

ZOOM FOR SYNCHRONOUS LECTURES

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Instructional Technology Specialist

AGENDA

- Preparing for synchronous teaching, lessons from F20
- How do I get a Zoom Pro licence?
- How do I check my settings? (W21 updates)
- How do I add & use the Zoom integration?
 - Schedule meetings
 - Sharing Cloud recordings
- In meeting controls
 - Zoom Client interface
 - Security & class management
 - Engagement tools (breakout rooms, chat, screen sharing, etc.)

WHO ARE WE?

- **OpenEd's Instructional Technology Specialist Team**
 - Owen Wooding
 - Carolyn Creighton
 - Rich Couto
- **What do we do?**
 - Work with faculty, staff, departments, and colleges to find pedagogically sound technology-based solutions to enhance teaching and learning

PREPARING FOR SYNCHRONOUS TEACHING

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CHALLENGES & LESSONS FROM F20

- Running a synchronous online class presents challenges that are unique and different from a face-to-face class
- Instructors have to focus on more than just the material, balancing chat functions, class disruptions and Wi-Fi issues
- Talking into the void: students are reluctant to turn on their camera & microphone
- Students may not always be able to make class for a variety of reasons

PREPARING FOR SYNCHRONOUS CLASSES

- A.k.a. making the most of your 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?

GETTING SET UP WITH ZOOM

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GETTING SET UP

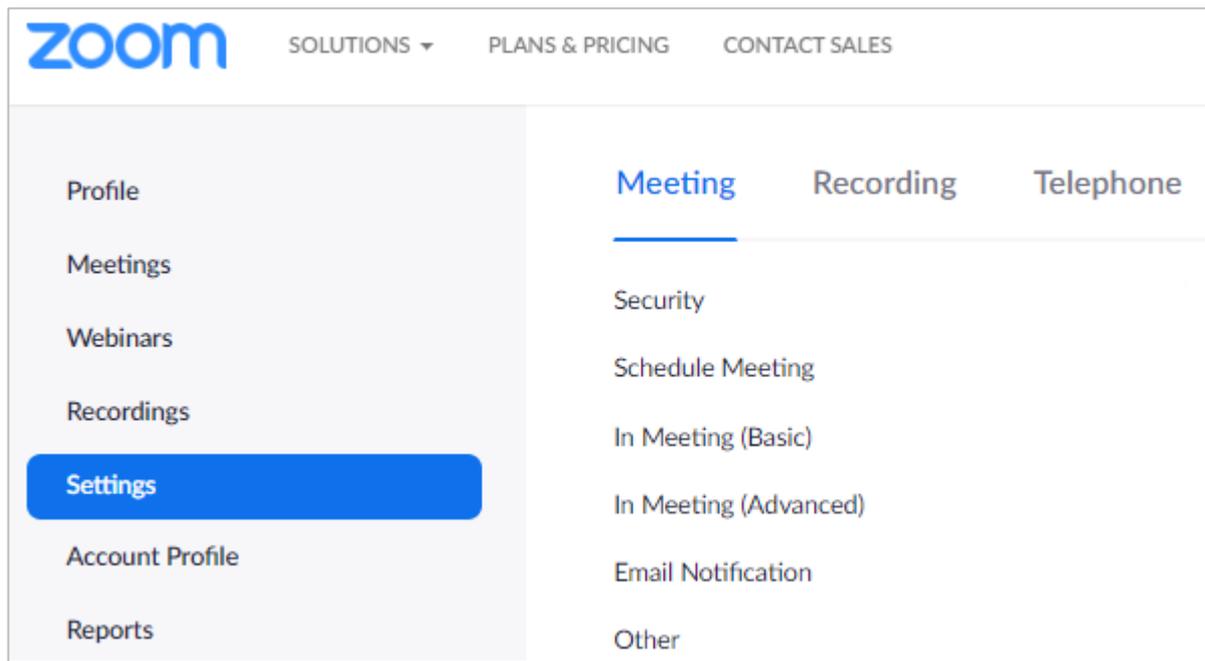
1. Request a Zoom Pro licence
2. Familiarize yourself with your Zoom settings
3. Integrate Zoom into your CourseLink site
4. Schedule your first class meeting
5. Find a time to practice before your first class

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 your department or college has purchased a large meeting add-on)
 - Access to the Zoom integration available within CourseLink for personal instructor emails or organizational accounts

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.

