

ZOOM FOR HYBRID AND SYNCHRONOUS DELIVERY

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AGENDA

- Zoom basics
 - License renewals and requests
 - Checking your Zoom settings
 - CourseLink integration & scheduling classes
- Preparing for hybrid and synchronous teaching
- Engagement options
 - Zoom tools
 - Guest speaker accommodations
- Zoom recordings & the Zoom Transfer Tool

ZOOM BASICS

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GETTING SET UP

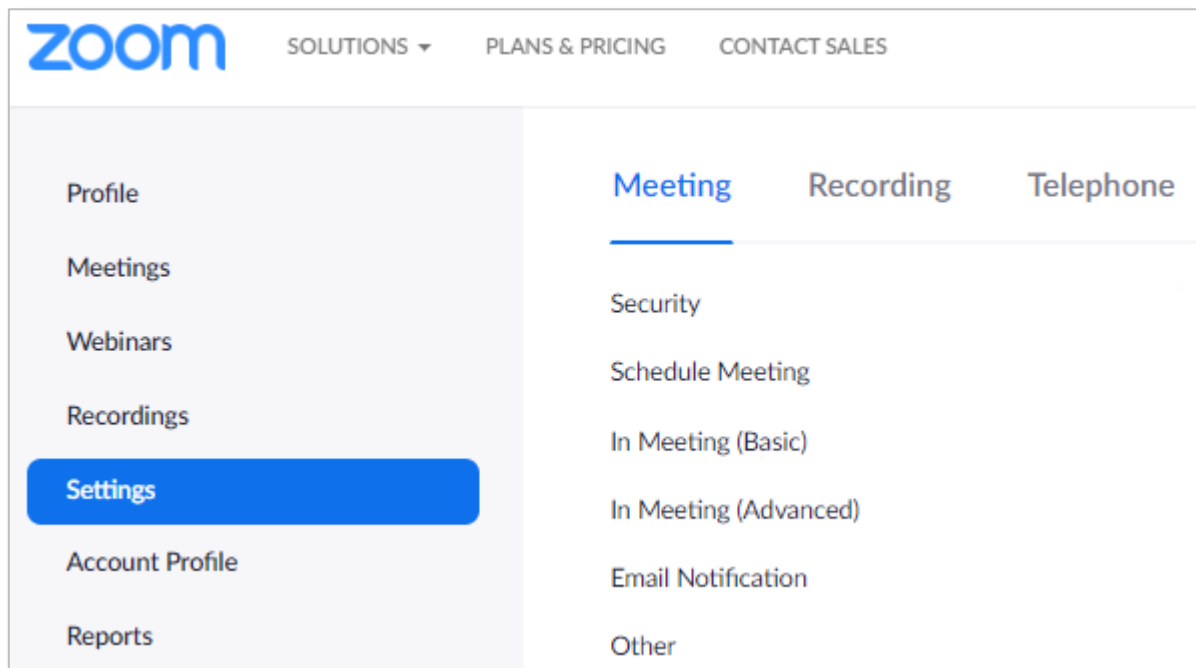
1. Request a Zoom Pro licence
2. Familiarize yourself with your Zoom settings
3. Integrate Zoom into your CourseLink site
4. Schedule your first session
5. Find a time to practice before your first class

REQUEST A ZOOM PRO LICENCE

- How do I get a Zoom Pro licence?
 - Contact CourseLink Support (courselink@uoguelph.ca)
- What does this licence do?
 - Up to 300 participants (more if a large meeting add-on is purchased)
 - Access to the Zoom integration available within CourseLink for personal instructor emails or organizational accounts
- **Note:** Zoom licences are reclaimed at the end of every semester to ensure those teaching the subsequent semester have access. If you are not teaching S22, make sure to reach out to CourseLink Support for F22.

CHECK YOUR ZOOM SETTINGS

- <https://zoom.us/profile/setting>



ZOOM SETTINGS

- Familiarize yourself with your **Meeting** and **Recording** settings
 - If you aren't planning to use a tool (i.e., annotations, remote control, etc.) consider turning it off in your settings. You can always re-enable it if you decide to use it later.
- Settings different from the University default will show as **Modified**. Return to default using Reset.

Mute all participants when they join a meeting



Modified [Reset](#)

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

SECURITY – WAITING ROOM

Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings.

Who should go in the waiting room?

- Everyone
- Users not in your account
- Users who are not in your account and not part of your whitelisted domains

.uoguelph.ca,.guelphhumber.ca

Who can admit participants from the waiting room?

