Zoom Intermediate

Online Learning and Professional Development
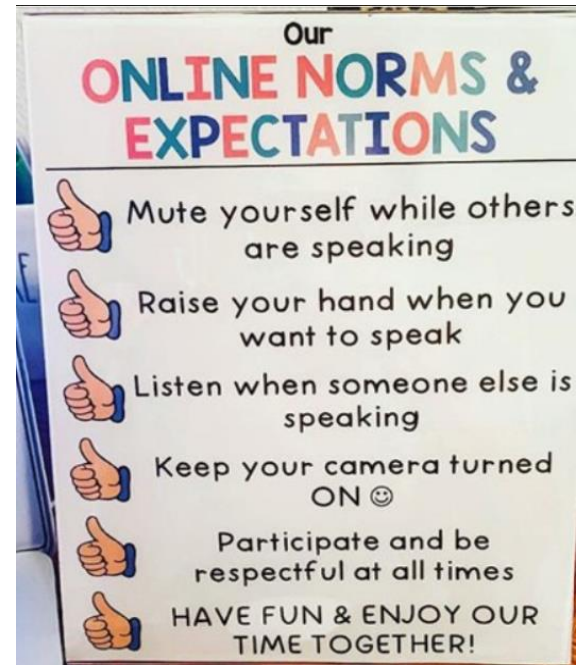
Agenda

- Zoom – Best Practices
- Zoom Tools:
  - ✓ Polling
  - ✓ Chat
  - ✓ Share Screen / Whiteboard / Annotations
  - ✓ Non-verbal feedback: Reactions, Emoji, Raise Hand
  - ✓ Breakout Rooms

What are the Meeting CONTROLS?
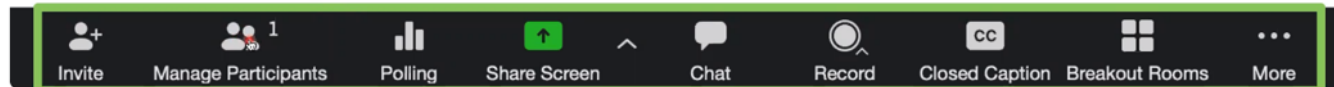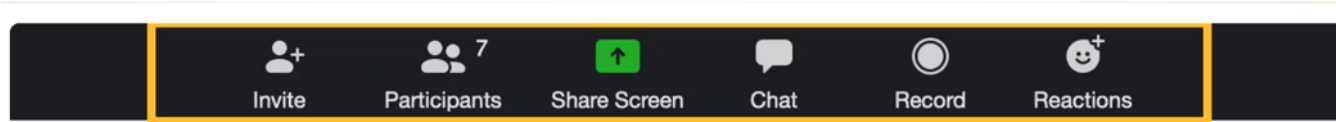
Zoom Session Management – Best Practices

- Establish Expectations from the beginning
  - Your Syllabus
  - Remind them that the MCC Student Code of Conduct still applies
  - Have a 5 min open warm up discussion

Setting the Rules

- ❖ Be prepared and on time
- ❖ Find a quiet space with good lighting
- ❖ Use a headset with microphone
- ❖ Dress appropriately
- ❖ Don't share the class link with others
- ❖ Use your full name
- ❖ Raise your hand or click on the icons
- ❖ Be respectful in the chat and on video
- ❖ Mute your microphone when it's not your turn
- ❖ Have fun!

SimpleK12

Our ONLINE NORMS & EXPECTATIONS

👍 Mute yourself while others are speaking

👍 Raise your hand when you want to speak

👍 Listen when someone else is speaking

👍 Keep your camera turned ON ☺

👍 Participate and be respectful at all times

HAVE FUN & ENJOY OUR TIME TOGETHER!

Zoom Session Management – Best Practices

- Take Attendance
  - Through Participants Panel: Require Students to use real names
  - Or, Through Chat: Have students respond "here" in the chat (easiest)
  - Or, Run a meeting report at the end of the class session to see attendees
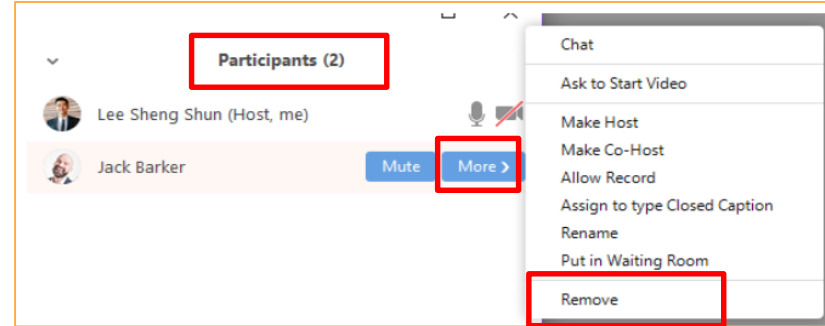
  https://www.youtube.com/watch?v=PRAaoryZrvI

- Mute Everyone – see Mute All Button in Participants Panel

Zoom Session Management – Best Practices

- Remove offending Students from the Meeting
  - This function is found in the Participants Panel
  - Or, Directly on the screen
  - Escalate offensive behavior to your Dean just as you would in the classroom

- Have students Practice with the tools you want them to use
  - Screen Sharing, Chat, Raise Hands, Mute / Unmute Etc.
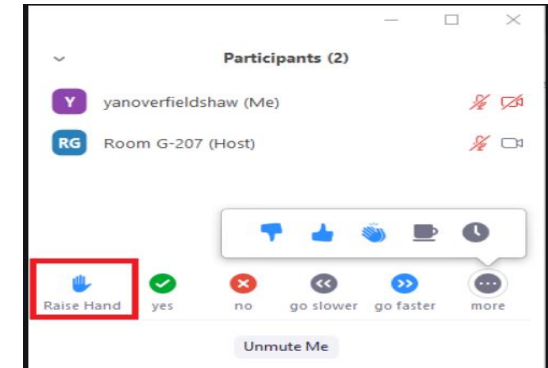
Zoom Session Management – Best Practices