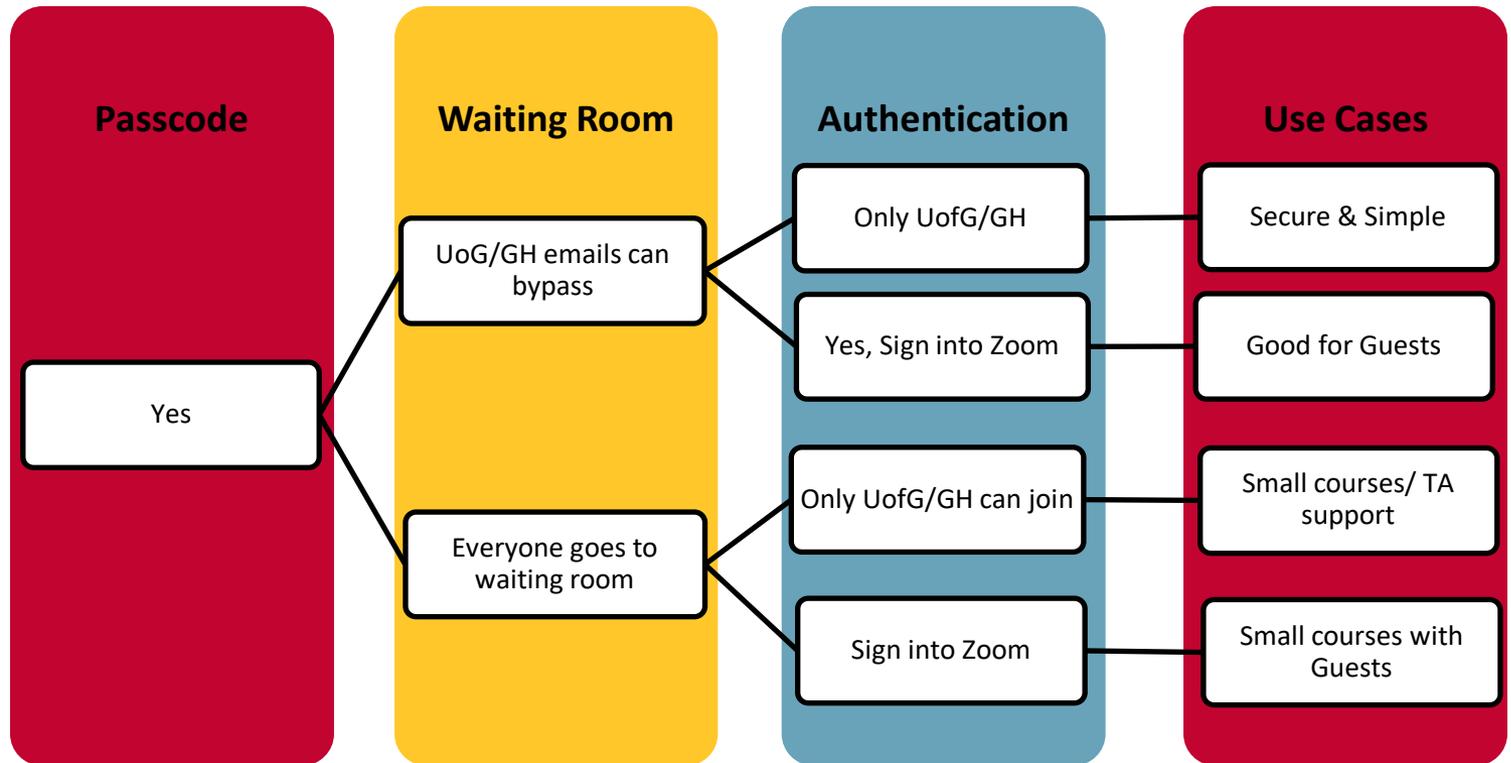
UPDATES FOR W21

- Effective January 1, 2021, changes will be made to the Zoom institutional account settings to increase the security of our online learning environments. These changes will apply to all newly created meetings and include:
 - A **passcode** enabled by default
 - A **waiting room** enabled by default. This waiting room is bypassed when students join the meeting while signed into Zoom with a Zoom account attached to a University of Guelph or Guelph Humber email address
 - **Only authenticated users can join** Meetings enabled by default, with the U of G/GH domains set as the default setting