- Host and co-hosts only
- Host, co-hosts, and anyone who bypassed the waiting room (only if host and co-hosts are not present)

Sort order of people in the waiting room in the participants panel: **NEW**

- Join order
- Alphabetical

More Options


- Users invited during the meeting by the host or co-hosts will bypass the waiting room
- Allow participants in the waiting room to reply to host and co-hosts

If the host and co-hosts are not present or if they lose connection during a meeting:

- Move participants to the waiting room if the host dropped unexpectedly

- The default waiting room allows Guelph/GH authenticated accounts to **directly** join the meeting
- If you want to hold students outside the meeting until a certain time, you will need to lock the meeting (check)
- Waiting room settings **cannot** be set during meeting creation


SECURITY - AUTHENTICATION

Only authenticated meeting participants and webinar attendees can join meetings and webinars 

Meeting participants and webinar attendees will need to authenticate prior to joining a session. Hosts can choose one of the options below when scheduling meetings or webinars. [Learn more](#)

Meetings & Webinar Authentication Options:

UofG/GH Domains (Default)	Edit Hide in the Selection
Sign in to Zoom	Edit Hide in the Selection

Allow authentication exception 

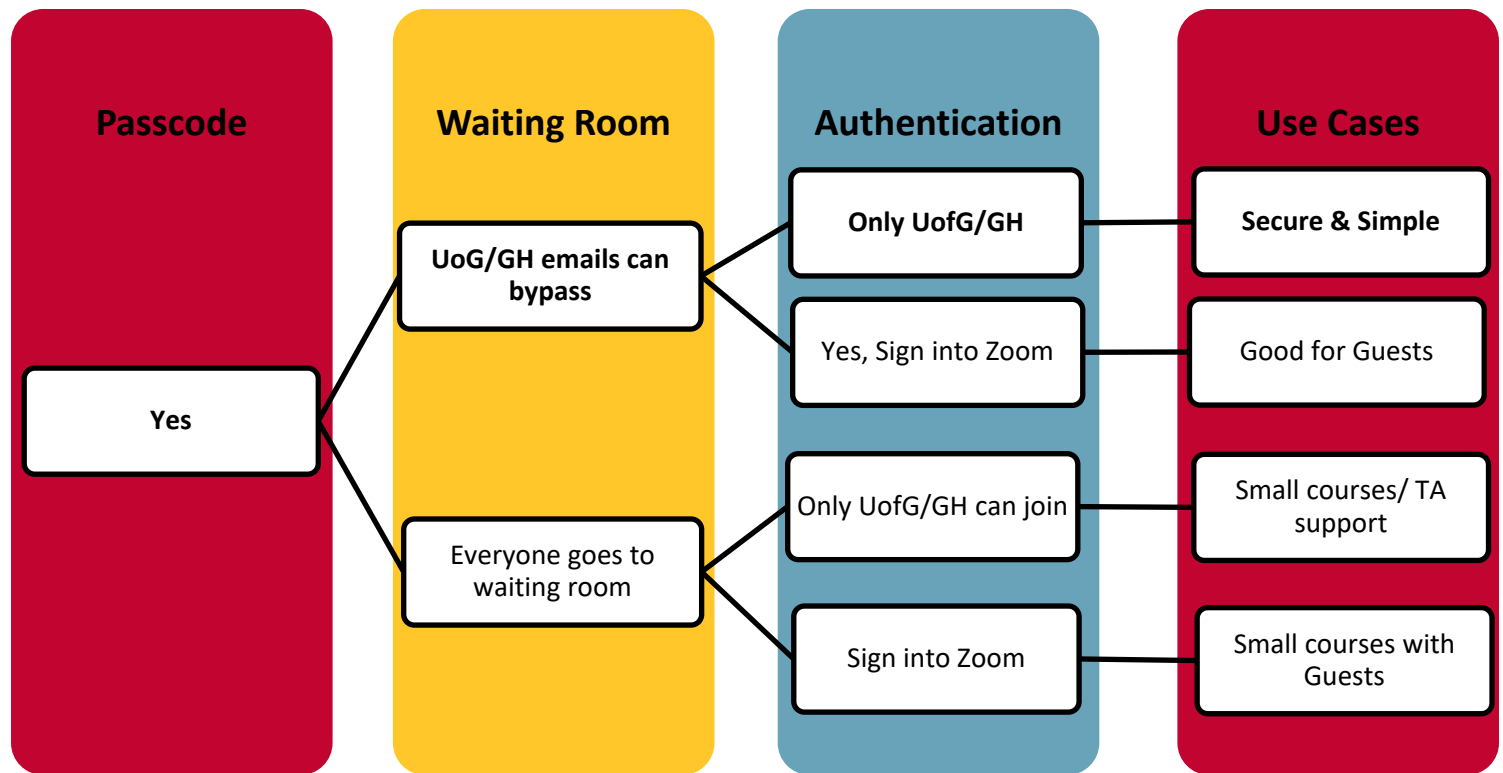
If Waiting Room is enabled, phone-only users will be placed in the Waiting Room.
If Waiting Room is not enabled, phone dial-in only users will:

