

# TEACHING WITH

## TRY IT BEFORE YOU USE IT

Set up a test meeting to explore the features on Zoom and to ensure you have the proper equipment. If you can, ask someone else to test with you so that you can check sound and video. Encourage your students to do the same

Zoom tutorial created by MedsVC: <https://stream.queensu.ca/Watch/Zb62GkDj>

## SCHEDULE YOUR TEACHING SESSION

Zoom allows you to schedule meetings ahead of time. Schedule your preferred meeting day/time and forward that invitation to your learners. Consider logging in a couple of minutes earlier to double-check Wi-Fi connection

## RECORDING

If you plan to record your session, Zoom has a record feature which allows you to do that. Please let students know if you are recording the meeting. Often, it is useful to record the session and make it available afterwards by uploading it to a YouTube channel or to your course website.

## INTRODUCTIONS

Take the time to introduce the students and make them feel welcome. You might consider creating/sharing a netiquette guide to ensure an inclusive online environment. Invite students to turn on their camera but let them know that they don't have to share their camera if they are not comfortable doing so. Choosing the Gallery View allows you to see all learners at the same time.

## BREAKOUT ROOMS

Breakout rooms are a very useful feature to divide the learners into breakout sessions. Please ensure that students are clear on what they are being asked to do and report on, and also on the time they have available for the task. You might also have to remind students that they need to accept the invite on joining a breakout room.

<https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>

## CHAT

When students are not comfortable speaking out to the entire group they can utilize the chat feature to participate or ask questions to the entire group or to you as the instructor in private. Embrace the silence.

<https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>

## SCREEN SHARING

This is particularly useful if learners take turn to present their work to the group. They can share their screen which could include slides, websites or any other information they would like others to see. Alternatively, you can also consider sharing links in the chat forum. Zoom has a polling feature but you could use other tools like Poll Everywhere, Kahoot and Mentimeter and share the link with the students in the chat.

<https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->

## MORE RESOURCES

- Attendee Attention Tracking: <https://support.zoom.us/hc/en-us/articles/115000538083-Attendee-attention-tracking>
- Polling: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>
- Virtual Backgrounds: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>
- Non-verbal Feedback: <https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-During-Meetings>
- Sharing a Screen: <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->
- Whiteboard: <https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>
- Annotation: <https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>
- Transcription of meetings: <https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings->



## QUICK TIPS

Using headphones can help reduce audio feedback.

If you notice a lag or broken sound, try turning off your video to reduce the data being used.



## QUICK TIPS

At the end of the breakout session, you will have to "close" the room. By default, there will be a 60 second delay between the time you click "close breakout rooms" and when they actually close

## QUESTIONS?

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