

Synchronous Online Teaching Using: Zoom

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Objectives

At the end of this session participants will be able to:

- ▶ Recognize key functions of Zoom
- ▶ Identify tips and tricks for using Zoom for teaching
- ▶ Employ Zoom to engage online learners

Challenges that come with Synchronous Online Learning

- ▶ Timing
- ▶ Internet/tech issues
- ▶ Disengaged, under/over motivated learners
- ▶ Various learner levels
- ▶ Faculty/Staff unfamiliarity
- ▶ Lack of preparation (on both sides)

How can lack of preparation negatively impact an online session?

Tips for Online Synchronous Learning

- ▶ Establish clear expectations
- ▶ Don't do it alone - enable co-host(s)
- ▶ Allow for feedback
- ▶ Monitor any feedback or chat functions
- ▶ Take time to review expectations and responsibilities before each session
- ▶ Include high quality, relevant content in your presentation
- ▶ Be enthusiastic!
- ▶ Utilize interactive functions of your selected platform
- ▶ Understand the features of your technology
- ▶ Set and share clear, attainable objectives for your learners specific to each encounter.
- ▶ Challenge yourself to look for varying and creative tools

Zoom

- ▶ Must have an account (free or paid)
 - ▶ Free version (available to all)
 - ▶ Use VTC PID login for addition functions available with paid account
- ▶ Cloud based video conference tool
- ▶ Easy to host, stable, simple for learners to use

Why use Zoom?

- ▶ Share some ideas in the chat box!

Some reasons why...

- ▶ Video and audio meetings and webinars
- ▶ Share content
- ▶ Stay connected
- ▶ Engage learners

How do YOU access Zoom?

- ▶ Free Accounts (have restrictions and limited functionality BUT can be useful)
- ▶ Using VTC PID

Don't have a VT PID yet?

VT Faculty can:

1. Create your PID through the Generate Your PID page (<https://onboard.it.vt.edu/idnum>).
2. You will need to enter your VT ID# (your unique university 90 number). If you do not know your VT ID# contact the VTCSOM Faculty Affairs Office at vtcsomfaculty@vt.edu.

Your PID and password grant you access to your Virginia Tech email (vt.edu), employee portals (Hokie Spa & My VT), the university library databases, Canvas, and more. Additionally, your PID will be your VT email (PID@vt.edu), and therefore please choose carefully because you cannot change it once it is established.