UPDATES FOR W21

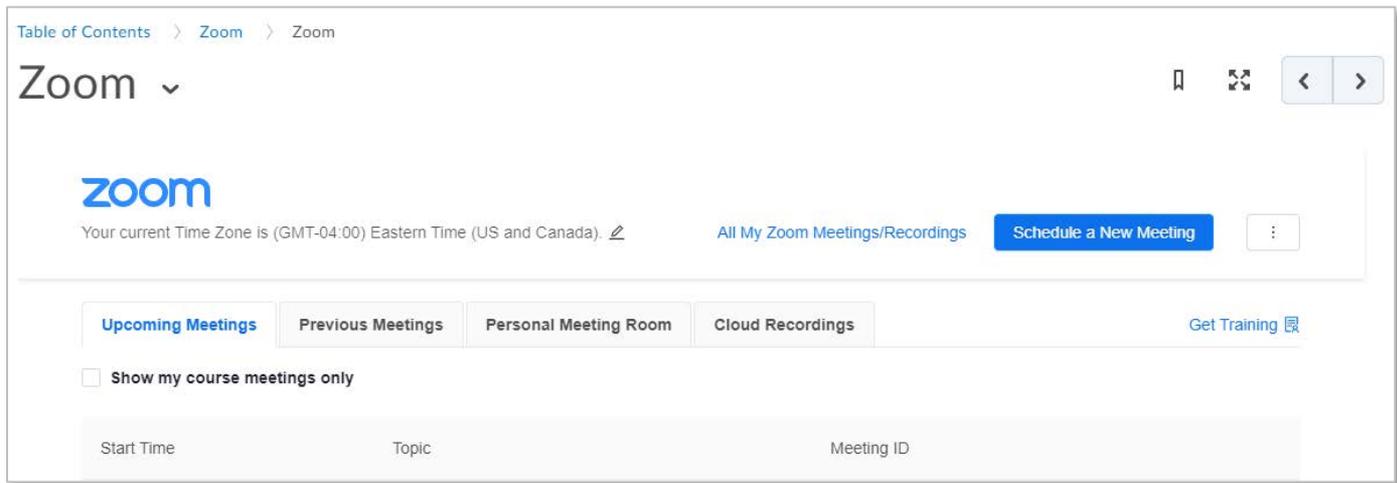
- What this means for **you**?
 - Wait to schedule your W21 class meetings until the new year so the new settings apply.
 - If you have students without UofG/GH emails (i.e. CE) or plan to invite a guest speaker to talk, you will need to relax the authentication settings (i.e., sign into Zoom)
- What this means for **your students**?
 - Students who are enrolled in classes using Zoom as the web conferencing platform will need to register for a free Zoom account using their University of Guelph or Guelph Humber email address.

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 edit the time zone. To the right of this, there is a link "All My Zoom Meetings/Recordings" and a blue button "Schedule a New Meeting". Below these elements are four tabs: "Upcoming Meetings" (which is selected), "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". To the right of these tabs is a link "Get Training". Below the tabs, there is a checkbox labeled "Show my course meetings only". At the bottom of the screenshot, a table header is visible with columns for "Start Time", "Topic", and "Meeting ID".

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 SEMINAR MEETINGS

Use case: Medium to large course with multiple sections. You want to guide students to only attend the seminar that they are registered for.

Solution: Create a module for seminar links. Links are shared in release condition restricted content pages.

☰ Seminar Zoom Links ▼

Within this module you will find the Zoom link for you seminar section.

Please note: If you have recently changed sections, it may take up to 24 hours for you to see your new section link. If you have a seminar before that time, please reach out to <email> to receive the correct link in time.

Upload / Create ▼ Existing Activities ▼

☰ Section 01 Zoom Link ▼ ✓

🌐 Web Page

🔒 All conditions must be met

Enrolled in section: CODE_1000_01_W20

☰ Section 02 Zoom Link ▼ ✓

🌐 Web Page

🔒 All conditions must be met

Enrolled in section: CODE_1000_02_W20

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: Create a hidden module and share the links with TAs there. Because the module is hidden, students cannot see it.

Zoom Print Settings

Add dates and restrictions... 👁

Add a description...

[Upload / Create](#) Existing Activities Bulk Edit Expand All | Collapse All

☰ Zoom ✓
🔗 External Learning Tool

☰ Zoom links for GTAs ▼

👁

A space to provide links to GTAs that students cannot see.