Be allowed to join the meeting

Be blocked from joining the meeting

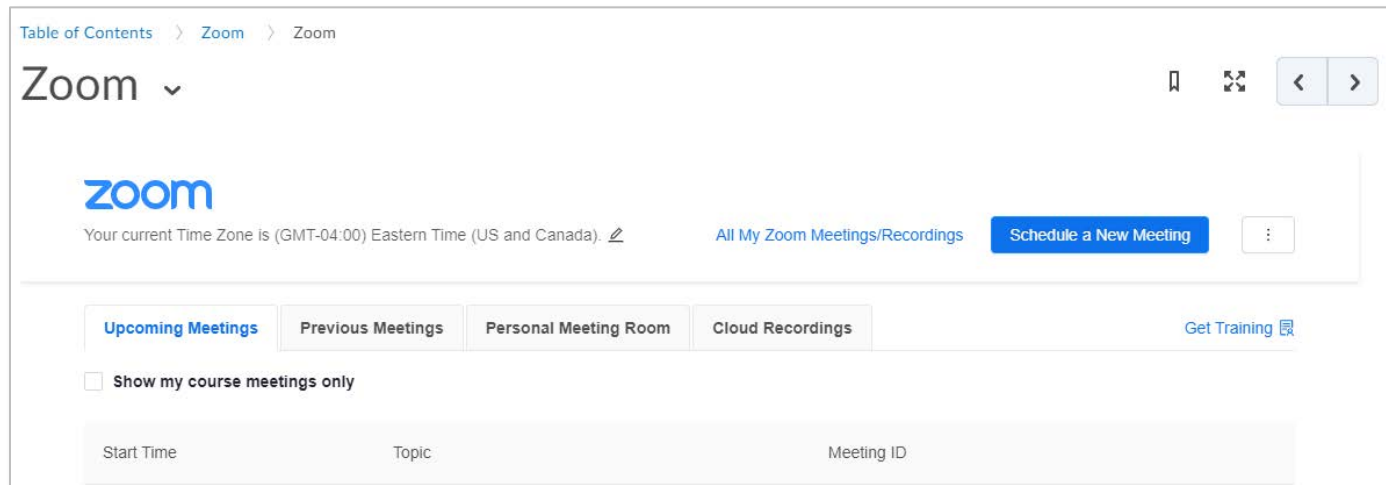
- The default authentication requires students to sign into a Zoom account created with a Guelph/GH email
- If you are inviting guest speakers, you will need to adjust this option
- Authentication **can** be changed for individual meetings

SELECTING YOUR SETTINGS



ZOOM INTEGRATION FOR COURSELINK

- How do I integrate Zoom into my CourseLink site?
 - [Access Zoom & Schedule a Zoom Class](#)



The screenshot displays the Zoom web interface. At the top, there is a breadcrumb trail: "Table of Contents > Zoom > Zoom". Below this, the word "Zoom" is displayed with a dropdown arrow. To the right of "Zoom" are icons for a bookmark, a refresh/clear icon, and navigation arrows. The Zoom logo is prominently displayed in the center. Below the logo, it states "Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada)." with a link to change the time zone. To the right of this, there is a link for "All My Zoom Meetings/Recordings" and a blue button labeled "Schedule a New Meeting". Below these elements is a horizontal menu with four tabs: "Upcoming Meetings" (which is selected), "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". To the right of these tabs is a link for "Get Training". Below the menu, there is a checkbox labeled "Show my course meetings only". At the bottom of the screenshot, a table header is visible with three columns: "Start Time", "Topic", and "Meeting ID".

WHY USE THE COURSELINK INTEGRATION?

- Supports secure sharing of meeting links with your students
- Adds scheduled meetings to the calendar tool within your course site
- Easy access to attendance reports for instructors
- Easy and secure sharing of Zoom recordings with your students

SCHEDULE A MEETING

- How do I schedule a meeting?
 - To ensure students can see their class meetings, use the CourseLink integration to create these meetings
 - Consider:
 - Single meetings (different meeting ID) or recurring meetings (same meeting ID)
 - Video settings (how participants start the meeting)
 - Audio settings (mute participants upon entry)
 - Record the meeting automatically