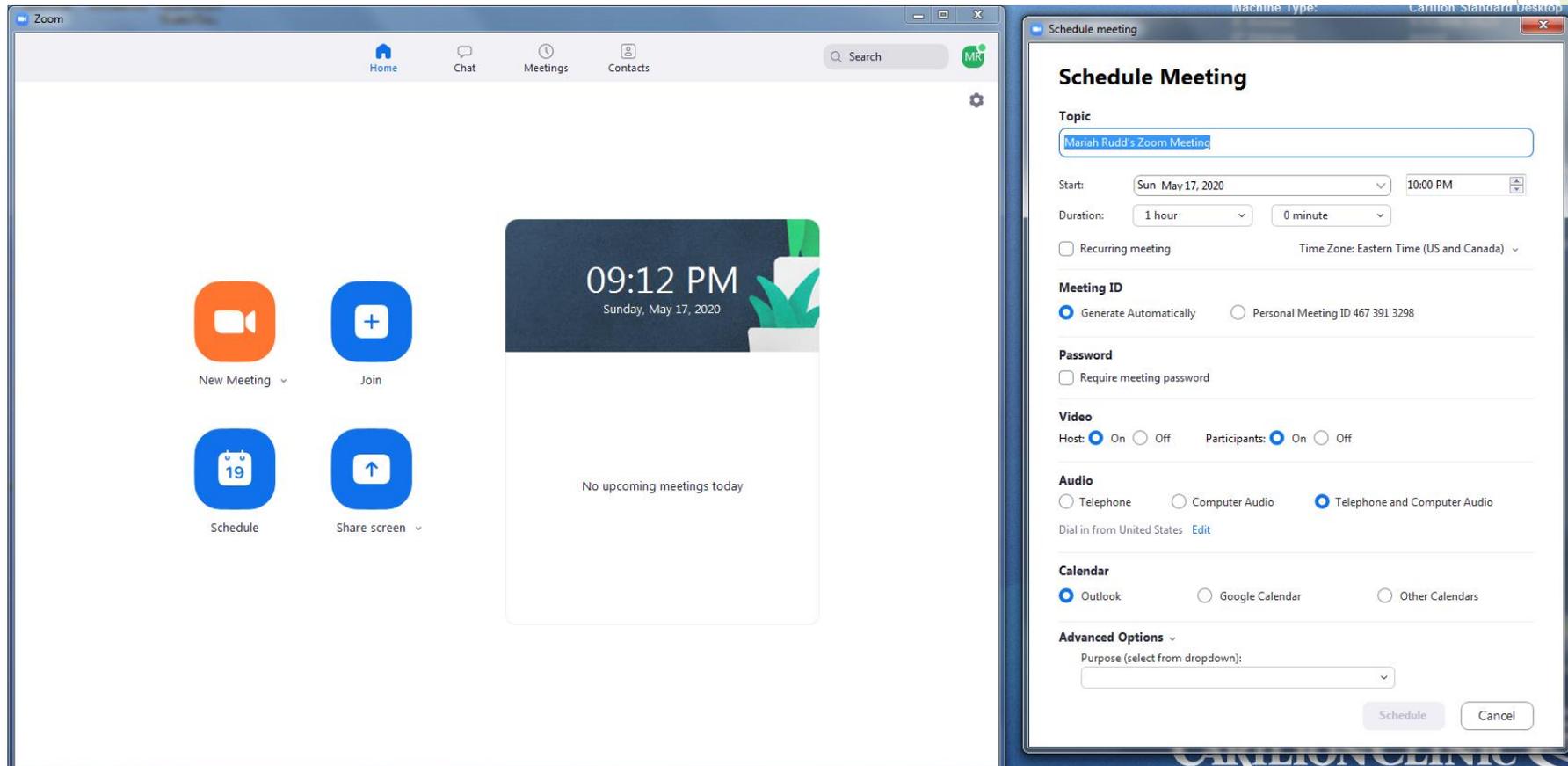
Once you have PID login information:

Simply use your PID login information to log into Zoom either via the app or your web-enabled account. You will be prompted to use the dual authentication feature when doing so.



Starting or Scheduling a Zoom Meeting

- ▶ Schedule via the web portal or Zoom application
- ▶ Add directly to calendars




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ⓘ denotes no password

Start Time ↕	Topic ↕	Meeting ID	
Recurring	Mariah Rudd's Zoom Meeting ⓘ	860 740 974	Start Delete
Recurring	Mariah Rudd's Zoom Meeting ⓘ	935 004 446	Start Delete
Tomorrow 07:30 AM	Zoom Online Learning Session ⓘ	929 0943 5993	Start Delete
Tomorrow 12:00 PM	Zoom Online Learning Session ⓘ	957 0313 2061	Start Delete
Wed, May 27 09:00 AM	MERC Online Test ⓘ	937 4149 4280	Start Delete

Save time by scheduling your meetings directly from your calendar.

