ZOOM EFFECTIVELY

DSU Center for Teaching and Learning

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BEFORE THE MEETING

• Outline your main objectives or topics
• Plan your activities (Engaging your students)
• Assign time you plan to spend on each topics
• Plan your attendance checking method
• Prepare visual aids and/or open webpages, documents, or applications prior the meeting
• Always send out a boost or follow-up email after the session
  Revisit any main topics or muddiest point
  Ask for feedback
  Send final notes
  What’s for next time or what should they prepare
BEFORE THE MEETING

• Always come in 5 - 10 minutes early to test the systems.
• Check for updates to the Zoom desktop application.
• Use a wired network connection instead of Wi-Fi to avoid screen freeze if available.
• Audio and Video
  • Make sure to choose the correct audio and video sources in your Zoom settings.
  • To avoid feedback, do not join the meeting using both the computer’s audio and dialing in.
  • If you are unable to connect to your speakers or mic during a meeting, please use the dial-in number to join your meeting. After your meeting, try again to test your mic/speaker settings. If still unable to join, please contact your local desktop support team.
• Have the content and applications that you intend to share open and prepared ahead of time.
• Close applications that have pop ups and other unrelated applications.
HOST A MEETING

• MUTE YOUR MIC IF OTHERS ARE PRESENTING/SPREADING.
• USE “GALLERY VIEW” FOR SMALLER GROUP/TEAM MEETINGS
• SHARE YOUR SCREEN
  • SHARE SPECIFIC APPLICATIONS TO CONTROL DISPLAYED CONTENT
  • USE “NEW SHARE” TO SEAMlessly TRANSITION BETWEEN SHARED APPLICATIONS
• USE THE [Annotation] TOOLS TO GRAB AND DIRECT ATTENTION
• TURN ON THE CAMERA
  • PUT YOUR WEBCAM AT EYE LEVEL OR HIGHER – EXPERIMENT FOR BEST ANGLES.
  • MAKE EYE CONTACT. TRY TO LOOK AT YOUR WEBCAM INSTEAD OF THE SCREEN.
MINIMIZING YOUR DATA: TRY THESE STRATEGIES

- Turn off your video and use only while speaking
- Mute your audio and turn on only while speaking
- Call into your Zoom meeting rather than use Internet audio (worst case scenario)
- Shut down other bandwidth intensive applications on your computer
- Limit use of high bandwidth application by others at your location
ENGAGE STUDENTS

- **Chat**
  - Chat allows posts to the whole class or to one other person.
  - You can download the full chat history at the end of class if you want to keep a record.
  - Chat can be overwhelming for some students. It is recommended you offer this type of interaction as an option, but do not require it for all students.
  - Chat can also be overwhelming for you to monitor while you’re also trying to teach. TA/GA can help to monitor your chat or review chat every 20 minutes.

- **Screen annotation - Write on the board**
- **Polling – Set up polls in advance (Click Here to view)**
- **Non-verbal and verbal feedback**
- **Breakout rooms (Click here to view)**
PREPARE FOR TECHNICAL ISSUES

- ARRIVE EARLY ENOUGH TO WORK OUT TECHNICAL DIFFICULTIES
- HAVE A BACKUP PLAN OR CHANNEL SUCH AS GOOGLE MEET IN CASE SOMETHING DOESN’T WORK
- HAVE THE CONTACT INFORMATION OF THE SUPPORT DEPARTMENT SUCH AS ITS
USEFUL TIPS

• Create agenda for each session
• Record your session (to the cloud not your computer)
• Inform your students that they should log-in a few minutes early
• Don’t host alone: assign a co-host to assist you
• Hold low-stakes assessments or offer rewards to encourage students to participate
  • Exam study guide
  • Assignment outlines or exemplars
  • Tickets to attend your live exam review – other students can view the recorded session
• Based on your chat, you can answer frequently asked questions by recording a video clip and share with your students
• Be clear and solid on where to locate the Zoom access link
• Allow students to view the recordings if needed (this might affect attendance.)
TIPS & STRATEGIES FROM YOUR COLLEAGUES

- Dr. Kevin Smith
- Dr. Wendy Simmermon
- Dr. Deb Tech
SPECIAL THANKS AND MORE INFO

- Information Technology Services - Harvard University
- Center for Teaching Excellence – University of Florida
- Center for Teaching & Learning – Columbia University
- Zoom Training by Zoom
  - https://support.zoom.us/hc/en-us/sections/201740096