[Upload / Create](#) Existing Activities

☰ Lecture link for Zoom ✓
🔗 Link

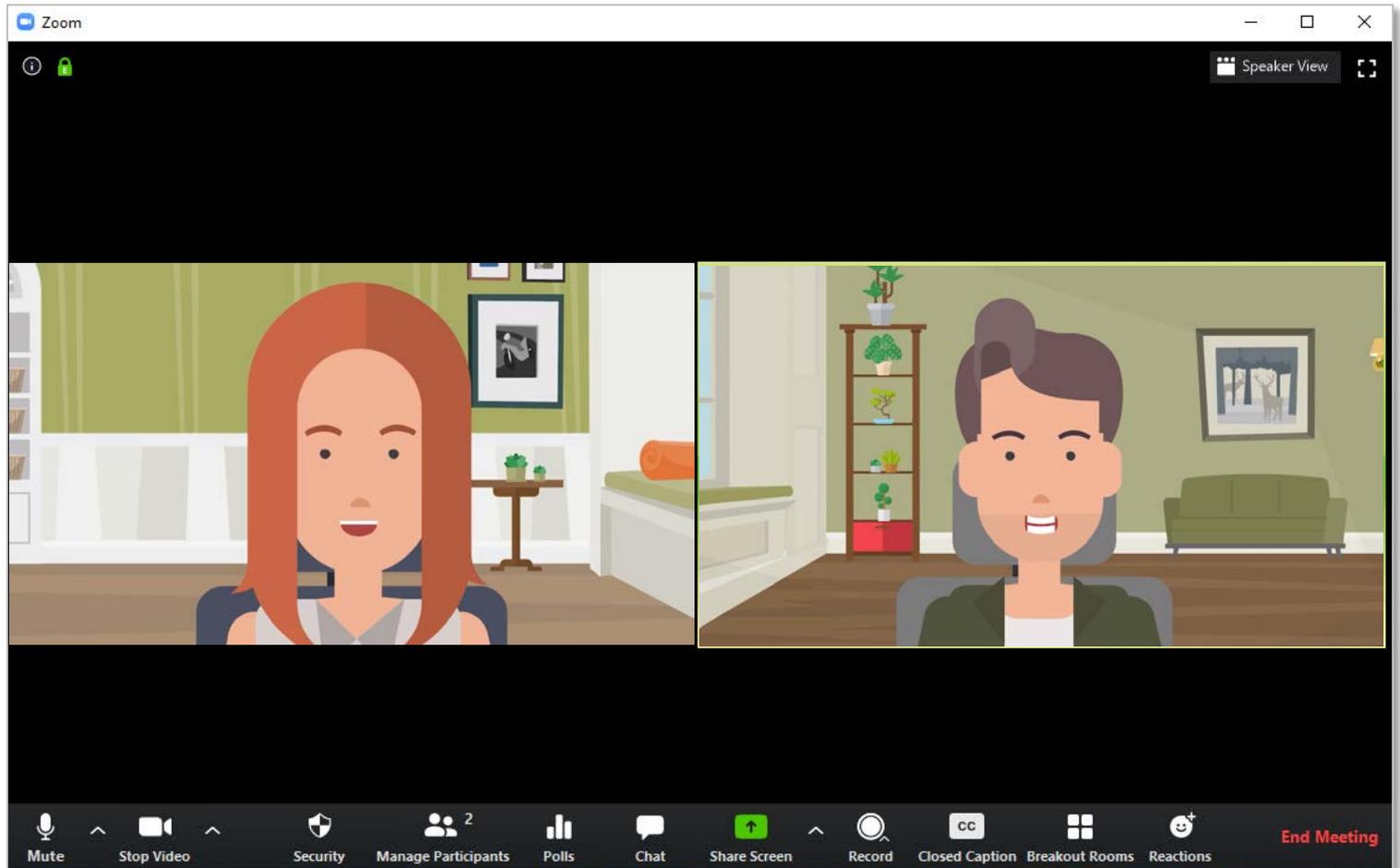
IN MEETING CONTROLS

Zoom Client interface & participant management

MEETING ROLES

	Host	Co-host	Participant
Start/end the meeting	✓		
Mute/unmute	✓	✓	✓
Start/stop video	✓	✓	✓
Screen share	✓	✓	✓
Annotate	✓	✓	✓
Chat with participants	✓	✓	✓
Create/edit polls	✓		
Launch polls	✓	✓	
Manage breakout rooms	✓		
Start recording	✓	✓	✓

ZOOM DESKTOP CLIENT

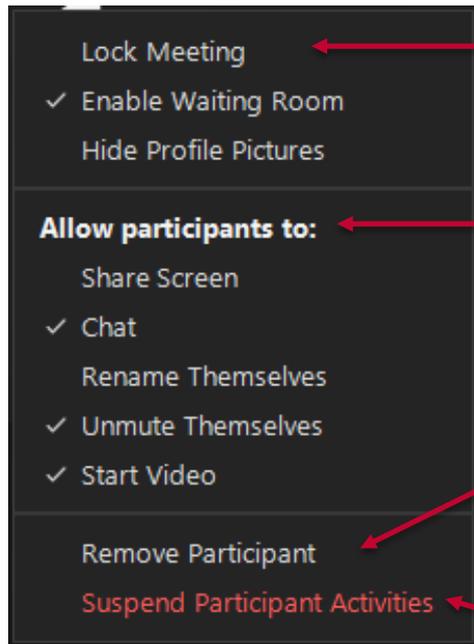


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SECURITY

Quick and easy way to change several important Zoom settings.



Stops new participants from joining the meeting.

Turn on and off what participants can do in the meeting.