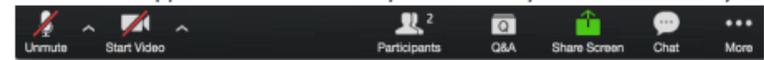
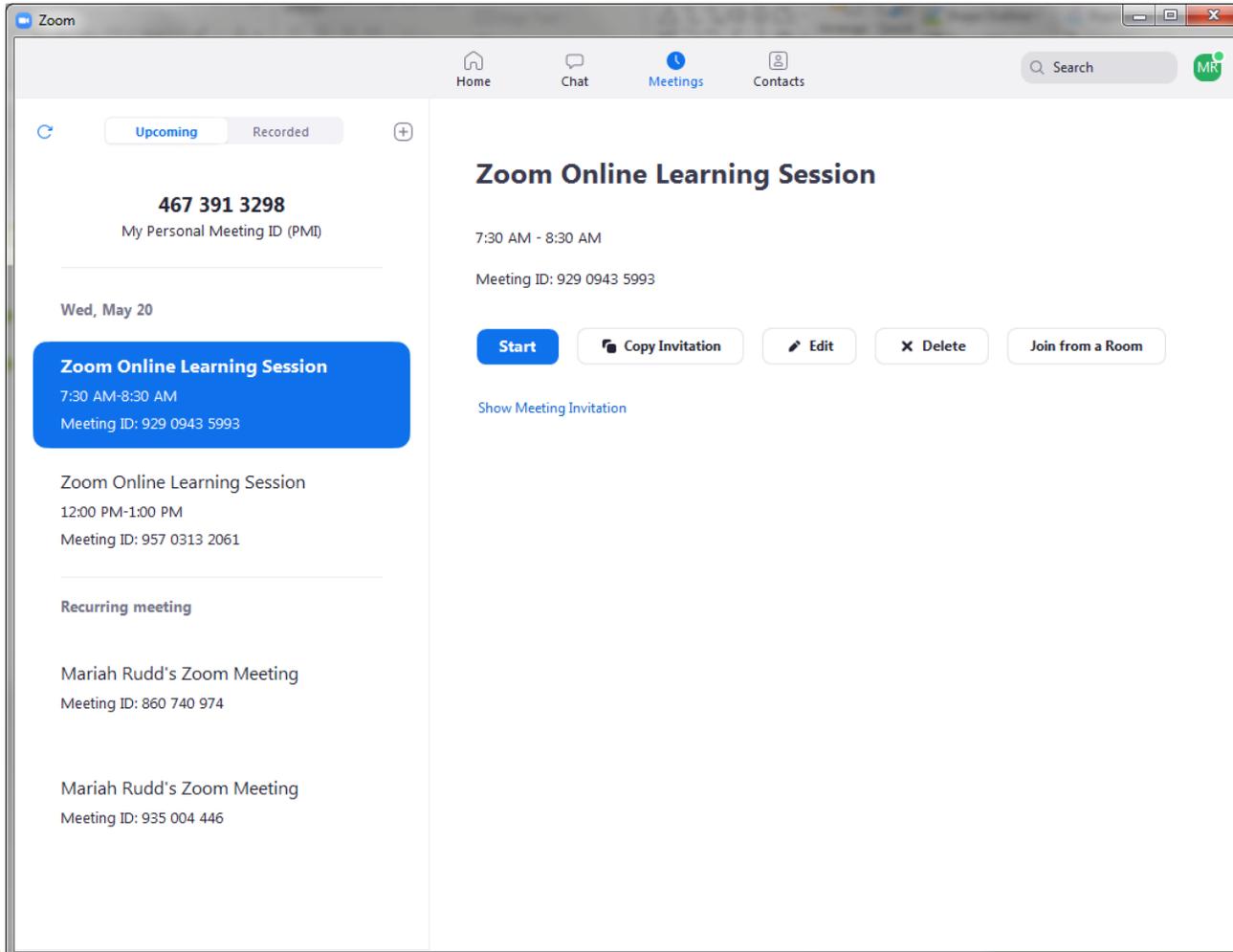


Microsoft Outlook Plugin
[Download](#)



Firefox Add-on
[Download](#)

Hosting a Zoom Meeting



Mute/Unmute: This allows you to mute and unmute your microphone.

