

# Using Zoom to Teach

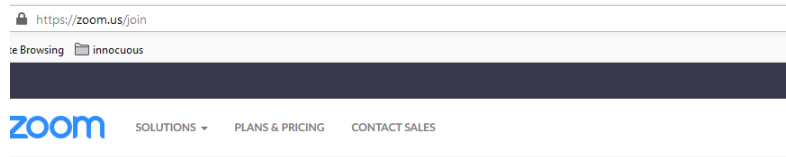
(remotely)

Khadija Mahsud, Instructional Consultant  
July 2020



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

# Background



## Join a Meeting

Meeting ID or Personal Link Name

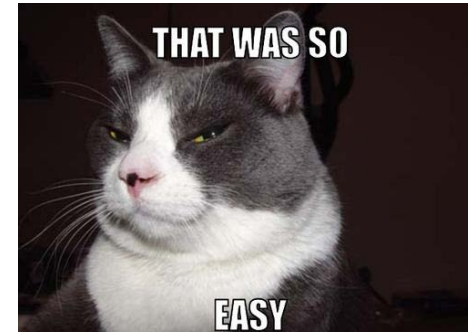
Join

[Join a meeting from an H.323/SIP room system](#)

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



New Meeting



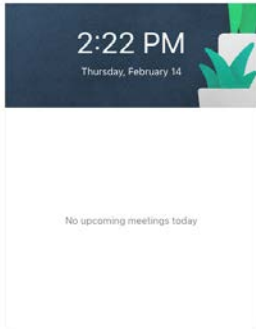
Join



Schedule



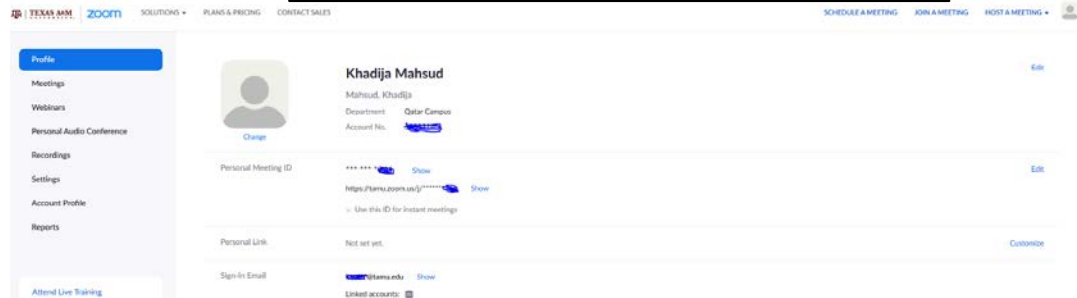
Share Screen



desktop/mobile application



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



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



# Zoom fatigue

## Here's Why You're Feeling Zoom Fatigue

Forbes



Yola Robert Senior Contributor @

ForbesWomen

I cover leveraging failures into success & everything in between.

REMOTE CONTROL | COVID-19

BBC

The reason Zoom calls drain your energy

NATIONAL GEOGRAPHIC



SCIENCE | CORONAVIRUS COVERAGE

**'Zoom fatigue' is taxing the brain. Here's why that happens.**

Video calls seemed an elegant solution to remote work, but they wear on the psyche in complicated ways.



IDEAS.TED.COM Explore ideas worth spreading

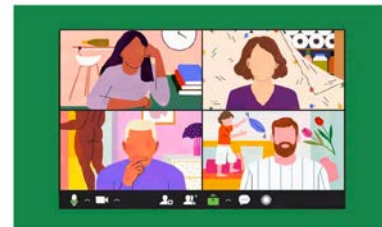
TECH BUSINESS ARTS + DESIGN SCIENCE WE HUMANS

TECH

## Zoom fatigue is real — here's why are so draining

May 19, 2020 / Libby Sander - Oliver Bauman

SHARE THIS IDEA



Harvard Business Review

COMMUNICATION

## How to Combat Zoom Fatigue

by Liz Fosslien and Mollie West Duffy

April 29, 2020

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



# 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

## Advanced Options ^

- Enable Waiting Room
- Enable join before host
- Mute participants upon entry

Only authenticated users can join

TAMU NetID

tamu.edu [Edit](#)