- Record all meetings (on the cloud)
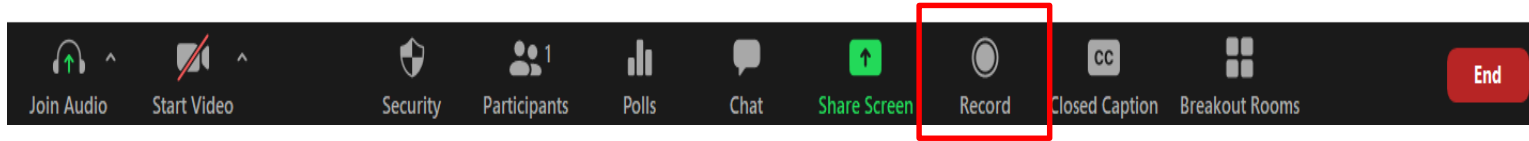
- Save Chat: manually (or automatically from Zoom browser > Settings)
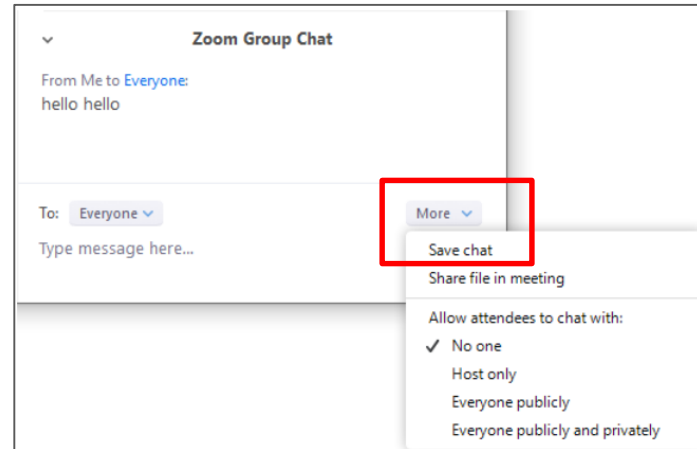
Zoom Session Management – Best Practices

- Designate a student to monitor chat to track questions – (Blackboard Ambassador at MCC)

- Keep Manage Participants panel open
    - Monitor who's speaking and Mute or Unmute

- Stop lecture periodically to address questions
    - Don't try to monitor chat continuously

Best Practices adapted from ASU – Classroom Management in Zoom

https://www.middlesex.mass.edu/onlinelearningresourcecenter/downloads/zoom.pdf

From Managing to Engaging

Your Management Kit:

➢ Mute all

➢ Remove participant

➢ Raise Hand

➢ Call In (audio issues)

Your Engagement Kit:

➢ Polling

➢ Chat

➢ Share Screen / Whiteboard / Annotations

➢ Non-verbal: Reactions, Emoji, Raise Hand

➢ Breakout Rooms

Polls

- Create Polls (questions, quizzes, survey) ahead of time or on demand.

- Poll: Have you added Zoom link to your Blackboard Course Menu?

- How to add Zoom to Blackboard Menu:
https://www.middlesex.mass.edu/onlinelearningresourcecenter/zoomtut.aspx

Create a Poll

1. My Account, Zoom in the browser (www.zoom.us)
2. Click Meetings
3. Click on the name of the meeting
4. Scroll down in new panel
5. Click ADD button
6. Poll Name
7. Type in Question
8. Type in Answer
9. Add another Question, if want
10. Click Save

You have created 1 Poll for this meeting

1. My Zoom Account (www.zoom.us)
2. Meetings
3. Click on the meeting
4. Scroll down in new panel

5. Find Poll 1

6. Edit /Delete your Poll 1

7. Click ADD button if you want another poll, Poll 2

8. Repeat the steps – Create Poll

Delete this Meeting | Save as a Meeting Template | Edit this Meeting | Start this Meeting

You have created 1 poll for this meeting. Add 7

Title	Total Questions	Anonymous	
⌄ Poll 1:Zoom in Bb 5	1 question	No	Edit Delete 6

Want a webinar instead of a meeting? Convert this Meeting to a Webinar

From Creating to Launch your Poll

1. During your meeting
2. Click Polls
3. Click drop down arrow for all the polls added
4. Choose the wanted Poll
5. Click Launch Polling

During Polling

1. Timer
2. % of class voted
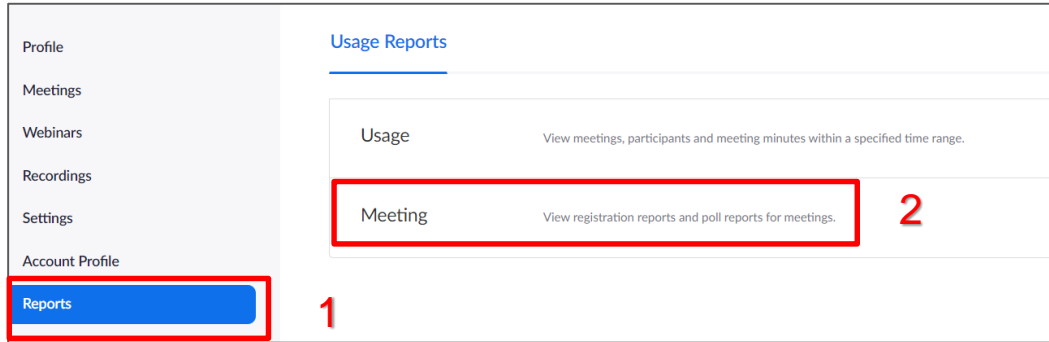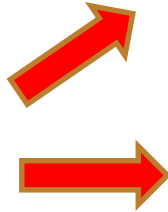3. End Polling