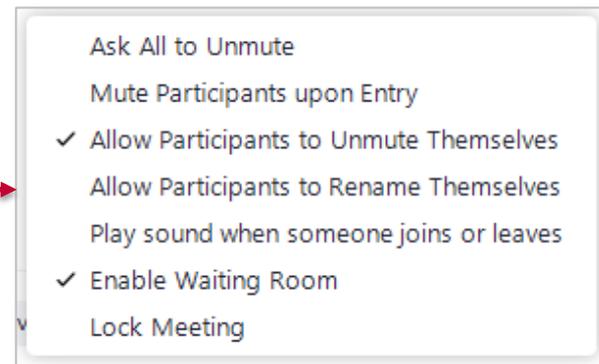
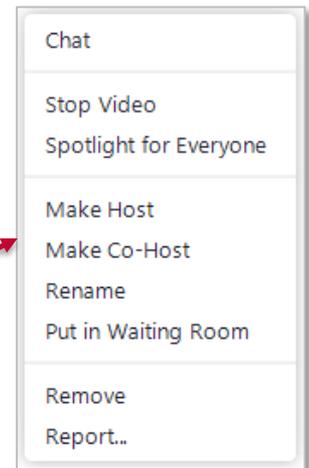
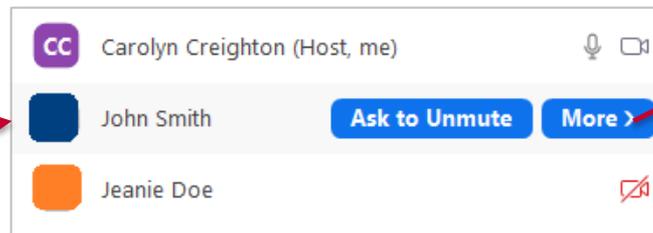
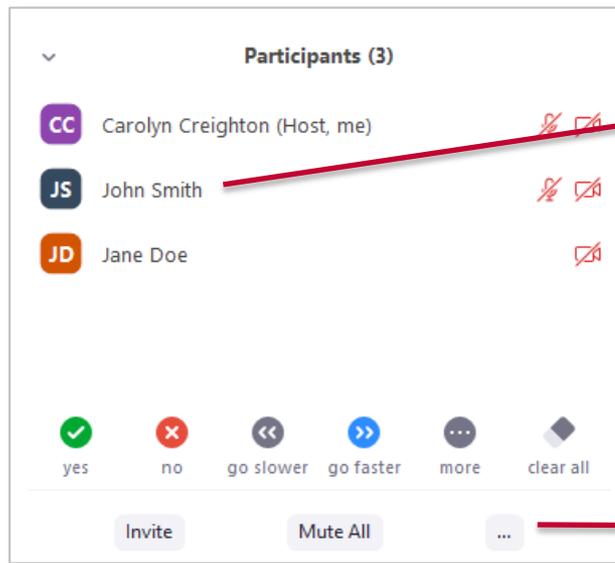
Remove a participant from the meeting. They cannot rejoin unless “allowed removed participants to rejoin” is enabled.

Turns off all participant video, audio and the ability to screen share. Also locks the meeting.

PARTICIPANTS

Individual participant actions can be controlled from two places:

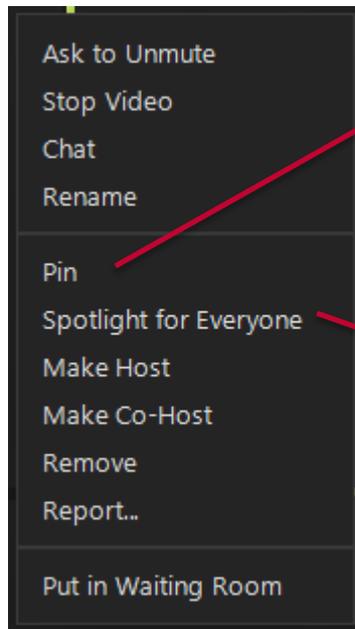
1. The Participants tab
2. The main Zoom window in gallery view



PARTICIPANTS

Individual participant actions can be controlled from two places:

1. The Participants tab
2. The main Zoom window in gallery view



Pin

- Allows the host to only view up to 9 specific speakers, while other meeting participants can pin 1 video on their end (viewer specific)

Spotlight

- Spotlight video puts up to 9 participants as the primary active speakers for all participants, and participants will only see these speakers.

CLASSROOM MANAGEMENT SCENARIOS

1. You are teaching a small course that features discussion as a hallmark of the class. On Zoom, you find that students are talking over one another or they just stop participating altogether. What can you do?
2. You are teaching a large, lecture-style course. Attendance is good, but you find students are unmuting themselves and it is disrupting your teaching. What can you do?
3. You are in the middle of teaching your class when someone starts playing really loud music in the background and screaming. From the chat you can see some students are concerned. What can you do?
4. You have a student that is really uncomfortable with the idea of being recorded during class, but participation is a key feature of your course. How could you accommodate this student?