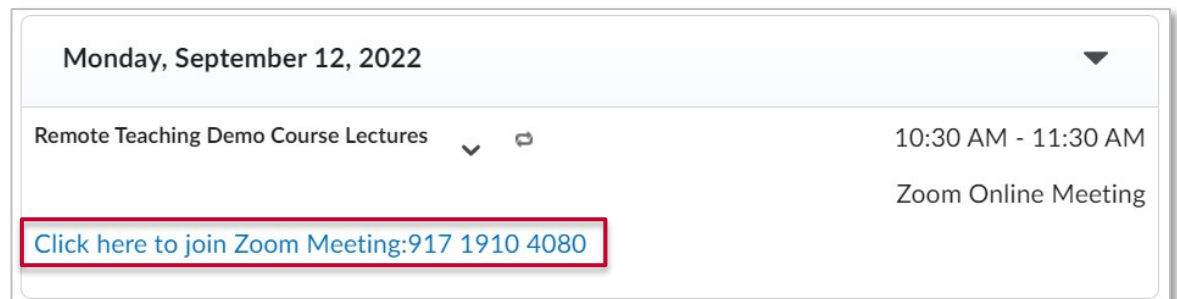
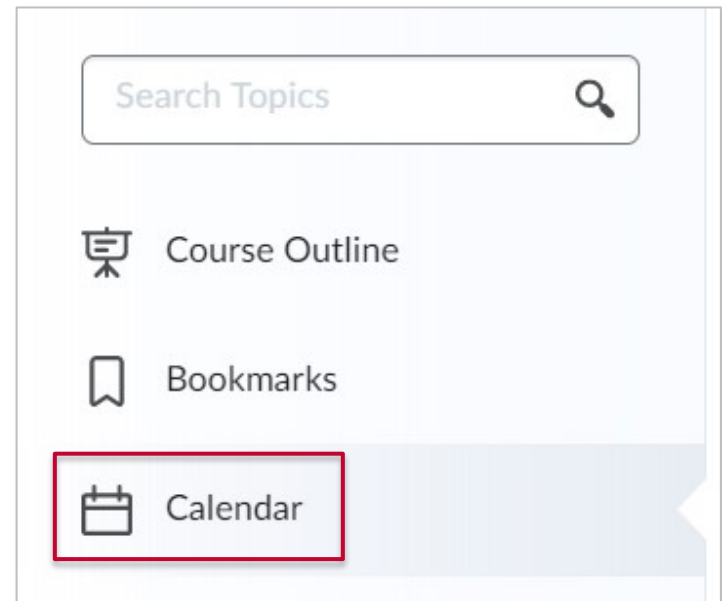
SINGLE MEETING OR RECURRING?

	Single Meeting	Recurring Meeting
Pros	<ul style="list-style-type: none">• More flexibility in settings• More secure with unique meeting ID for each meeting• Poll questions can be meeting specific	<ul style="list-style-type: none">• Shorter set-up time• Students (and TAs) can use the same link to join every time
Cons	<ul style="list-style-type: none">• More set-up time• If TAs are joining meetings, you have to share multiple links	<ul style="list-style-type: none">• Higher probability of unwanted guests due to re-use of meeting ID• Any polls added will be available for all meetings

SHARING MEETING INFO WITH TAs

Use Case: You have TAs that need to join your class meetings, but they cannot access the Zoom integration due to background permissions.

Solution: TAs can find the Join URL for your classes through the **Calendar** in Content.



PREPARING FOR HYBRID AND SYNCHRONOUS TEACHING

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HYBRID VERSUS SYNCHRONOUS

- **Synchronous delivery**
 - Live class with all students attending online (remote)
 - Instructor could be at home, in their office, or in a classroom
- **Hybrid delivery**
 - Live class with some students in the physical classroom and some students attending online
 - Instructor (likely) in the physical classroom
 - Utilizing a Web Conferencing Classroom

Note: While not covered explicitly today, Hybrid could also involve no live online students but still utilizing Zoom to record in a Web Conferencing Classroom

PREPARING FOR SYNCHRONOUS DELIVERY

- How can I make the most of the synchronous time with students?
 - What features of my class can be easily recorded and potentially delivered asynchronous?
 - What features of my class are difficult to record/might not be as effective recorded and should be delivered synchronous?
- How do I want my students to interact:
 - With me?
 - With their fellow students?