Share your Poll

1. Share Results
2. or RE-launch Polling
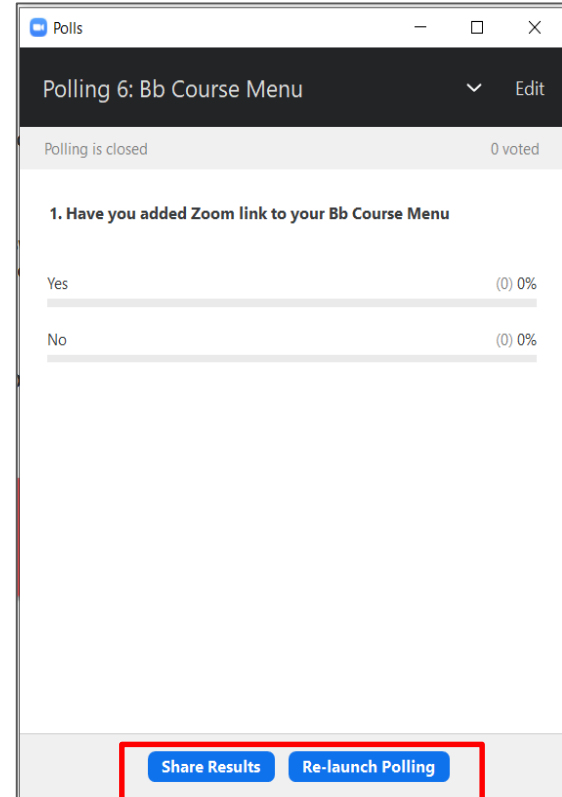
Polling – facts

- You can prepare up to 25 polls.

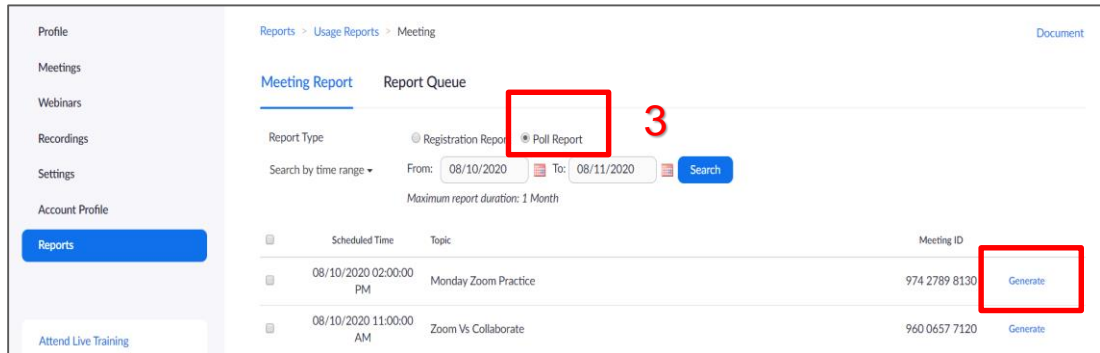- Each Poll with 10 questions

- Can download reports/results:

Polling

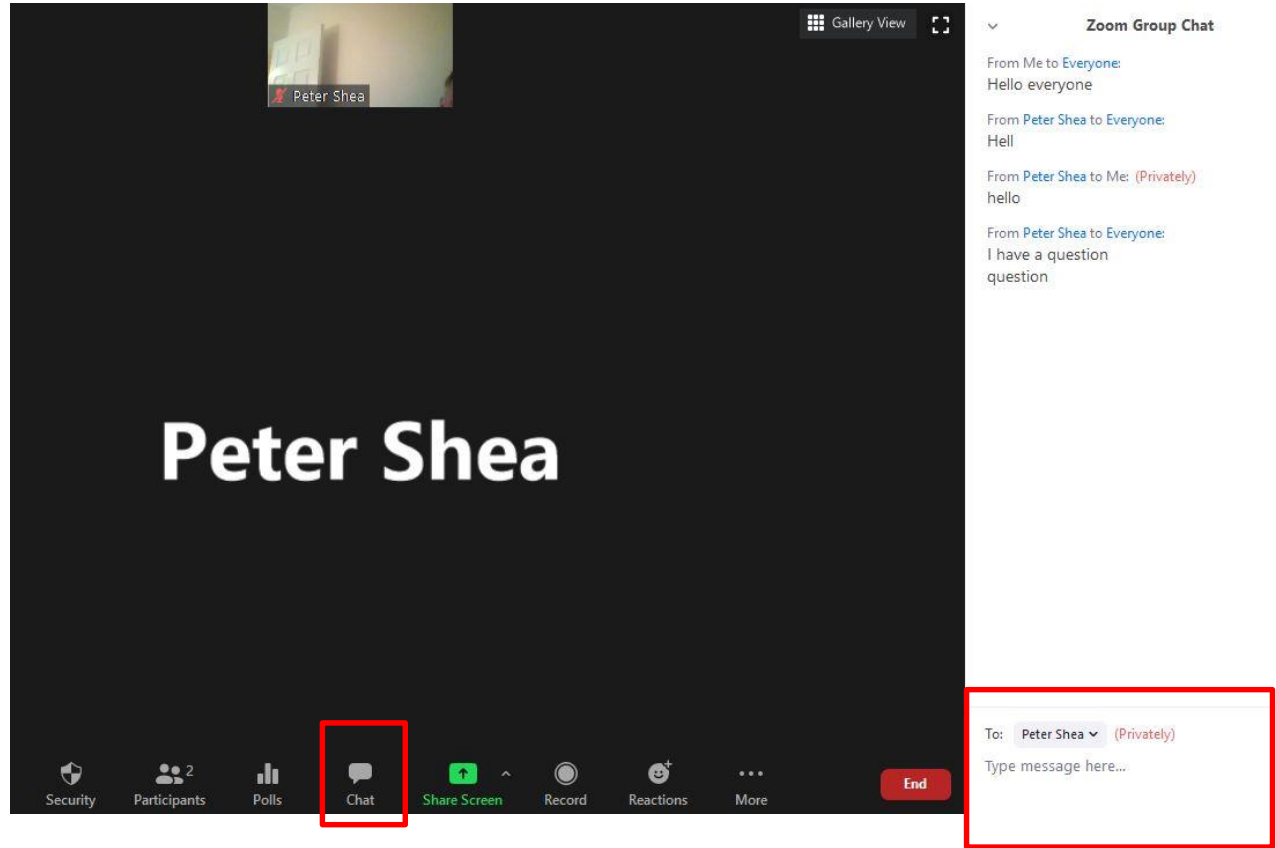- Video Tutorial for future reference: (2 min)