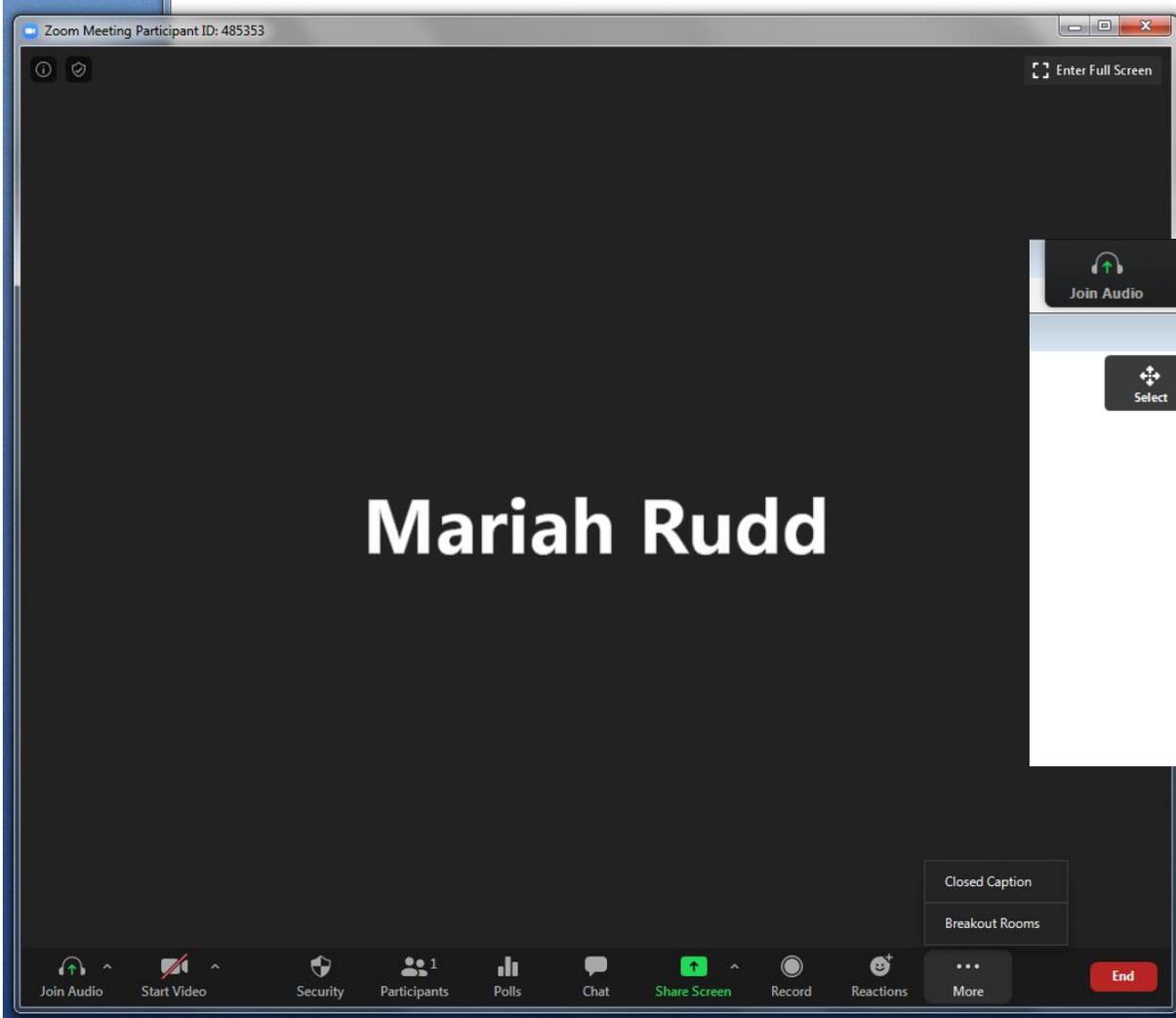
Start/Stop Video: This allows you to start and stop your own video.

Participants: This opens up the Participants window so you can see who is on the webinar