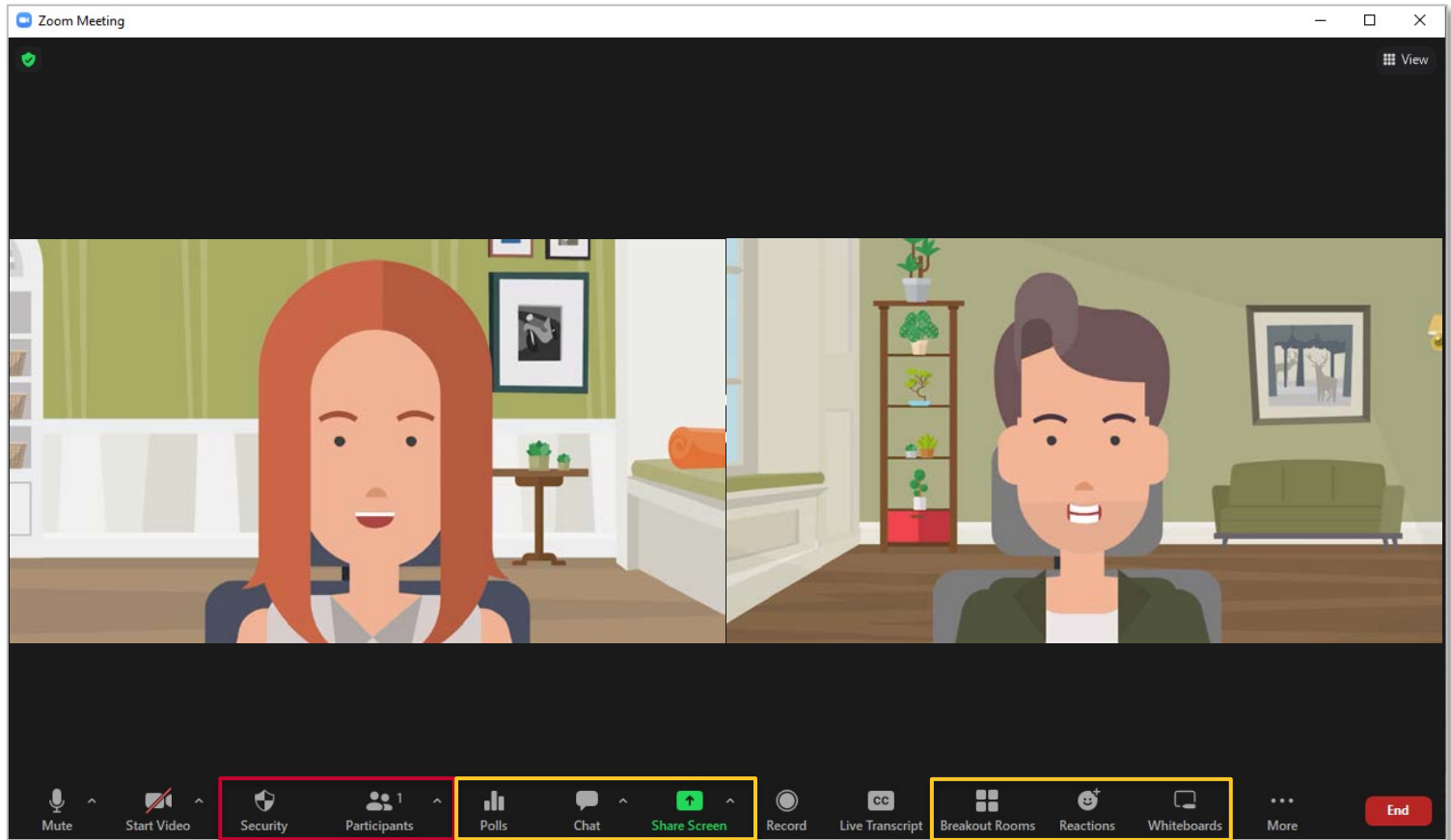
PREPARING FOR HYBRID DELIVERY

- What classroom have I been assigned to?
 - Lecture room versus seminar room
- Set up a classroom orientation session
 - Consider scheduling a practice session
- How can I make the most of our synchronous time together?
- How do I want my students to interact:
 - With me?
 - With other students?
- Do I expect all students to be on Zoom? **

IN MEETING CONTROLS

Zoom Client interface & engagement options

ZOOM DESKTOP CLIENT



SECURITY & PARTICIPANTS

- **Security**
 - Make **wholesale** changes to the meeting & participant permissions
 - “Allow participants to”
 - Lock meeting/turn waiting room on & off
 - Suspend participant activities
- **Participants**
 - Make mostly **individualized** changes to participant permissions
 - Mute upon entry
 - Make co-host
 - Pin or Spotlight video

IN-MEETING ENGAGEMENT

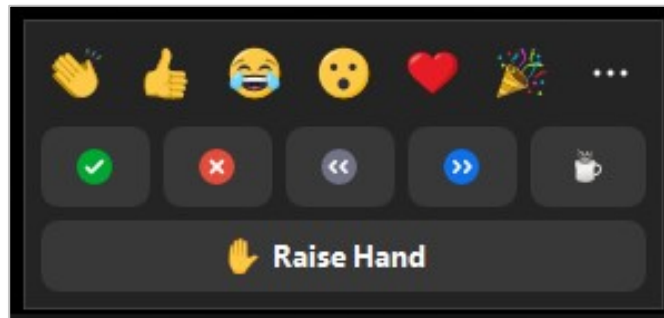
- For each, Zoom tool, we'll consider its use for large and small synchronous or hybrid delivery courses
- Goal is to provide a guide to new Zoom users/new classroom users
- If you have found creative ways to use Zoom's engagement tools, please share! We love to learn from you.