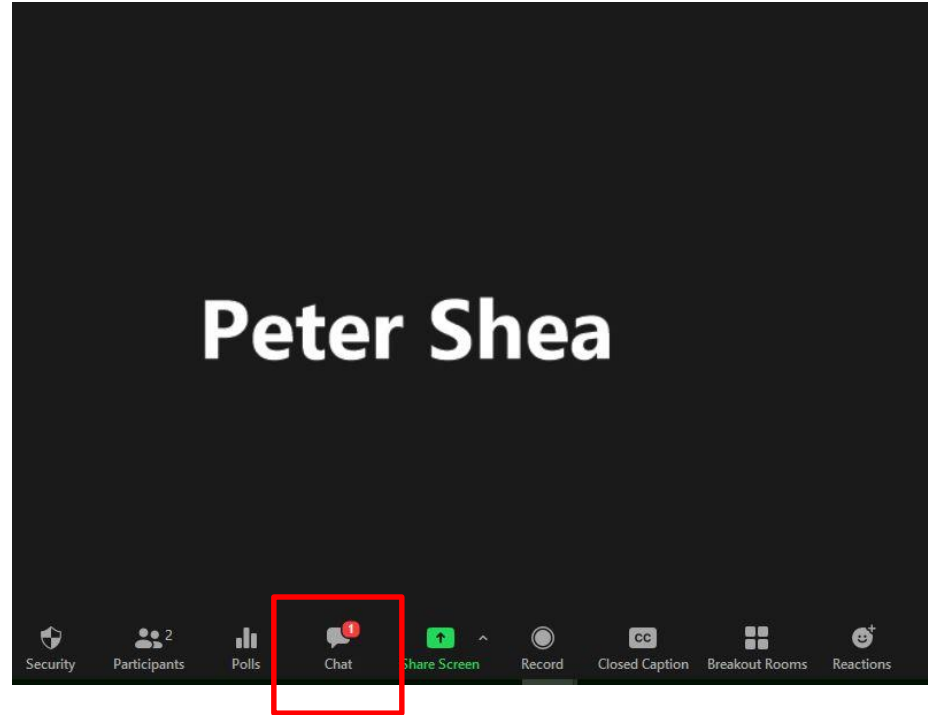   https://www.youtube.com/watch?v=erz4xtQHoVs

- Questions on Polling?

Chat

- Click on the Chat Icon to see the chat window.

- The chat window opens on the right side.
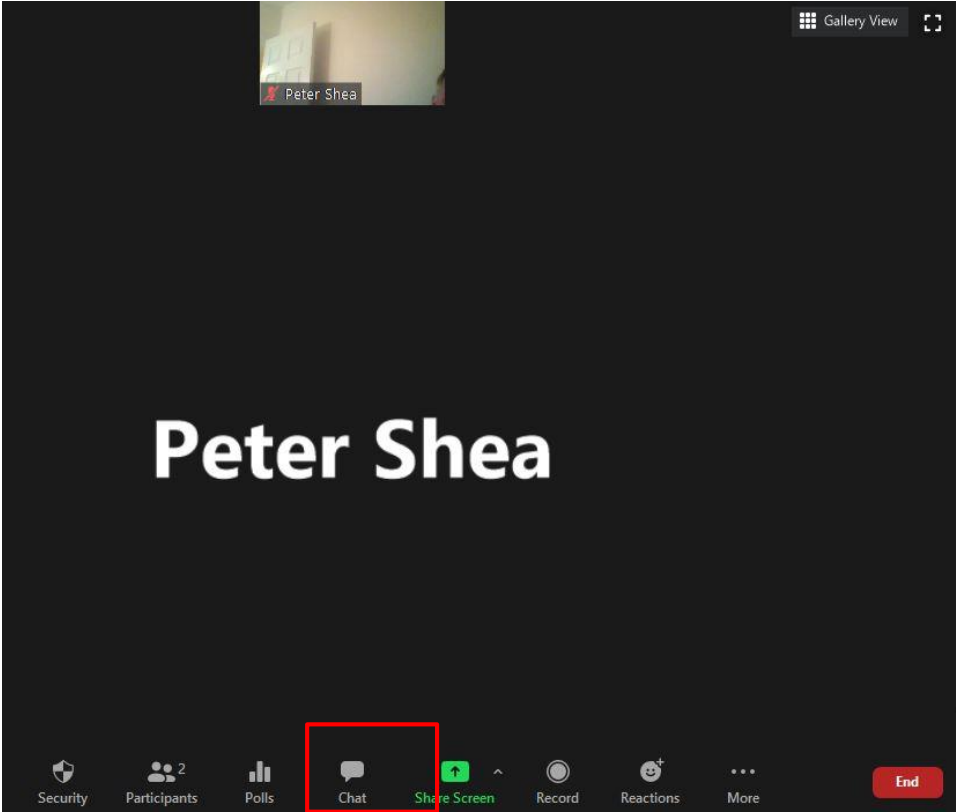
- Write publicly (Everyone) or privately (Name)

Chat

● If the chat window is closed and a new chat comments is submitted, the Chat icon will change signifying the chat contribution.

Manage and Save Chat

Save Chat – auto saving

Profile

Meetings

Webinars

Recordings

Settings — 2

Account Profile

Reports

Security

Schedule Meeting

In Meeting (Basic) — 3

In Meeting (Advanced)

Email Notification

Other

Chat
Allow meeting participants to send a message visible to all participants

☐ Prevent participants from saving chat ☑

Private chat
Allow meeting participants to send a private 1:1 message to another participant.