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>



# 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.”



# 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)

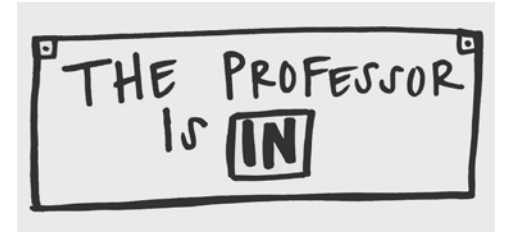
Post this somewhere permanent and announce fixed office hours

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."*





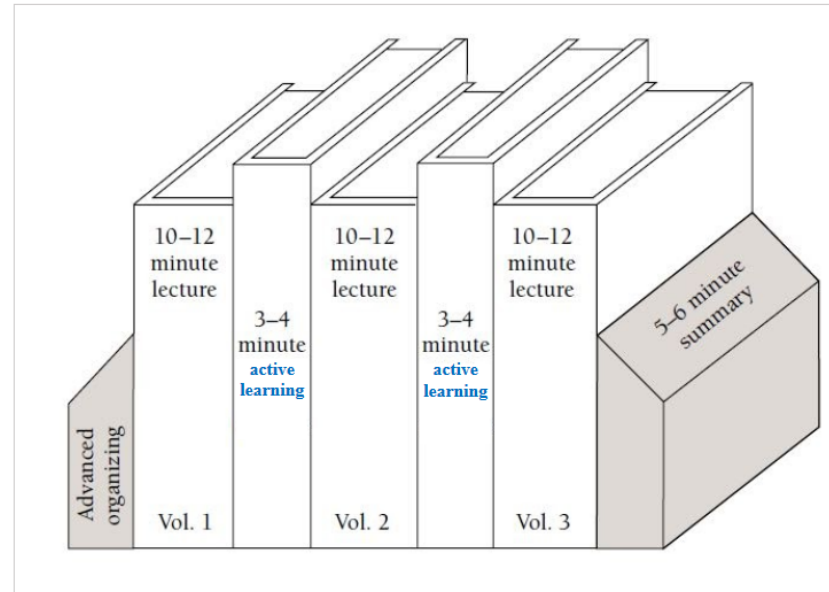
# Break up your lecture

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.



# Polling

Create them in advance

Or, during a meeting, if this is on ...

Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. 



Why poll? It ...

Helps you verify if students are keeping up with you

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

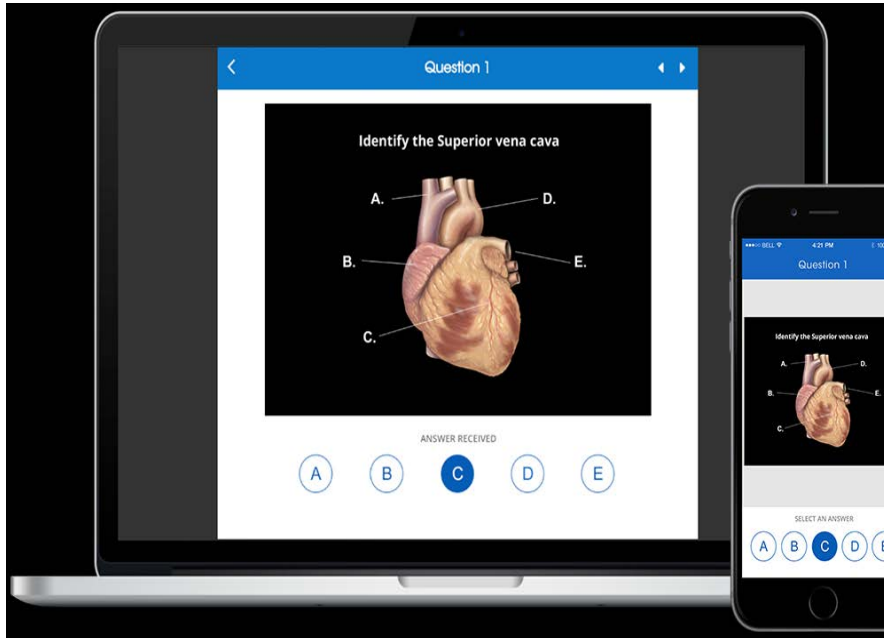
Helps provide a starting point for class discussions

