LSU | Online

A Faculty Guide for Teaching with Zoom

The following guide has been created to assist you with using Zoom as a teaching tool for your remote courses.

Zoom Web Conferencing

Tips & Tricks: Teacher Educating on Zoom

Comprehensive Guide to Educating Through Zoom

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What is Zoom?

Zoom is LSUs centrally supported, easy-to-use video conferencing platform that provides high definition, interactive collaboration tools, and telephone conferencing to use for communication and collaboration.

Teaching with Zoom you can:

- [Share your screen](#) to show slides or other materials and ask students to share their screens to present
- [Annotate and mark](#) on the screen, or draw on a whiteboard
- [Break your class into groups](#) for discussions or projects using the Breakout Rooms feature
- [Use the chat feature](#) to answer questions or share learning resources
- [Record your class](#) so students can review materials
- [Poll your students](#) to check for understanding
- [Host](#) virtual office hours
- [Meet](#) with students
- [Engage](#) with small groups or project teams

How do I add Zoom to my Moodle course?

Zoom is a video and web conferencing platform that gives authorized users the ability to host online meetings. Moodle offers an external tool plugin that can add Zoom directly to your course.

To learn more, review the [Scheduled Meeting](#) and [Starting a Scheduled Meeting](#) videos.

What do I need to tell my students to get them started using Zoom?

Below is a sample message that can be sent to students to let them know that you will be using Zoom in your course:

> Our class is currently meeting on Zoom at the regularly scheduled time. You can access the Zoom meeting link within our course in Moodle (*make sure to let them know exactly where you have added the Zoom external tool in your course*). Further instructions are available in a [student Zoom FAQ guide](#), and help with Zoom is available from the [LSU ITS Service Desk](#).

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What equipment do I need to get started?

At the most basic level, all you and your students need to use Zoom is a telephone, even a landline. However, if you have access to a computer or mobile device you can use the full capabilities of Zoom.

The following equipment will enhance your experience but is not necessary:

Web camera (Make sure you turn it on)

A camera will increase your connection with your students by allowing you to see each other face-to-face. You will still be able to participate in the other features of the Zoom class.

Headset with a microphone

This will let you hear and be heard more clearly. This does not need to be fancy equipment, it can be the same as the headphones you might use with your phone.

Dual monitors

If you have two monitors you can have your video feed on one screen and your shared screen on the other. If not, it will look similar to picture-in-picture on your TV.

Charger

Charging your device during your class will ensure you do not have an unexpected power outage interrupting your instruction.

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What if something goes wrong when I am using Zoom?

There is always the possibility of something going wrong when using technology. If something does go wrong please know that it is going to be okay.

Here are the top three problems that make up the majority of Zoom issues and how you can address them before they happen:

- I can't see.
    - [Testing Your Video](#)
- I can't hear.
    - [Testing Your Audio](#)
- There's background noise or feedback.
    - [Solutions for Audio Echo](#)

If you're still experiencing trouble, The [LSU ITS Service Desk](#) is available to assist you.

Tip:

- Test your [audio](#), [video](#) and equipment well before the start of class and do not conduct these tests from a classroom. If you experience a low bandwidth signal, shutting off your video will help. If you experience connectivity issues, you can use the [call-in](#) number options (including international).

What should I do at the beginning of class?

It is important to replicate your face to face course as much as possible. You will want to make sure you discuss your expectations for how your course will run throughout remote teaching. At the beginning of class, remind your students of basic Zoom etiquette:

- Make sure you're muted when not talking
- Be yourself and respect others
- Ask questions using chat
- Use reactions to engage with your class
- Think before you write
- Utilize the raise your hand feature if wanting to ask a question live
- Set up an intentional space where the class is going to happen

You can also [mute all students](#) at once if needed.

How do I turn off the grading feature for the external Zoom tool?

Keep the Zoom tool in the Gradebook (no point value)

In Moodle, the grading feature can be set to 0 points when setting up your Zoom external tool. The default for all external tools is set to a point value of 100. Within the settings for the external tool, click on Grade and then change the Grade Type to None.

Remove the Zoom tool from Gradebook

In Moodle, the grading feature can be disabled when setting up your Zoom external tool. Within the settings for the external tool, click on Privacy and then check the box that reads Accept grades from the tool.