IN MEETING CONTROLS

Tools and strategies for student engagement

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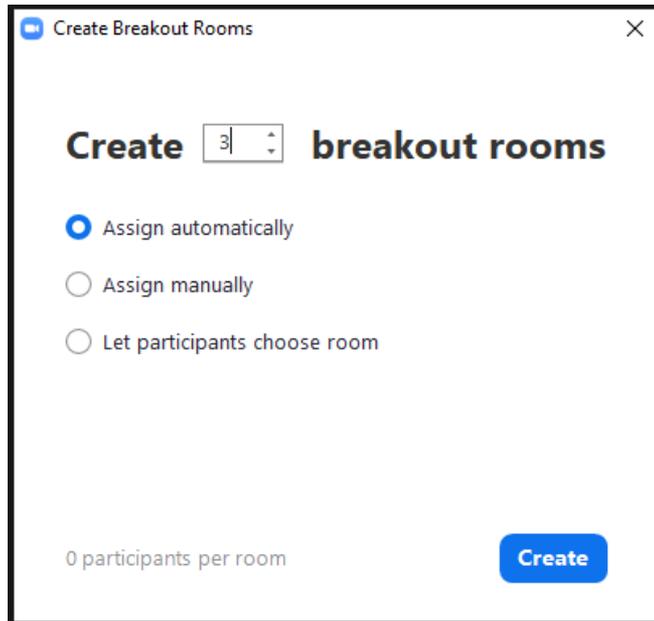
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BREAKOUT ROOMS

- Up to 50 breakout rooms
- Creation options:
 - In meeting creation (manual, automatic, or participant-selected)
 - Pre-assign***
- A Host can:
 - Create, manage, move in and out of all room
- A Co-host can:
 - Move in and out of all rooms assigned to them
- A Participant can:
 - Join room, leave room, ask for help, & record *

BREAKOUT ROOM CREATION



Create Breakout Rooms

Create breakout rooms

Assign automatically

Assign manually

Let participants choose room

0 participants per room

Create

1. Decide how many rooms you want to create. The # of participants per room with adjust
2. Decide how students will be distributed.
3. Create the rooms.

BREAKOUT ROOM CREATION

4. Check room assignments/assign students to rooms
5. Check Options & tailor to your class
6. Open All Rooms

Breakout Rooms - Not Started

Room 1	1
Jeanie Doe	
Room 2	2
Demo TA	
John Smith	

Options Recreate Add a Room **Open All Rooms**

Allow participants to choose room

Allow participants to return to the main session at any time

Automatically move all assigned participants into breakout rooms

Breakout rooms close automatically after: minutes

Notify me when the time is up

Countdown after closing breakout room

Set countdown timer: seconds

BREAKOUT ROOM PRE-ASSIGN

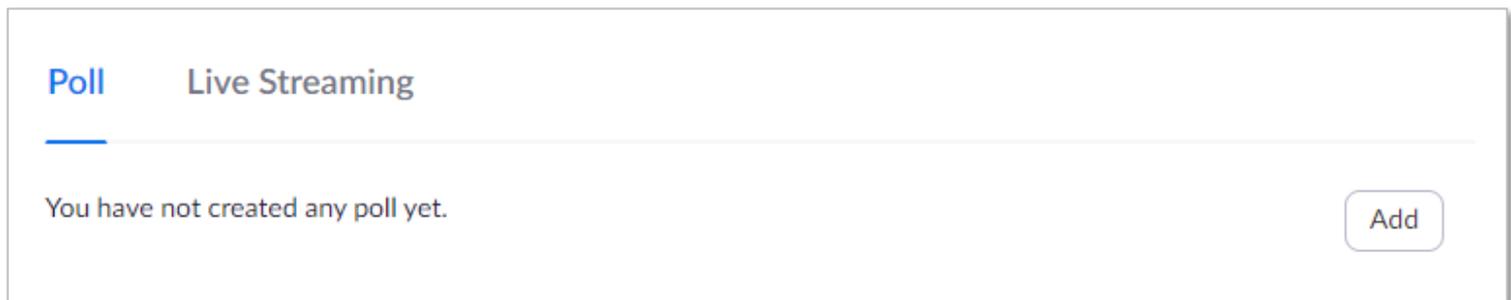
- To pre-assign, you will need to edit the meeting on the Zoom website
 - Found under Meeting Options
- Create a CSV file with room assignments & emails
- Limitations:
 - You can only assign users who have Zoom accounts
 - External users (i.e., our students) can only be assigned with a CSV file
 - Up to 200 participants can be pre-assigned
 - For recurring meetings, the pre-assign only works if applied to ALL meetings (cannot edit individually)

POLLING

- Built-in feature available to Pro accounts
- Allows for the creation of single & multiple response multiple choice questions.
- Who can create a poll?
 - Only the **original meeting host** can edit or add polls.
- Where do I create a poll?
 - Polls are created in the meeting management page
- Who can launch a poll?
 - A host or co-host
- Can I download poll results?
 - Yes