Polling options on Zoom

- One choice
- All that apply

(No open-ended options)





iclickers - supported by IT

Copy of Tema 4 - Tue Nov 08 2016

REPORTS

Show Names
  Show Answers

Name #	Score (%)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
*****	73%	True	True	True	False	False	False	True	False	True	True	B	D	B	A	B	B
*****	82%	False	True	True	False	False	True	True	False	False	False	B	C	A	A	B	B
*****	0%	True															
*****	95%	False	True	True	False	False	False	True	True	False	True	B	C	B	A	B	A
*****	86%	False	True	True	False	False	True	True	True	True	False	B	C	B	A	B	A
*****	95%	False	True	True	False	False	True	True	True	True	False	B	C	B	A	B	A
*****	82%	True	True	True	False	False	False	False	True	True	False	B	C	B	A	B	A
*****	91%	False	False	True	False	False	False	True	True	False	True	B	C	B	A	B	A
*****	68%	False	True	True	False	True	True	False	True	True	True	B	C	B	A	B	D
*****	91%	False	True	True	False	False	True	True	True	False	True	B	C	B	A	B	A
*****	80%	False	True	True	False	False	False	True	True	True	True	C	C	B	A	B	A
*****	95%	False	True	True	False	False	False	True	True	False	True	B	C	B	A	B	A
*****	91%	False	True	True	False	False	True	True	True	False	False	B	C	B	A	D	A
*****	91%	False	True	True	False	False	True	True	True	False	False	B	A	B	A	B	A
*****	82%	False	True	True	False	True	False	True	False	True	False	D	C	B	A	B	A
*****	91%	False	True	True	False	False	True	True	True	True	False	B	C	B	A	B	A
*****	73%	False	True	True	False	True	True	True	False	False	False	B	C	B	A	B	B
Class Total		82%	94%	100%	100%	75%	63%	88%	69%	50%	56%	88%	88%	94%	100%	94%	73%

Click question numbers or class total percentages for detailed views.

Socrative - supported by IT, eCampus integration

Pictured: post-test results screen/analytics

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



# 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





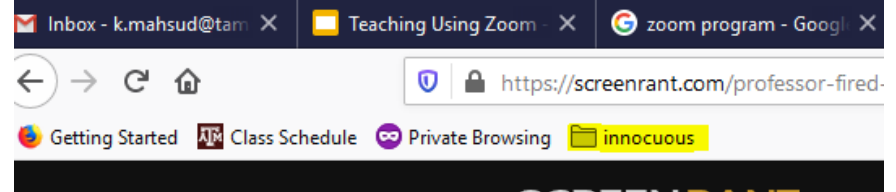
# Screen Sharing

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)



# 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

## Responding to requests for help

Participants in breakout rooms can request that the meeting host join their meeting by clicking **Ask for Help**.



You will be prompted to join the room where the request originated from. Click **Join breakout room** to join the room.