How do I schedule recurring meetings?

Zoom allows you to schedule meetings with multiple occurrences, so that each occurrence uses the same meeting ID and settings. You can schedule these meetings in daily, weekly, and monthly increments.

To learn more visit, [Scheduling Recurring Meetings](#).

How do I ensure that my meetings contain captioning?

For your meetings to have captioning, you will need to make sure to record to the Cloud. Once the meeting is complete, the captioning process may take up to 4 hours to post to the recording. When the transcript is available, you will receive a separate email letting you know that the audio transcript for the recording is available. The email includes links to view your recordings and transcript.

To learn more visit, [Cloud Recording](#).

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How do I access and edit the audio transcript for the video I recorded through the cloud?

Through Zoom you can access and edit transcripts from meetings that were recorded through the Cloud. Once the transcript has been created, you will then be able to edit the transcript within Zoom.

To learn more visit, Viewing and Editing the Transcript.

How do I share my screen with students?

Zoom allows for screen sharing on desktop, tablet and mobile devices running Zoom.

To learn more visit, Sharing Your Screen.

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How can I show students content in which I can write on to provide solutions to problems and other important information?

Zooms offers a Whiteboard. The whiteboard feature will allow you to share a whiteboard that you and other participants (if allowed) can annotate on. You can draw on the whiteboard, or ask students to contribute to a whiteboard as a means of engaging them differently in the discussion. **Please note** that the whiteboard activity is completely inaccessible to people who use screen readers. If you use this feature, be prepared to read aloud all the contributions so that everyone can see and /or hear them. And, you'll need to take a screenshot of each whiteboard if you want to save it.

To learn more visit, Whiteboard.

How do I annotate on a document that I have shared on my screen through Zoom?

Zoom offers annotation tools that you can use to write on a document. Students can also annotate on a shared screen as a viewer or the one that started sharing your screen[RK1] . You can also use annotation tools when sharing or viewing a whiteboard.

To learn more visit, Annotation tools.

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How do I chat with my students?

Zoom offers a chat tool within the Zoom dashboard. The in-meeting chat allows you to send chat messages to other users within a meeting. You can send a private message to an individual user or you can send a message to an entire group. As the host, you can choose who the participants can chat with or to disable chat entirely.

To learn more visit, In-Meeting Chat.

How do I track student attention during a meeting?

Zoom allows the host the ability to enable attention tracking. Attention tracking allows the host to see an indicator in the participant panel of a meeting or webinar if an attendee does not have Zoom Desktop Client or Mobile App in focus for more than 30 seconds. "In focus" means the user has the Zoom meeting view is open and active.

To learn more visit, Attendee attention tracking.

How can I pull a list of the students who attended the meeting?

Scheduling a meeting that requires registration will allow you to have your participants register with their email, name, other questions, and custom questions[RK2] . You can also generate meeting registration reports if you want to download a list of people that registered.

To learn more visit, Registration for Meetings.

How do I poll my students during a meeting?

Zoom allows you to poll your students to gage students' understanding. You can set up your polls beforehand or during the meeting. It is suggested to set up your polls before the class starts. You can use the polling tool in the same way you may use clickers in your face to face class. Polling can be used as an ice breaker, introducing the course content, mid-check points, and end of class questioning to check for understanding.

To learn more, visit Polling for Meetings.

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How do I create small group rooms in Zoom?

Zoom offers Breakout Rooms, which allows you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time. As the instructor you can join each breakout room one at a time to check on the rooms and to interact with students. You can also send broadcast messages to all students no matter what breakout room they reside. The message can alert students that it is time to move back to the main session.

To learn more visit, [Breakout Rooms](#).

How do I allow only one student in at a time into an office hours meeting?

The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once. You can send all participants to the waiting room when joining your meeting or only guests, participants who are not on your Zoom account or are not logged in.

To learn more visit, [Waiting Room](#).

Does Zoom provide any additional training?

Yes, Zoom provides video tutorials and live training videos on how to use all the features available in Zoom.

- [Live Zoom training daily](#): These include sessions specifically highlighting Zoom Meetings for Education (Students & Educators), focusing on using Zoom Meetings as your classroom setting.
- [Recorded Zoom training](#): Watch previously recorded sessions on demand and at your convenience. Several are in German, Japanese, and Korean, in addition to English.

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