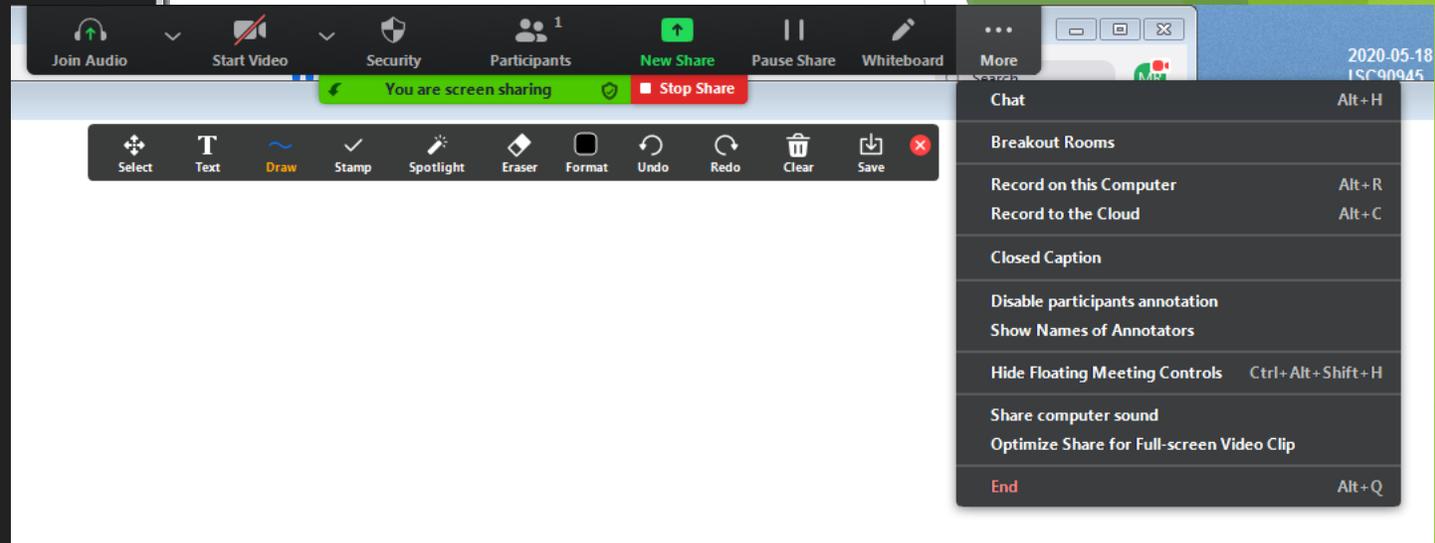
Q&A: This opens up the Question and Answer window..

Share Screen: Click on this to start a screen share. You will be able to select the desktop or application you want to share.

Chat: Access the chat window to chat with the host, the other panelists or all attendees.



Top Floating
Toolbar



Enter Full Screen

Mariah Rudd

Participants (1)

MR Mariah Rudd (Host, me, participant ID: 282948)

yes no go slower go faster more clear all

Invite Mute All Unmute All ...

Zoom Group Chat

To: Everyone File

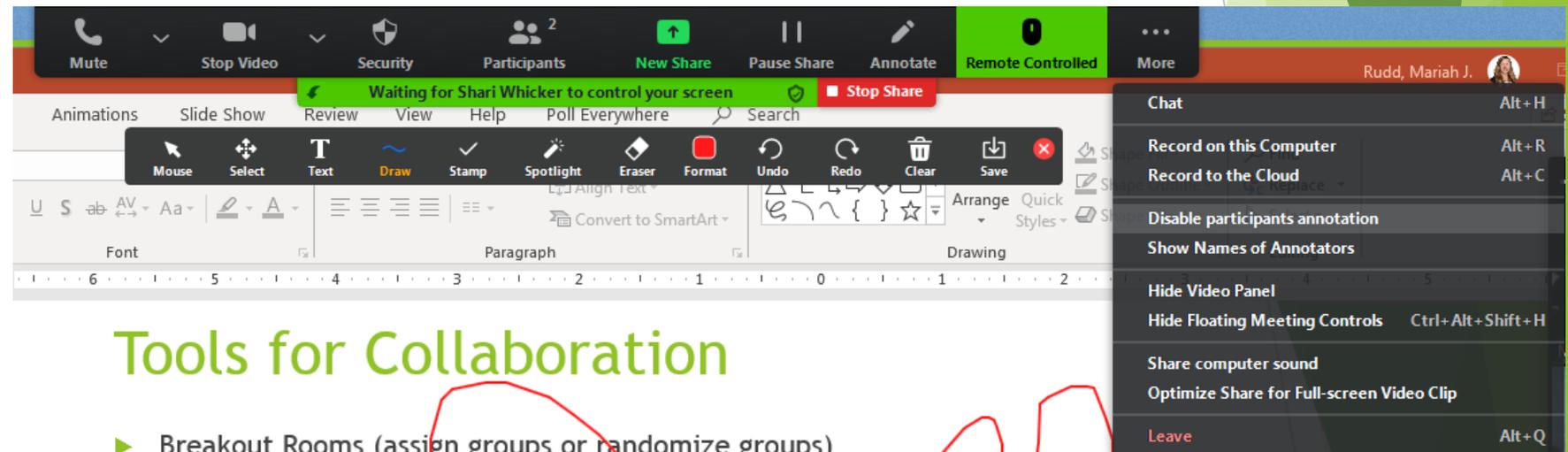
Type message here...