CHAT

- The in-meeting chat allows you to send chat messages to other users within a meeting.
- You can send a private message to an individual user, or you can send a message to an entire group.
- As the host, you can choose who the participants can chat with or to disable chat entirely.
- In-meeting chat can be saved manually or automatically.
- **Advice:** Consider how you plan to interact with the chat during your classes. Do you have a TA or student to monitor it? Will you review it after class?

NONVERBAL FEEDBACK & REACTIONS

- Available within the **Reactions** tab
- **Reactions:** Emojis that appear for 10 seconds before disappearing
- **Non-verbal Feedback:** Persistent feedback (yes/no) until cleared
- **Raise hand:** Moves participants to the top of participants list in order hand was raised, until cleared
- Excellent option for collecting quick feedback from students (e.g., are you ready to continue?)



NONVERBAL FEEDBACK/REACTIONS IN HYBRID

- Are in-person students joining Zoom to use the same feedback options?
- Use Zoom reactions to quickly assess if online students are following along with the content
 - Compare to visual cues from in-person students
- Raise Hand
 - Can assist with balancing questions from in-person and online students

POLLING

- Allows for the creation of single & multiple response multiple choice questions
- Used for quick assessment of student understanding, peer instruction, ice breakers, etc.
- Only the **original meeting host** can edit or add polls
- However, polls can be launched by the meeting host or a co-host
- Results of polls are not shared immediately with students, you have a choice
- Poll results are available after the meeting to download

ZOOM OR 3RD PARTY POLLING?

- If students aren't all logged into Zoom, what about a 3rd party polling option?
 - E.g., Mentimeter, Poll Everywhere, TopHat, etc.
- Certainly, can be an option, particularly if you are already comfortable/familiar with another platform
- However, this can add an additional layer of complexity for both you and your students
- Ensure you build in sufficient time for you and your students to access the platform, login, set up necessary screen shares, etc.

BREAKOUT ROOMS

- Ideal for structured small group activities
 - Consider having a document where students can show their work for accountability
- Host or co-host created
- Up to 50 breakout rooms per meeting
- Creation options:
 - In meeting creation (manual, automatic, or participant-selected)
 - Pre-assign***
- Broadcast messages to all rooms to communicate important information

BREAKOUT ROOMS IN HYBRID DELIVERY

- What is the size of your class?
 - More students, more rooms, more to monitor
- How do you want students divided into groups?
 - Random groups based on location
 - Blended groups with in-person & online students**
 - Consistent groups across classes, consider student location**
- Do you have a TA that can help monitor?

SCREEN SHARING

- What can you share?
 - Entire screen, specific application, whiteboard, etc.
- Who can share?
 - Host by default, can enable participant sharing
- What about computer audio/showing videos?
 - Computer audio can be shared & sharing can be optimized for videos.

SCREEN SHARING IN HYBRID DELIVERY

- Classrooms are equipped to allow you to share materials from your laptop (e.g., PowerPoint) and document camera
- Best way to share your course materials with online students
 - While the classroom camera can capture the projector screen in some cases, it won't be as clear to online students
- Students can also screen share to support hybrid delivery of presentations

