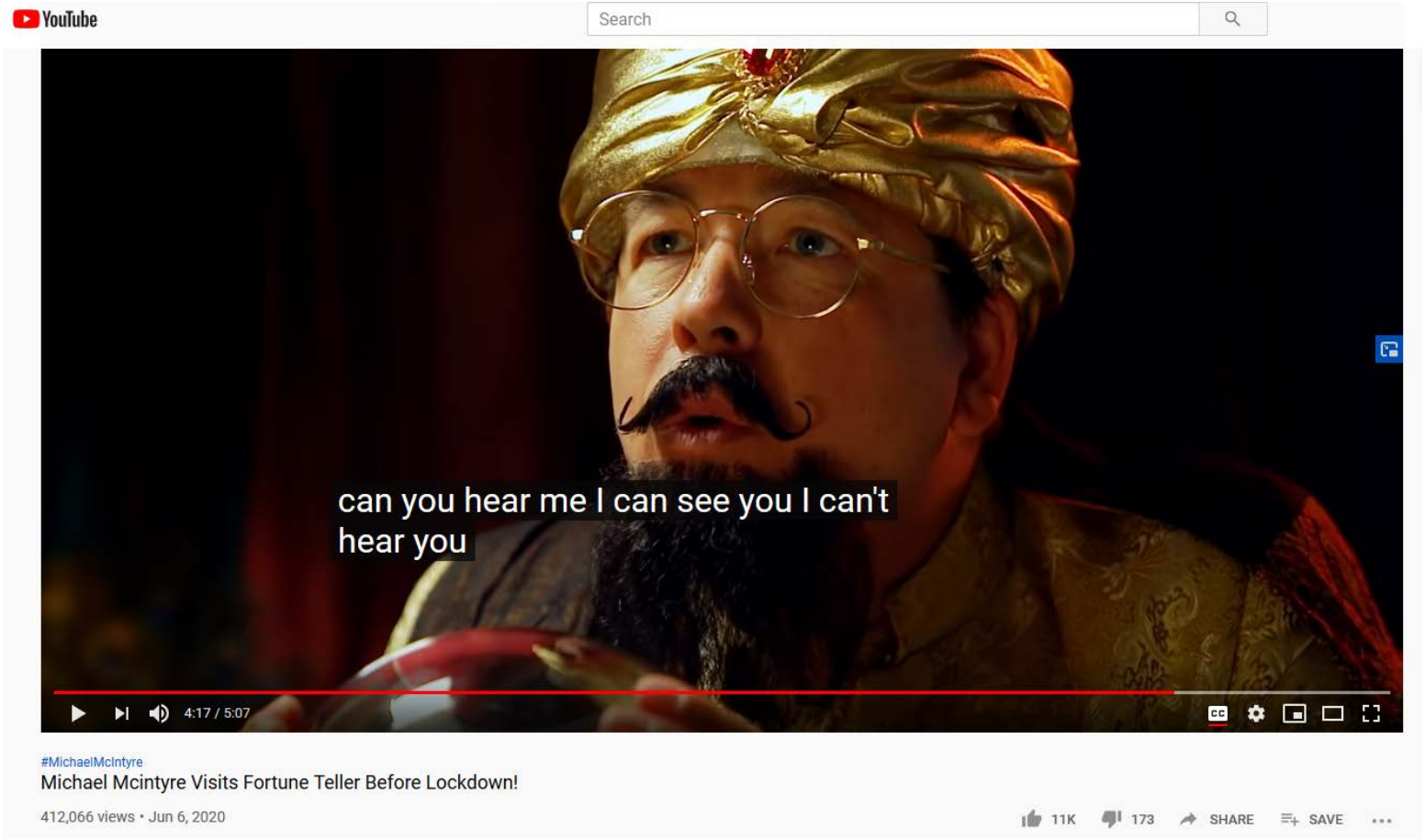
Published on Mon 06/29/20

Below you will find information about academic operations for Fall 2020 including the university calendar, scheduling changes, and the instruction of courses and labs.

Please note that some graduate and professional school programs follow a different academic calendar and course schedule. Affected students will receive separate communications from their respective college or school regarding fall classes.

https://provost.tamu.edu/Campus-Messages/Fall-2020-Courses-at-TAMU

you're required to mention your camera policy if you want cameras on



https://www.youtube.com/watch?v=LEr_84HJbgk