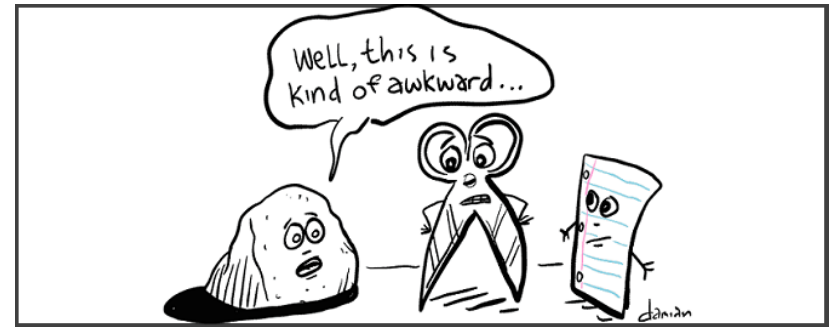
## Broadcasting a message to all breakout rooms

The host can broadcast a message to all breakout rooms to share information with all participants.

1. Click **breakout rooms** in the meeting controls.



2. Click **Broadcast a message to all**, enter your message and click **Broadcast**.



# 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



good luck  
reading  
this

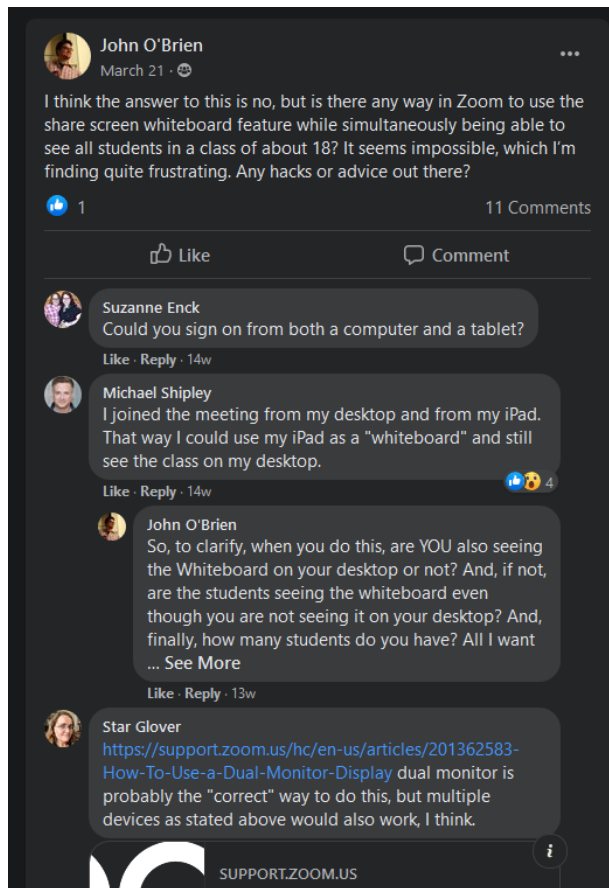




# Whiteboard

Facebook page  
Pandemic Pedagogy

Screenshot of  
instructors talking to  
each other

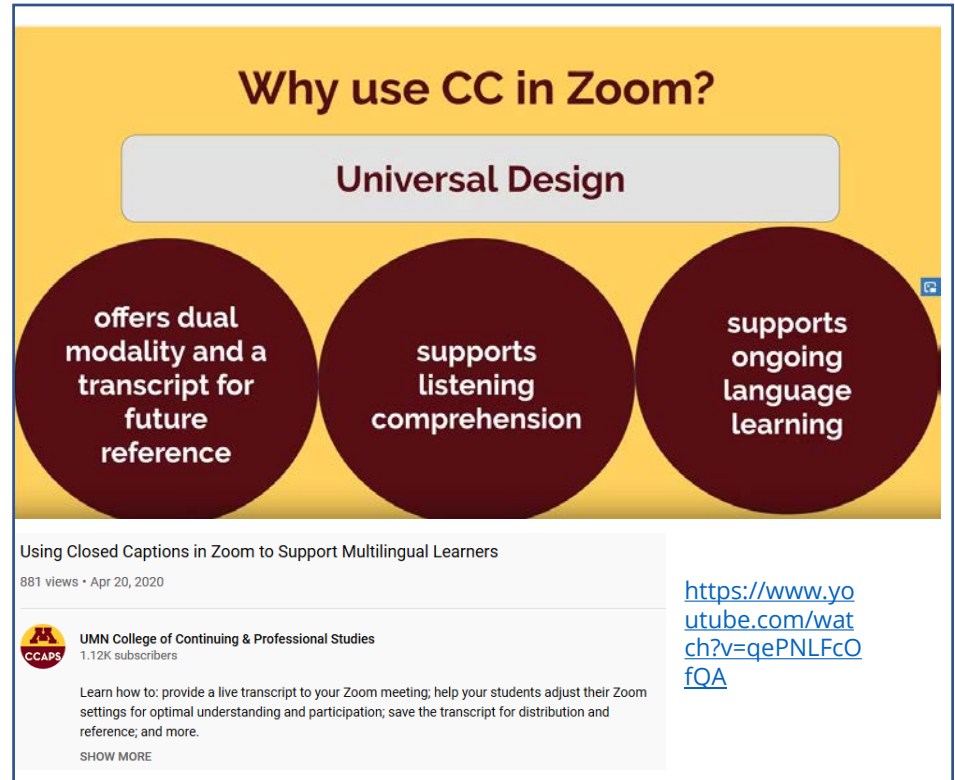


# Closed Captioning

## [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




**Why use CC in Zoom?**

**Universal Design**

- offers dual modality and a transcript for future reference
- supports listening comprehension
- supports ongoing language learning

Using Closed Captions in Zoom to Support Multilingual Learners

881 views · Apr 20, 2020

 **UMN College of Continuing & Professional Studies**  
1.12K subscribers

Learn how to: provide a live transcript to your Zoom meeting; help your students adjust their Zoom settings for optimal understanding and participation; save the transcript for distribution and reference; and more.

<https://www.youtube.com/watch?v=qePNLFcofQA>

[SHOW MORE](#)

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

CC | Resources



# 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




مركز تكامل في التعليم الإلكتروني  
CENTRE FOR INSTRUCTIONAL AND TECHNOLOGICAL SERVICES  
TEXAS A&M  
UNIVERSITY SYSTEM

### Student Tips for Online Presentations Using Zoom



Setup