ANNOTATIONS

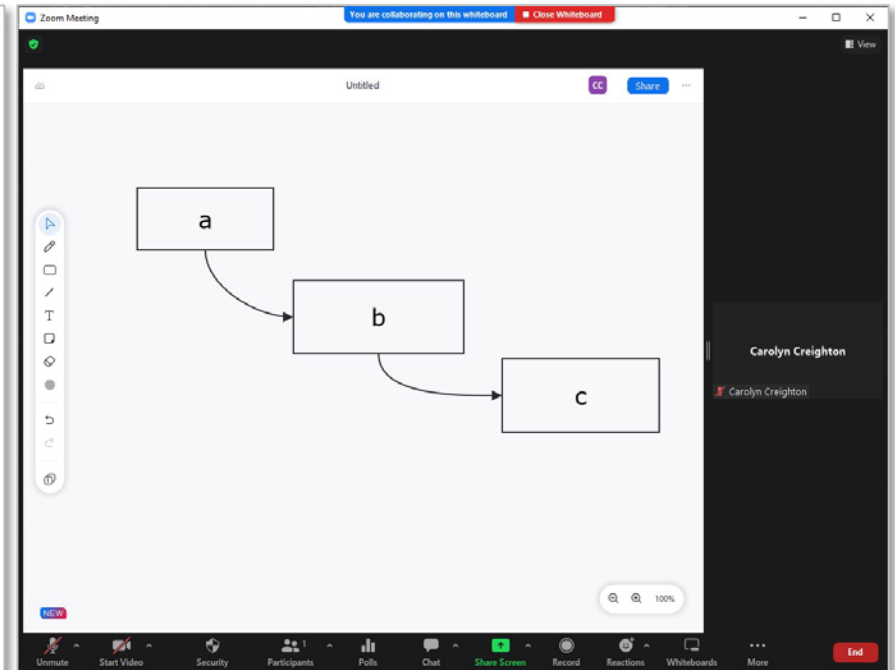
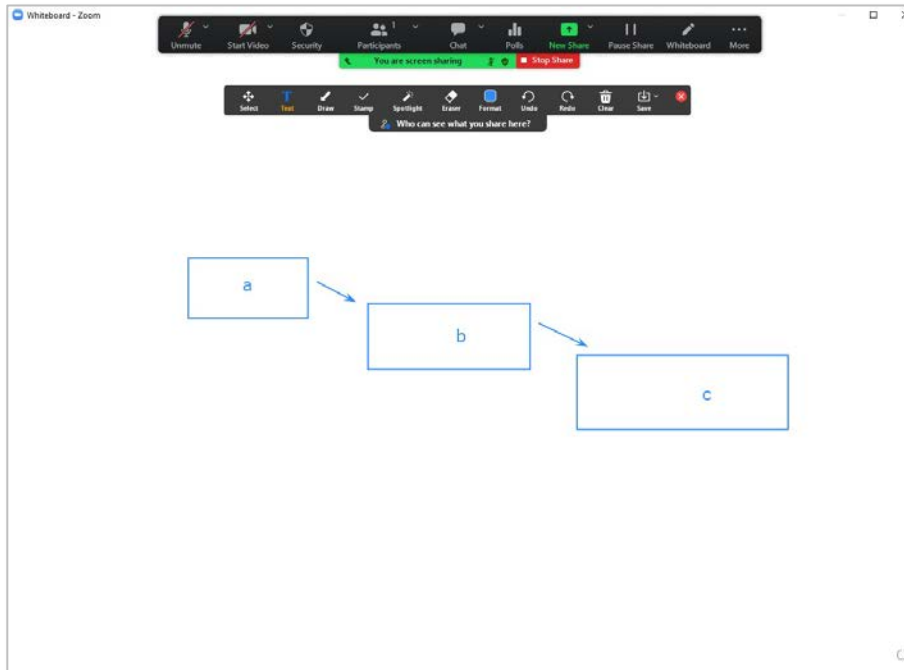
The image shows a Zoom meeting interface. At the top, there is a dark control bar with icons for Unmute, Stop Video, Security, Participants (4), New Share, Pause Share, Whiteboard (highlighted with a red box), and More. Below this bar, a green status bar indicates "You are screen sharing" with a "Stop Share" button. A secondary toolbar below the status bar contains icons for Select, Text, Draw, Stamp, Spotlight, Eraser, Format, Undo, Redo, Clear, and Save. On the right side, a "More" menu is open, listing various options: Chat (Alt+H), Breakout Rooms, Record on this Computer (Alt+R), Record to the Cloud (Alt+C), Meeting Info, Closed Caption, Enable Annotation for Others (highlighted with a red box), Hide Names of Annotators, Hide Video Panel, Hide Floating Meeting Controls (Ctrl+Alt+Shift+H), Live on YouTube, Live on Custom Live Streaming Service, Share computer sound, Optimize Screen Sharing for Video Clip, and End (Alt+Q).

- Annotations are available once you have begun a standard screen share (Whiteboard/Annotate)
- Options to enable annotations for other and show/hide annotators names can be found under “More”
- **Advice:** Only turn on annotations for others during the points in your class when you want the tool to be used!

WHITEBOARD

- New collaboration feature from Zoom
 - Requires the Zoom desktop client or mobile app (5.10.3 or higher)
- In- meeting Participant options
 - All participants can edit
 - All participants can view
- Export options
 - Save as a PNG or PDF file
- Whiteboard sharing permissions
 - Only available for sharing to Zoom accounts within the OpenEd licensed group (other instructors)

WHITEBOARD CLASSIC VS. WHITEBOARD



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WHITEBOARD VERSUS ANNOTATIONS

- What are you looking to do?
 - Demonstration versus facilitate collaboration?
- What are you looking for students to do?
 - Show agreement/disagreement
 - Build a concept map
 - Provide feedback/comments
- What technology are you/your students working with?
 - Mouse & keyboard versus tablet & stylus
- What content are you wanting students to work with?
 - Add content to a pre-created slide versus start from scratch
- Does the slightly different feature set have an impact?
 - Names of annotators and stamps (annotation)
 - Sticky notes (whiteboard)