ADDING POLLS

- Go to Zoom website > Meetings > Click on name on meeting



ADDING A POLL

1. What is your favourite colour?

Single Choice Multiple Choice

Red

Orange

Yellow

Green

Blue

Purple

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

+ Add a Question

Save Cancel

1. Name your poll

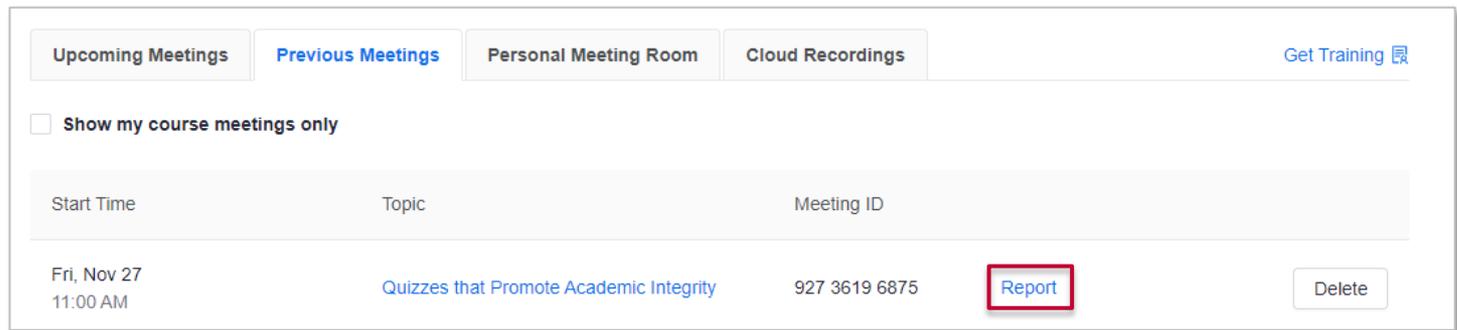
2. Decide if your poll will be anonymous. If not, polling will connect answers with participant emails.

3. Create your question(s). Response options are single choice or multiple choice.

4. Save your poll

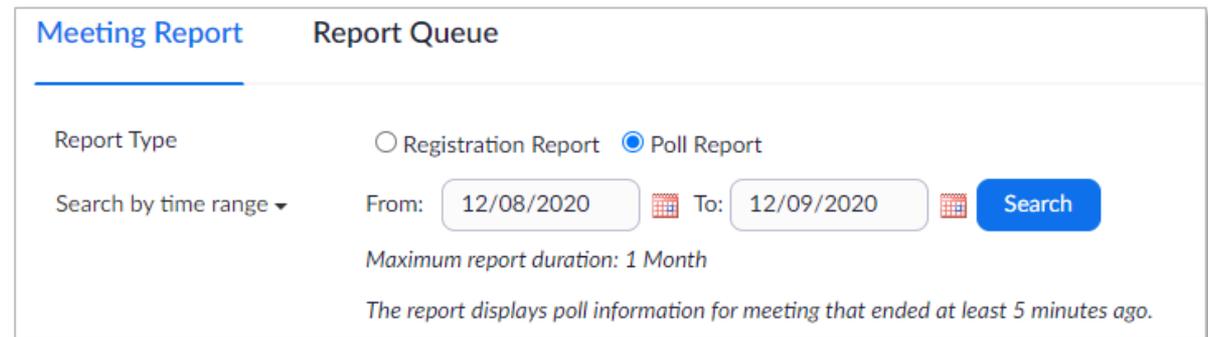
POLL REPORTS

- Poll reports can be pulled from 2 places:
 1. Zoom Integration – Previous Meetings



The screenshot shows the Zoom Meeting Reports interface. At the top, there are four tabs: 'Upcoming Meetings', 'Previous Meetings' (which is selected), 'Personal Meeting Room', and 'Cloud Recordings'. To the right of these tabs is a 'Get Training' link. Below the tabs is a checkbox labeled 'Show my course meetings only'. The main area is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. A single row is visible with the following data: 'Fri, Nov 27 11:00 AM', 'Quizzes that Promote Academic Integrity', and '927 3619 6875'. To the right of the 'Meeting ID' is a 'Report' button, which is highlighted with a red box. Further to the right is a 'Delete' button.

2. Zoom Website – Reports – Meeting Reports



The screenshot shows the Zoom Website Meeting Reports interface. At the top, there are two tabs: 'Meeting Report' (which is selected) and 'Report Queue'. Below the tabs, there is a 'Report Type' section with two radio buttons: 'Registration Report' and 'Poll Report' (which is selected). Below this is a 'Search by time range' section with a dropdown arrow. To the right of the dropdown are two date input fields: 'From: 12/08/2020' and 'To: 12/09/2020'. To the right of the date fields is a blue 'Search' button. Below the date fields, there is a note: 'Maximum report duration: 1 Month'. At the bottom, there is a note: 'The report displays poll information for meeting that ended at least 5 minutes ago.'

