



ZOOM EFFECTIVELY

DSU CENTER FOR TEACHING AND LEARNING

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BEFORE THE MEETING

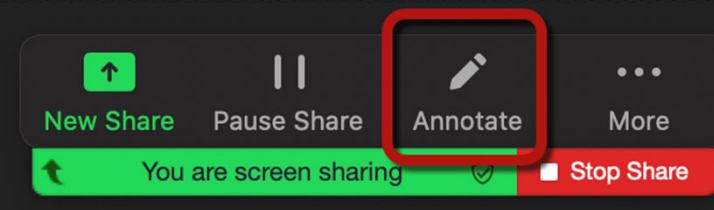
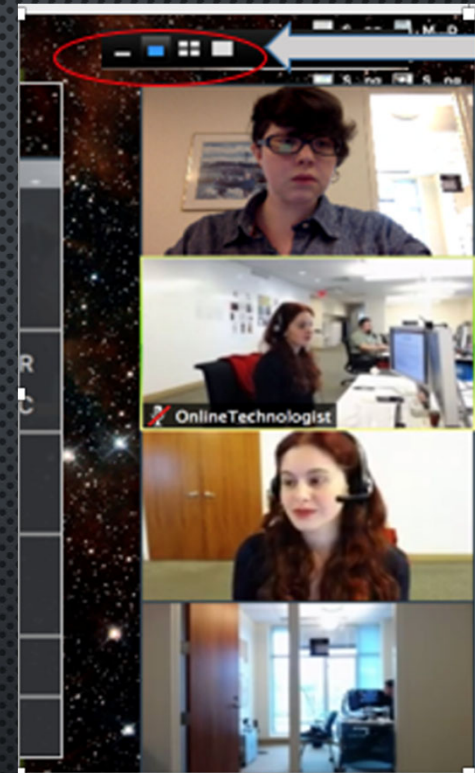
- OUTLINE YOUR MAIN OBJECTIVES OR TOPICS
- PLAN YOUR ACTIVITIES (ENGAGING YOUR STUDENTS)
- ASSIGN TIME YOU PLAN TO SPEND ON EACH TOPICS
- PLAN YOUR ATTENDANCE CHECKING METHOD
- PREPARE VISUAL AIDS AND/OR OPEN WEBPAGES, DOCUMENTS, OR APPLICATIONS PRIOR THE MEETING
- ALWAYS SEND OUT A BOOST OR FOLLOW-UP 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

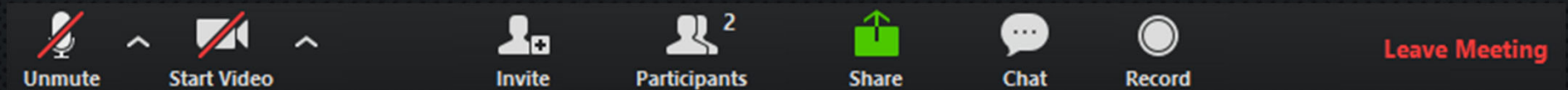
HOST A MEETING

- MUTE YOUR MIC IF OTHERS ARE PRESENTING/SPEAKING.
- 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

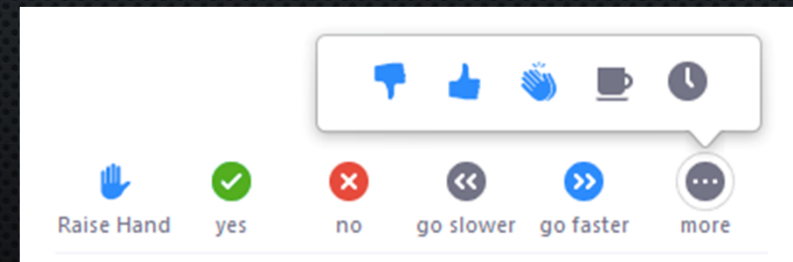
- CHAT ALLOWS POSTS TO THE WHOLE CLASS OR TO ONE OTHER PERSON.
- YOU CAN DOWNLOAD THE FULL CHAT HISTORY AT THE END OF CLASS IF YOU WANT TO KEEP A RECORD.
- CHAT CAN BE OVERWHELMING FOR SOME STUDENTS. IT IS RECOMMENDED YOU OFFER THIS TYPE OF INTERACTION AS AN OPTION, BUT DO NOT REQUIRE IT FOR ALL STUDENTS.
- 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](https://support.zoom.us/hc/en-us/sections/201740096)