GUEST SPEAKERS

- A great way to bring in subject matter experts and different perspectives into your classroom
- In-person speakers
 - Consider the comfort level of your guest with our classroom technology
 - Consider having the presenter provide you the slides in advance to share from your computer
- Online speakers
 - Ensure your Zoom security settings will allow an external (non-UofG/GH) speaker to join your class meeting

ZOOM RECORDINGS & THE ZOOM TRANSFER TOOL

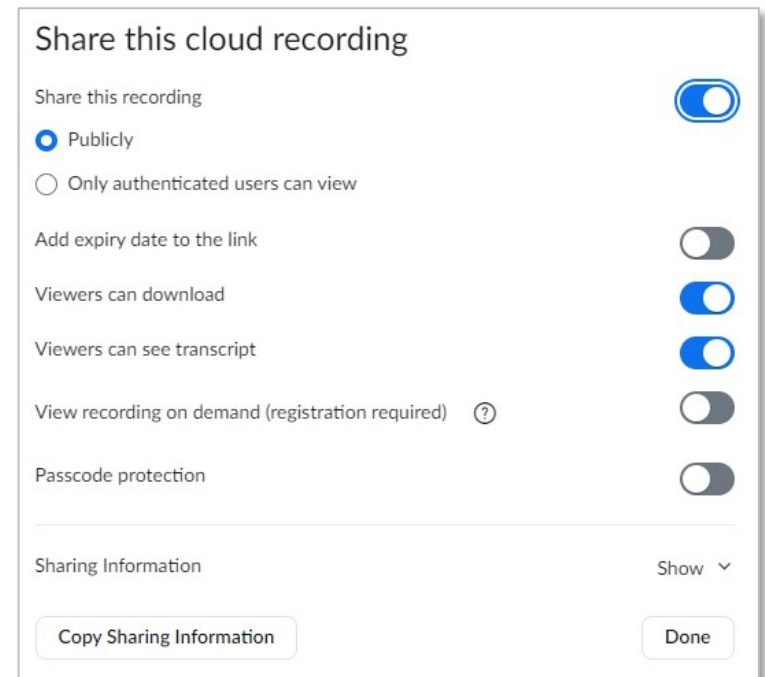
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ZOOM RECORDINGS

- Can be accessed through the Zoom website or CourseLink integration
- Recordings are available to students through the CourseLink integration following processing (~1 hour)
- Sharing options can be updated from the Zoom website



ZOOM RECORDING RETENTION POLICY

Starting September 1, 2022, OpenEd will implement a **one-year Zoom Cloud retention period**. All Zoom recordings will be retained for one year, keeping up to the matching semester from the previous year. At the beginning of each subsequent semester, the next deletion cycle will begin.

Examples of Zoom Cloud Recording Deletion Dates

Deletion Date	Delete up to:	Semesters Retained
September 1, 2022	August 31, 2021	F21, W22, S22
January 3, 2023	December 31, 2021	W22, S22, F22
May 1, 2023	April 30, 2022	S22, F22, W23

ZOOM TRANSFER TOOL

- OpenEd developed tool to assist with managing and transferring cloud recordings between your UofG Zoom Pro account and your UofG OneDrive account.
- Two options:
 - Transfer existing recordings
 - Automate transfer of future recordings
- Resources:
 - [Zoom Transfer Tool Support](#)
 - [Zoom Transfer Tool App](#)

RESOURCES & SUPPORT

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SUPPORT

Please contact **CourseLink Support** for any help with technical aspects of our educational technologies.

Phone: 519-824-4120 ext. 56939

Toll Free: 1-866-275-1478 (Canada and USA)

Email: courselink@uoguelph.ca

For pedagogical/best practice support for any of our centrally support technologies, including classroom technology, please reach out to the **Instructional Technology Specialist (ITS)** team

Email: insttech@uoguelph.ca

ADDITIONAL OPENED PROGRAMMING & RESOURCES

Resources

- [Access Zoom and Schedule a Zoom Class](#) – set up and use CourseLink integration
- [Host and Record a Zoom Class](#) – Zoom desktop client basics
- [Zoom for Students: Create and use of a U of G Zoom account](#) – post on your CourseLink site for students to reference

Programming

- [Web Conferencing Classroom Orientations](#) – schedule a session with an ITS
- [CLMSG & Zoom Transfer Tool](#) – Thursday, August 25th at 10 am

ZOOM – TOOL-SPECIFIC RESOURCES

- [Nonverbal Feedback & Meeting Reactions](#) – plus raised hand
- [Polling for Meetings](#) – how to enable, create and launch polls in meeting
- [Managing Breakout Rooms](#) – creation, management and screen sharing to all breakout rooms
 - [Participating in Breakout Rooms](#) – student guide
- [Screen Sharing](#)
- [Zoom Whiteboard User Guide](#) – introduction to the new whiteboard tool in Zoom
- [Using Annotation Tools for Collaboration](#)