Join Audio Start Video Security Participants 1 Chat Share Screen Record Closed Caption Reactions More Breakout Rooms End

The image shows a Zoom meeting interface. The main video area is black with two white text boxes: the top one says "iPhone" and the bottom one, outlined in yellow, says "Mariah Rudd". The right sidebar contains the "Participants (2)" list with "Mariah Rudd (Host, me, participant ID: 282948)" and "iPhone (Guest)". A context menu is open over the "iPhone (Guest)" entry, listing actions: Chat, Ask to Start Video, Make Host, Make Co-Host, Rename, Put in Waiting Room, Remove, and Report... Below the list are controls for "yes", "no", "go slower", "go faster", "more", and "clear all", along with "Invite", "Mute All", and "Unmute All" buttons. The "Zoom Group Chat" section is empty. At the bottom of the sidebar, there is a "To: Everyone" dropdown, a "File" icon, and a "Type message here..." input field.

Tools for Collaboration

- ▶ Breakout Rooms (assign groups or randomize groups)
- ▶ Share screens (can allow individuals to share by enabling as co-host)
 - ▶ Share specific applications
 - ▶ Share PowerPoints, documents, webpages
 - ▶ Use “Pause” to freeze the view to the participants
 - ▶ Use “New Share” to seamlessly transition between shared applications.
- ▶ Annotation
 - ▶ Draw
 - ▶ Highlight
 - ▶ Make lines and arrows
- ▶ Chat Function

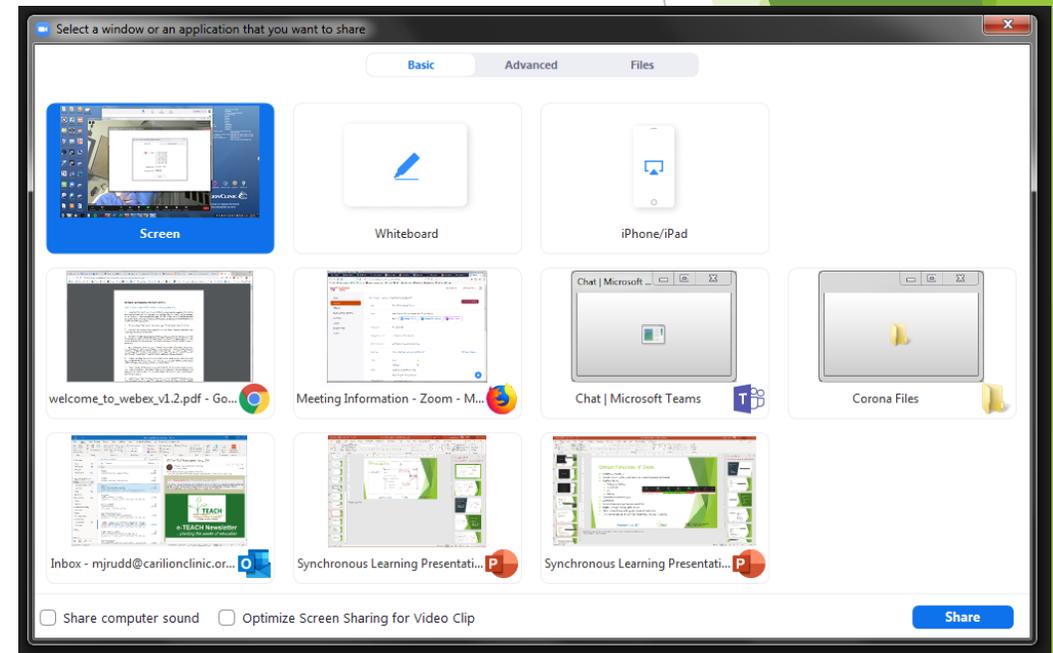
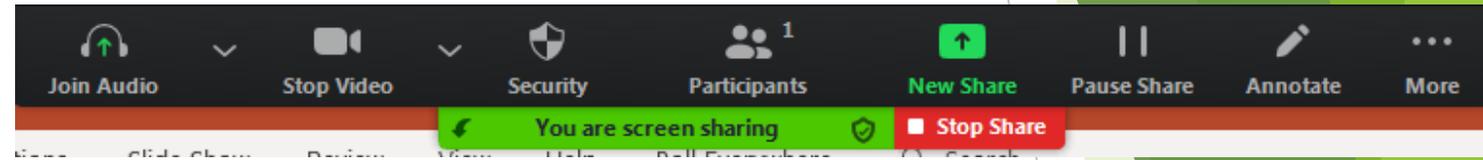