Auto saving chats — 4
Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

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1. My Zoom Account, in the browser

2. Click Settings

3. Click In Meeting (Basic)

4. Auto saving chats – is checked on
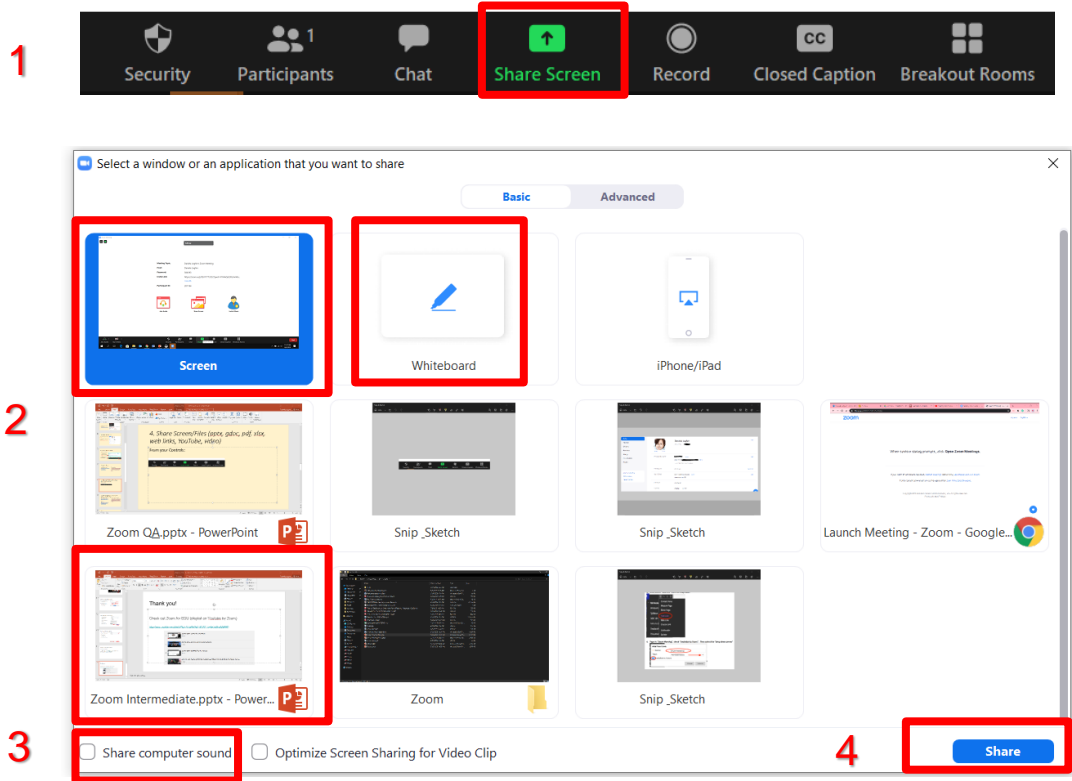
Chat

- Chatting about Chat?

Share Screen (pptx, gdoc, pdf, xlsx, web links, YouTube, video, Whiteboard)

1. From your Meeting Controls

2. Choose: Screen, or File, or Whiteboard

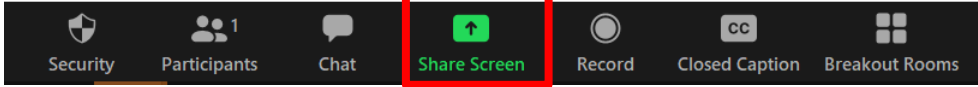3. Enable AUDIO (Share Computer Sound) if needed