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

Select a window or an application that you want to share

Basic Advanced

Screen 1

Screen 2

Whiteboard

iPhone/iPad

Snip_Sketch

Zoom for Synchronous Lectures ... P

Homepage - Academic Continuit... Chrome

Upload a video | Microsoft Strea... Edge

Share computer sound Optimize Screen Sharing for Video Clip

Share



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SCREEN SHARING - ADVANCED

Select a window or an application that you want to share

Basic Advanced

PowerPoint as Virtual Background

Portion of Screen

Music or Computer Sound Only

Content from 2nd Camera

- Move pieces in and out of view with room for private windows
- Play a student-curated playlist during group work
- Homemade document camera

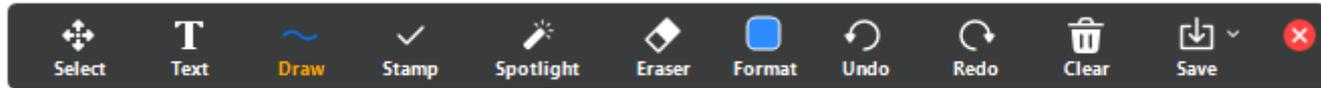
Share computer sound Optimize Screen Sharing for Video Clip Share

ANNOTATIONS

The image shows a Zoom meeting interface. At the top, a dark control bar contains 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. Below the status bar is an annotation toolbar with icons for Select, Text, Draw, Stamp, Spotlight, Eraser, Format, Undo, Redo, Clear, and Save. To the right, a dark menu is open, listing various settings. The "Enable Annotation for Others" and "Hide Names of Annotators" options are highlighted with a red box.

- Annotations are available once you have begun screensharing (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!

ANNOTATIONS



- Let's try annotations out. Would you use them in your class?

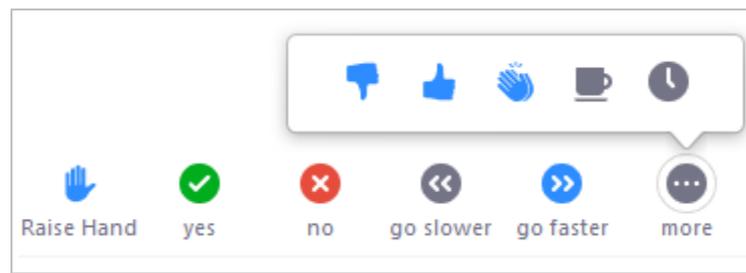
Yes	No

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?

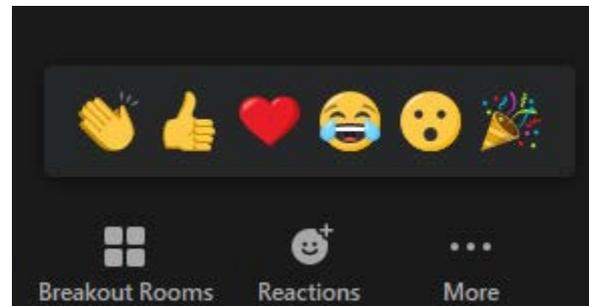
NON-VERBAL FEEDBACK

- Available within the Participants tab
- Meeting participants can place an icon beside their name to communicate with the host and other participants without disrupting the flow of the meeting
 - Raise Hand (moves participant up list in order hand raised)
 - Yes/No
 - Agree/Disagree



REACTIONS

- Participants can react during a meeting by an emoji to communicate without interrupting the meeting
- The emoji will be present on their tile/video for 5 seconds
- Reactions are best used when participants are shown in gallery view
- **Advice:** If you don't plan to use this engagement tool, you may consider disabling it in your Settings



CLASSROOM MANAGEMENT SCENARIOS

1. You have asked students to use the chat function in class to ask you questions but are finding it overwhelming to keep up. What can you do?
2. A student is getting ready to start giving a presentation and accidentally screen shares something they didn't mean to. What can you do?
3. You would like to try having students annotate on a whiteboard for some in-class interactivity but are worried about inappropriate behaviour. What can you do?
4. You have received a complaint from a student about behaviour in a breakout room during one of your classes. What steps can you take to limit negative behaviours and help students feel safe?

FINAL WORDS OF WISDOM

- Try to find an opportunity to practice on Zoom before your first class. This can be with colleagues, TAs, family or friends.
- Review your Zoom settings. If there is a feature you don't plan on using (i.e. reactions), you may want to turn it off.
- If you are totally new to Zoom, pick one or two features to start with and expand from there.
- Teaching synchronously can be exhausting. Be kind to yourself!

RESOURCES & SUPPORT

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ZOOM RESOURCES

- [Web Conferencing Options – Zoom](#) – our Remote Teaching & Learning site links for Zoom support
- [OpenEd's Zoom Security Checklist](#)
- [Zoom Help Center](#) – searchable support articles & quickstart guides
- [Zoom Video Tutorials](#)
- [Tell us about Zoom](#) – provide feedback to Zoom on ideas to make the tool more useful in your teaching

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

If you need support with pedagogy and/or course design, please complete our **consultation request form** found on our Remote Teaching & Learning site to set up a meeting with one of our **Instructional Technology Specialists**.

<https://opened.uoguelph.ca/instructor-resources/remote-teaching---learning>