Tools for Engagement/Feedback

- ▶ Whiteboard Function (found under Screen Sharing)
- ▶ Chat Box
- ▶ Polling
- ▶ Anonymous Q&A (Only with webinar service)
- ▶ Raise hand (Only with webinar service)
- ▶ Audience feedback buttons
- ▶ Reactions

Unique Functions of Zoom

- ▶ Whiteboard Function
- ▶ Remote Control (allow participants to control keyboard and mouse)
- ▶ Breakout Rooms
 - ▶ Small group teaching
 - ▶ Journal Club
 - ▶ PBL
 - ▶ Advising
- ▶ Simultaneous screensharing
- ▶ Annotation
- ▶ Record Zoom meeting/webinar (mp4 file)
- ▶ Create waiting room for participants
- ▶ Use a virtual background (green screen or solid wall)
- ▶ Zoom phone app can be used for scheduling, starting, or joining



Tips for Zoom

- ▶ Floating toolbars at top and bottom (or view options if not sharing content)
- ▶ Use “Gallery View” for smaller group/team meetings (allows you to see all participant faces)
- ▶ Encourage a discussion-based presentation with engagement tools - screen share, annotate shared content, send out a quick poll, solicit feedback in chat, split your attendees up into video breakout rooms
- ▶ Test your video and audio before your meeting at zoom.us/test
- ▶ Manage audio and video of participants based on content/instruction (you can mute all participants at once)
- ▶ Manage screen sharing to enable participants to share content (default is to only allow host to share)
- ▶ Consider setting a meeting password
- ▶ Keyboard shortcuts for **hosts**:

I is for invite. Press Cmd+I (macOS) or Alt+I (Windows) to jump to the Invite window to grab the link to the meeting or send invitations via email

M is for mute. Press Cmd+Ctrl+M (macOS) or Alt+M (Windows) when you are the meeting host and want to mute everyone else on the line

S is for share. Press Cmd+Shift+S (macOS) or Alt+Shift+S (Windows) to share your screen

Etiquette Guidelines for Online Synchronous Sessions

- ▶ Address internet disruptions (and the potential for them to occur) - disruptions occur both in person and online! **DON'T GET FRUSTRATED!**
- ▶ Be conscious of duration of meeting (try not to exceed two hours)
- ▶ Always test audio and video before meeting
- ▶ Mute your mic when others are presenting/speaking
- ▶ Look professional
- ▶ Don't get too close to camera or microphone
- ▶ Lighting should come from in front of you or from the side to best light your face
- ▶ Pay attention to hair and clothing - people can still see you
- ▶ Think about your background - make it interesting but not distracting (simple)
- ▶ Position your camera properly - put your webcam at eye level or higher - experiment for best angles
- ▶ Use the gestures and mannerisms that you would typically use in person
- ▶ Make Eye Contact - Try to look at your webcam versus the screen
- ▶ Be mindful of background noise - Find a quiet space to meet, shut the door, and mute yourself as necessary
- ▶ Use engagement tools and elicit feedback (keep your audience engaged)!
- ▶ Prepare materials in advance
- ▶ Practice!

Questions and Demonstration

Thank you!

- ▶ If you have any questions, please contact us!

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TEACH TEACH@carilionclinic.org

- ▶ And, don't forget: our TEACH team is providing an online teaching consultation service to help guide you on how these resources can be used; just request a consultation - <https://www.teach.vtc.vt.edu/online-teaching-consultation-request-form/>

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