Richard Williams' Tips
for Using Zoom in Classrooms

This presentation will cover the following:

- The Basics – can everybody connect, see, hear, speak?
- Ways to communicate with the professor during sessions – make sure you can get my attention!
- Advanced communication – screen sharing, chat, breakout groups, polls
- Customizing Zoom for yourself (I urge you to do this ASAP!)
- Miscellaneous items
- What to do if disaster strikes during a session

The Basics

- If you can't connect at all, you should first try to solve the problem yourself, and if you can't then either contact the professor or OIT.

  - A common problem is that people can't hear at first. They usually have to turn up their volume or make sure their speakers are on and then they are ok.

- Once connected – learn how to use the mute audio and stop video options.

  - By default, your audio may be muted when you enter a session, or at some point I may mute everyone's audio for them. **The easiest way to unmute it temporarily is to hold the spacebar down and then release it when you are done speaking**.

  - You can also click the mute/unmute button, which may be better for one-on-one and small group discussions. This button appears on the main Zoom controls and will also appear if you put the cursor on the video of yourself.

Communicating with the Professor

- I don't have the sensory feedback I do when meeting live and in person. I can only see a few people at a time. I can't hear you if your mikes are muted. I may not see if you have a puzzled look on your face or are displaying other reactions.

- Therefore, I may do more cold calling in class.

- If you want to get my attention, you can physically wave your hand. But I may or may not see you.

Communicating with the Prof (Continued)

- Probably better, you can electronically raise your hand. One way to do this is:
  - **Windows: You can use the Alt+Y keyboard shortcut to raise or lower your hand.**
  - **Mac: You can use the Option+Y keyboard shortcut to raise or lower your hand.**
  - A blue square with a white hand appears next to your photo image and next to your name in the participants list.
  - Even more helpfully the participants' list automatically sorts people at the top in the order in which they raised their hand.
- But if I still don't seem to realize you exist – Feel free to unmute your mike and ask for my attention. (Be sure to do that if you see me talking but I have my mike muted – I have done that more than once in practice sessions).

Advanced Communication Methods

- I will often share my screen with you (and you can do the same). See Share Screen in the middle of the Zoom Controls.
  - Be sure to let me know if I am not showing you what I claim to be showing you. This happens sometimes.
- You can use the Chat feature. You may be able to ask each other Qs or I might see your comments and be able to respond.
- The Manage Participants button provides additional ways for you to provide feedback, e.g. you can answer yes/no to a question I ask or use it as an alternate way to raise your hand or mute/unmute yourself. Some say they prefer this button because several options are all in one place.
- You can also just put your cursor over your video and do mute/unmute and other options there.

- I can break you down into small groups for discussion, either assigning you randomly or by myself.

  - I may/may not briefly join groups to check that everything is going OK.

  - I have high hopes for this working successfully. I consider small group and in-class discussion critical components for many of my courses.

- I can give you short polls to answer.

Customizing Zoom (Very Important!)

Go to https://notredame.zoom.us/profile. Make sure you actually are on the profile page (see the left-hand menu). I encourage you to

- Add a nice (not weird or unprofessional) picture of yourself. This is what people will see when your video is muted.
    - If you don't provide a photo, when your video is muted people will see an ugly box with your name in it. Photos look much nicer and make it easier to identify you.
    - Some people say they had a picture but for some reason it is no longer there. So you may have to redo it.
- Enter your first and last names.
    - If you don't provide your name, I think you get 8 character netids instead. Maybe it is just me, but I would much rather see student names like "Erica Gerstbauer" and "Alexis Driscoll" instead of "egerstb1" and "adrisco2".
- Enter your sign-in email. Use your netid@nd.edu address. This may make various things easier.

Customizing Zoom (Continued)

- I encourage you to do calendar integration with whatever calendar you use, e.g. Google Calendar. Then you can just click on the calendar entry to join your session.
  - Still, just in case, keep the email inviting you to the session handy. Then you can easily find the links or other information you need to join or rejoin the session
- You can then set whatever other options you want, e.g. time zone, preferences when you call your own meetings.

Miscellaneous Items

- Checking your email frequently is now more important than ever!!! We may have to adjust plans quickly depending on how things go.

- Be careful of your surroundings. Don't let people see or hear anything you don't want them to see or hear. Mute your audio and/or video if necessary

- Likewise, if you are screen sharing, be careful of what is on your screen. You don't want an embarrassing tab or private personal information to be showing.

- We can hopefully show short videos in class but we'll see how well it works, e.g. https://www.youtube.com/watch?v=L3yHa8brzNA

Miscellaneous (Continued)

- We may add some asynchronous features to the course, i.e. things you can view at your own convenience.
  - For example, you might watch videos that would otherwise be shown in class. You would then have to write notes on what you saw and/or discuss it in class. Our class-times might be shortened because of things you viewed on your own time instead of in class.
- I will usually have office hours and be available by appt. I will send out a zoom link for this. Office hours may be open simultaneously to anyone who wants to meet. If you want a private meeting, either come back later or set up an appt. There is also a "waiting room" feature I will consider adopting that allows me to let people in one at a time.

If disaster strikes

- If you get disconnected just log in again

- If I am not there or I get disconnected, wait at least 15 minutes for me (unless I email you otherwise). I will do my best to get back on.

- If Zoom is a disaster in general (e.g. the whole Internet crashes) we will figure out a Plan B. This might entail more Asynchronous material or having small group/ individual meetings with me.

Good luck!

- This is an adventure none of us wanted or expected. But I am determined to provide you with the best learning experience I can. Working together, I am confident we can do this.