4. Click SHARE

Annotations on the Whiteboard

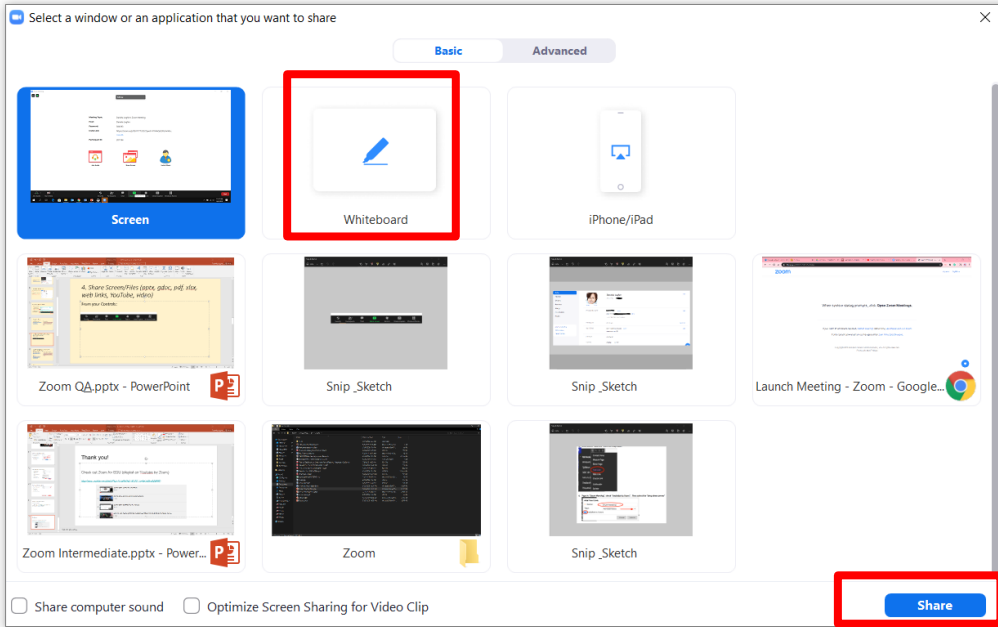1. From your Meeting Controls

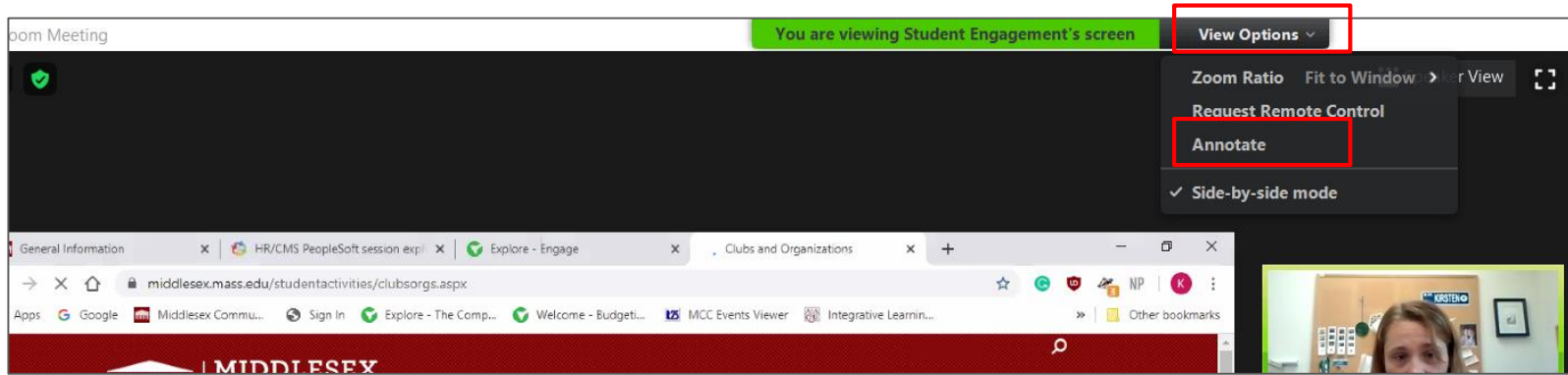2. Choose Whiteboard

3. Click SHARE

Annotations – Instructor's Side

- Annotations Tools (text, stamps, spotlight, draw, save)

- From MORE button:

  ➢ Enable/Disable Annotations

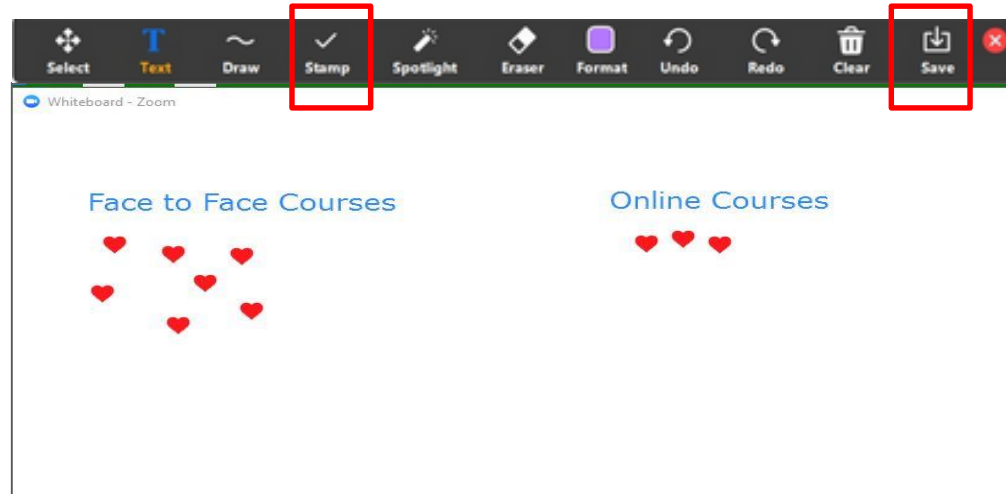 ➢ Show/Hide the Names of Annotators
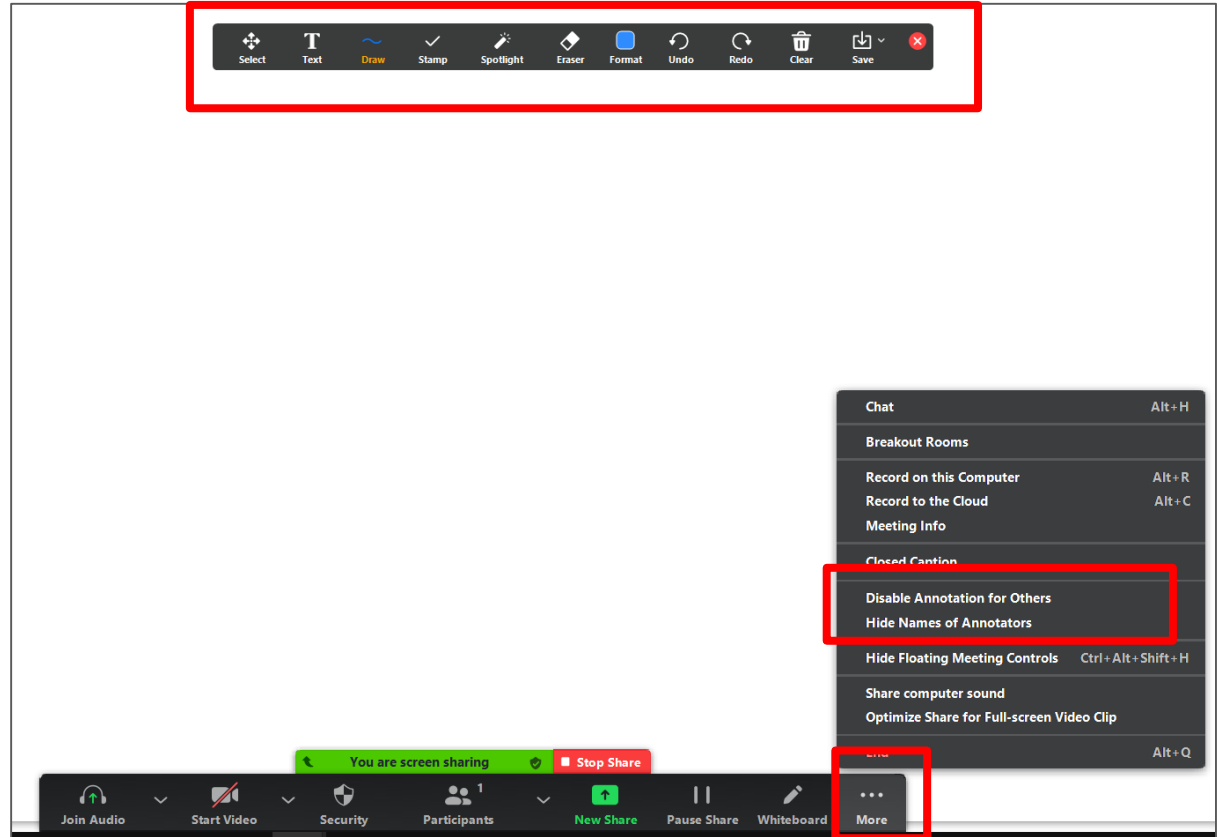
Annotations – Student's Side

1. Find View Options
2. Click Drop Down Arrow
3. Click Annotate

Examples:

1. Participants can use the **stamp** tool to place icons on the Whiteboard

2. Who is your favorite person on earth? (just pick one if you have more) Write the name on the board.

Share Screen

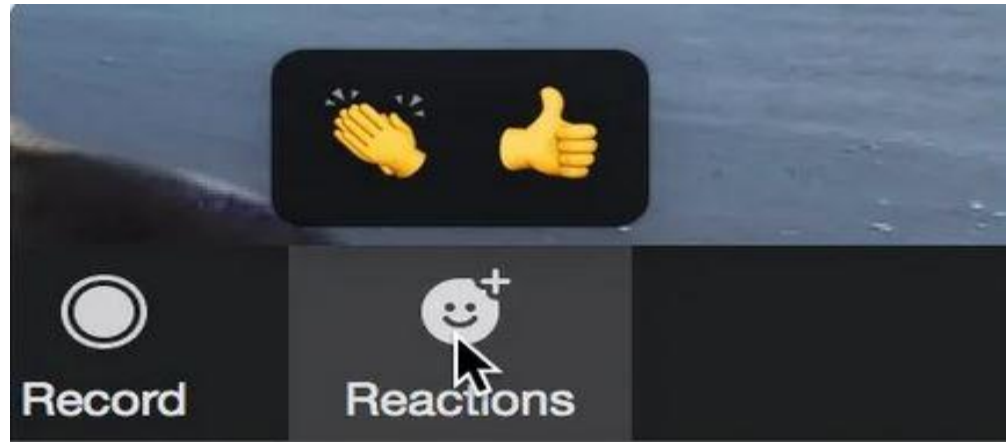- Video Tutorial for future reference: (2 min)
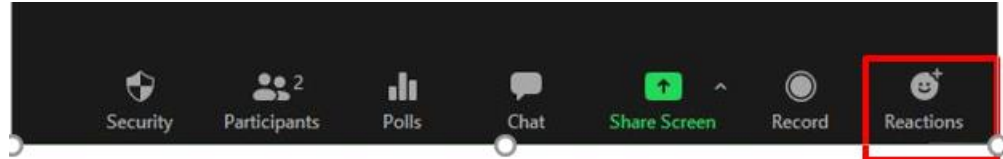 https://www.youtube.com/watch?v=jQ4-wrwHAxk
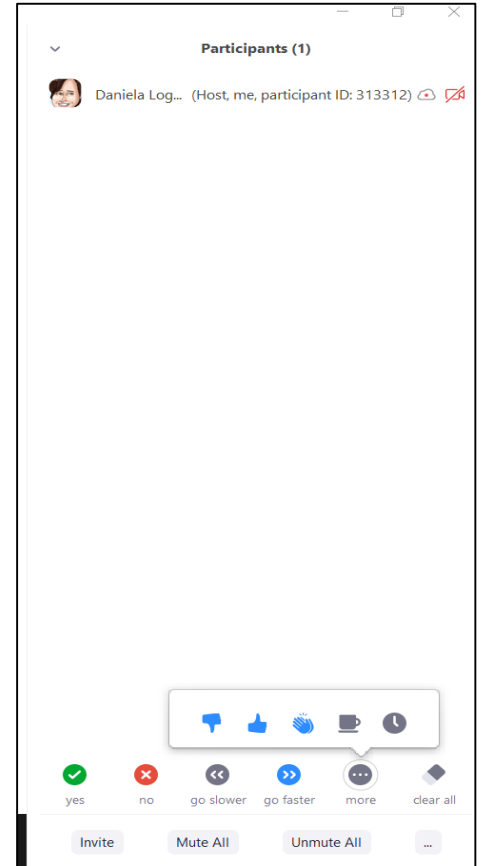

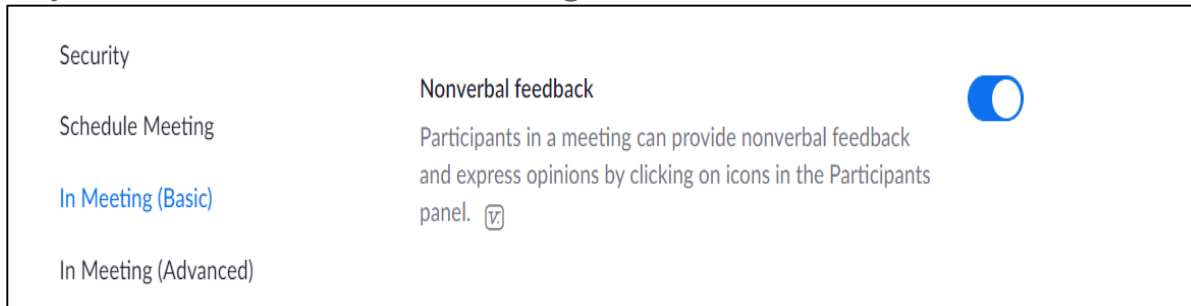
- Questions on Share Screen?

Reactions Function

- Click the **Reactions** button on meeting controls

- You see the two basic emojis—**Applause** and **Thumbs up.**

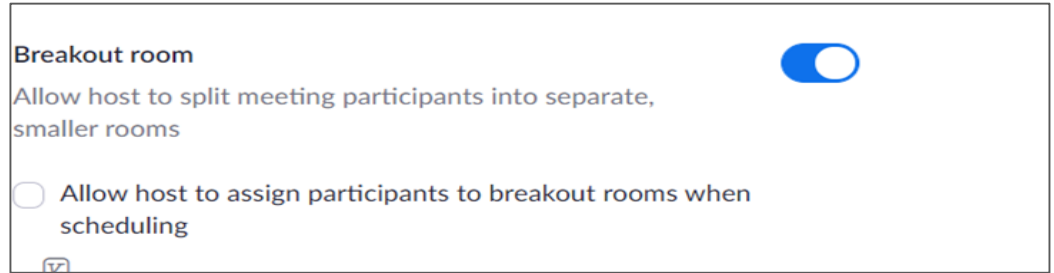- Give a round of applauses to …

More Nonverbal Feedback

- Raise Hand and Nonverbal Feedback
  – In Participant Panel

- Enable Nonverbal Feedback from:
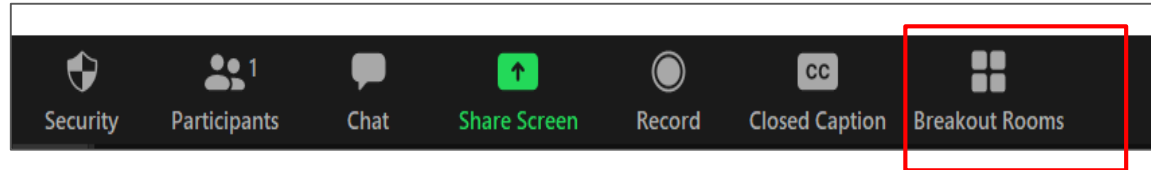My Zoom Account / Settings / Nonverbal Feedback