- Make sure you are sitting square with the camera. Feet flat on the floor.



• Other users should be able to see your head and shoulders and enough of the upper body so you can use hand gestures.

- Do make sure you are sitting high enough so that your name does not obstruct your face. Either adjust the height of your chair or add some books under your laptop so we can see your full face.



- Don't sit too close to the camera!
- Make sure your setup includes sufficient lighting. Use top light or front of a window (not in the direct sun!) but don't sit with a window behind you as this will make you appear too dark.
- Try to keep your setup free from distractions and as professional as possible.
- If you use a virtual background, test it first as sometimes unstable internet connections cause images to flicker or you to appear as an outline against the background.
- Choosing a virtual background? Go for a Texas A&M at Qatar Zoom background image. Click [here](#) to download virtual backgrounds.
- Do a test run in Zoom. Set up correctly before you start your meetings.

ENGINEERING LEADERS WORLDWIDE  
Texas A&M Engineering Building, Mescalero Drive  
P.O. Box 23876, Qatar City  
Tel: +974 4422 2000, Fax: +974 4422 2001  
www.qatar.tamu.edu, info@qatar.tamu.edu

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



# 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



can you hear me I can see you I can't hear you

4:17 / 5:07

#MichaelMcIntyre

Michael McIntyre Visits Fortune Teller Before Lockdown!

412,066 views • Jun 6, 2020

11K 173 SHARE SAVE ...

[https://www.youtube.com/watch?v=LEr\\_84HJbgk](https://www.youtube.com/watch?v=LEr_84HJbgk)