Tips & Tricks: Teaching Over Zoom

BEFORE CLASS

- Send a syllabus and/or any readings (links to websites, documents, etc.) to class members over e-mail. Reading assignments should be sent enough in advance so that members have adequate time to read before class.
- Go into to your class 15 minutes early to give yourself enough time to get set up and make sure your presentation is ready, you have all the files open you will need, and your audio/video is functioning properly.

YOUR FIRST CLASS

- Start on time (each class)
- Introduce yourself
- Welcome members
- Review basic Zoom functions that members may need:
  - Muting/unmuting microphone
  - Enabling/disabling camera
  - Chat function (if you will use this)
  - Virtual hand up (if you will use this)
- Go over Zoom-specific etiquette/expectations:
  - Explain any muting policy for the class *(will members be muted the whole time until it's time to ask questions or participate?)*
  - When questions will be taken *(at any time, at stopping points in your presentation, or at the end?)*
  - How questions will be taken *(call out question, put your hand up, virtual hand up, or via chat)*
- If you have a "Virtual Room Monitor" who is assisting you, let your class know and introduce him/her

DELIVERY TIPS

- Position your computer/webcam so that the lens is at eye level.
- Look at the camera to create eye contact with your class members. This helps to create a more personal connection while teaching over video.
- Speak as if you're face-to-face with the class while ensuring you're at the appropriate distance from the microphone for the best audio experience.
- If you have good headphones with a microphone, keep the "mic" as close to your mouth as possible. Also, turn off your computer's speakers and mute its "mic."
- Be sure lighting is in front, not behind you.

- When delivering a presentation, sharing images, files or video, give your members a moment to take in what you've shared.
- Embrace the pause. Take a moment after the end of your comments and allow for students to engage before continuing on.
- Remember the class is for the people you are talking to. They are looking forward to hearing from you and will forgive any imperfections!

TAKING QUESTIONS

Raise Hand (actual hand in screen view)
Works best in a small class where all members can be easily seen on screen

Say: "I'll address questions in this class by having class members raise up their hand in view of their camera so I can see it. I'll stop periodically and ask for questions/Feel free to raise your hand as a question comes up."

Zoom Chat Function

Say: "I'll address questions in this class by having class members submit questions to the chat function.

- You can find the chat function at the bottom of your Zoom screen in the center menu to the right of 'Share Screen.' Above the word 'Chat' is an icon of a quote bubble.
- If you'd like to ask a question during the class, click on "Chat." A white box will appear to the right of the video.
- Type a question and hit Enter.

I'll stop periodically to address questions in the chat/I'll take questions at the end of my lecture from the chat."

Virtual Raise Hand

Say: "We'll address questions in this class by having class members use the blue virtual raise hand function.

- You can find the blue raise hand function by clicking the icon labeled 'Participants' at the bottom center of your Zoom screen.
- At the bottom of the participants window on the right side, click the button labeled 'Raise Hand.' Your virtual hand is now raised.

I'll stop periodically and check for the virtual raised hands/At the end, I'll take questions from those with their virtual hand up. When I call on you, unmute yourself and ask your question."

VIRTUAL TEACHING IDEAS

- Lecture with or without a PowerPoint, show video clips from YouTube or a DVD played through your computer, show documents and websites, and/or put up a whiteboard or large sheet of paper on the wall behind you to write on. Anything that you can see on your screen can be shown to class members by Screen Sharing!
- Provide an agenda or plan for each class by Screen Sharing a document or slide at the beginning of class. This gives students a clear idea of how the class will progress, what will be covered, and the activities they'll engage in.
- Take time to promote questions, comments, and reactions from your class. Give a minute to allow your students to utilize reactions, write their questions in chat, or be unmuted to ask their questions live.

DISCUSSION

Managing discussions

- Set a clear procedure for talking/taking turns. Although you are not meeting face-to-face, discussion procedures can be similar to those you would use in a classroom, especially if you have a small class and members can see each other on the screen.
- Set an agenda for each discussion (by ScreenSharing) to help limit digressions. If the discussion strays too far from the immediate subject, you might use the opportunity effectively to refocus the discussion by saying: "That's an interesting point, but we have to get back to the issues we want to cover today."
- Summarize the discussion occasionally, particularly as you move from one point to another.
- If a participant is taking too long to make a point, Say, "Please finish your thought. I'll give you 60 seconds."
- Summarize what the discussion covered when it ends.

Encouraging more participation

- Send discussion questions ahead of time and ask members to think about them for class/be ready to share
- Lead the discussion with a thought of your own, then ask others what they think
- Ask class members what they think of another member's comment/thought
- Try to find relevant issues which have a reasonable rationale on both sides. Then use reading, video, or presentations to prompt discussion.

ENDING CLASS

- End class on time
- Summarize what's been covered, thank participants, and welcome them back for the next session.
- Mention anything you will be sending or want them to remember.