Breakout Rooms

- Only Host

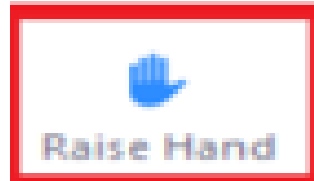- If missing Breakout Room, enable it from My Zoom Account > Settings

- Click **Breakout Room icon**

Practice hosting a Zoom meeting with your Peers

Would you like to practice Zoom functions in a smaller group, with your colleagues?

Join here:

https://docs.google.com/document/d/1Y6NbdCNO_FblNRB9IMyVdO3gqqnADjKIsiPY0ViMfzs/edit?usp=sharing
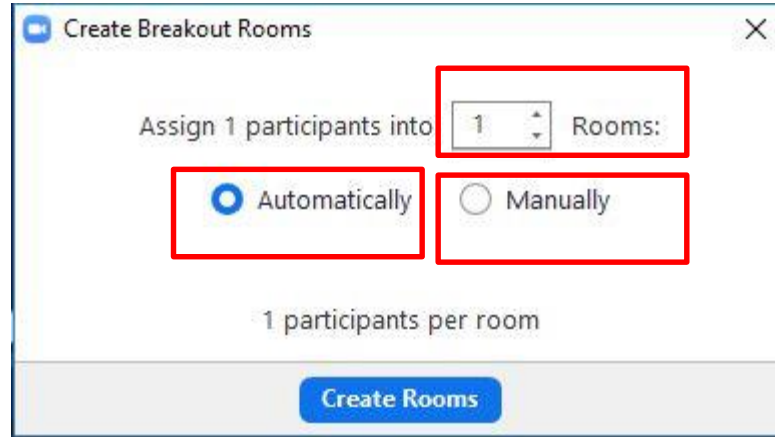
How to Use Breakout Rooms

● Hands on – split this group in Breakout Rooms

● Discuss in your Room:
        - practice Share Screen
        - practice Annotations

How to Use Breakout Rooms

- You can create several breakout rooms.

- Participants can be assigned manually or automatically.

How to Use Breakout Rooms

- You will see which participants are in each room.

- Click OPTIONS to set up timer

- Click OPEN ALL ROOMS when ready

How to Use Breakout Rooms

- Host can JOIN a room

- Can Broadcast a message to all

- Can CLOSE all Rooms
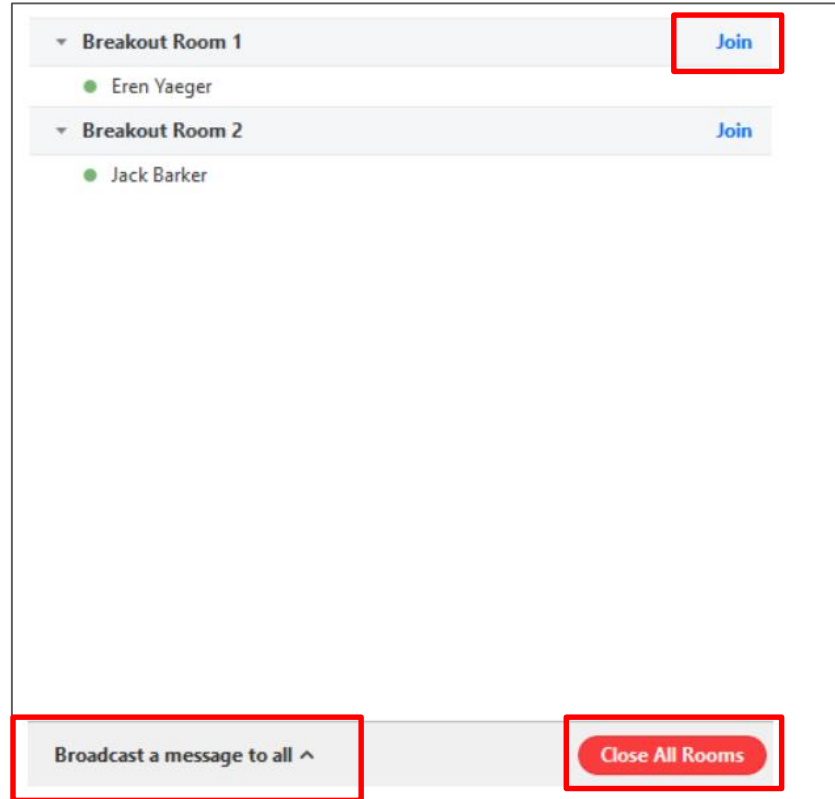
Breakout Rooms
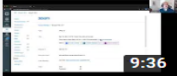
- Video Tutorial for future reference: (3 min)

https://www.youtube.com/watch?v=jbPpdyn16sY

- Questions on Breakout Rooms?

Thank you!

Check out Zoom for EDU (playlist on Youtube by Zoom)

https://www.youtube.com/playlist?list=PLKpRxBfeD1kGZZC1unityQbSlueZDb8WD

1		**Zoom EDU: Zoom for Students**	
		Zoom	13:23
2		**Zoom EDU: Screen Share & Annotation**	
		Zoom	4:53
3		**Zoom EDU: Scheduling in Canvas**	
		Zoom	9:36
4		**How to use Waiting Rooms to Manage Office Hours & Drop-In Visitor Times**	
		Zoom	4:29