

# STAY CONNECTED WITH ZOOM

By following these considerations and strategies when using Zoom in your courses, staying connected and building communities with your students is as easy as 1, 2, 3!

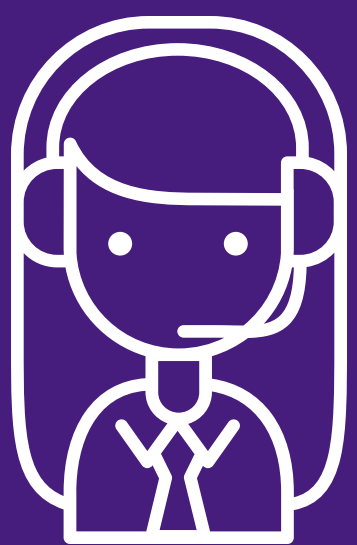
## 1 BEFORE CLASS



Set up the Zoom activity in Moodle and create your Zoom meeting. Set a password and enable the "record to cloud" setting. See [GROK article 20247](#) for more.



Ensure guest speakers or TAs, if any, are added as a "co-host." Recommend they test their device settings prior to the meeting.



Conduct a test meeting to check your device settings (e.g., video, audio) in advance. (<https://zoom.us/test>)



Join your Zoom meeting 15 minutes prior to the scheduled time to get set up and ready for your students!



Post an announcement in Moodle with meeting information, agenda, how students should prepare, engagement expectations, and netiquette.



Open any PowerPoints, documents, or videos you plan to share so they are ready for use.

# ② DURING CLASS

## Start the Meeting



- Enable your video and use your webcam to maintain eye contact.
- Be aware of your background and lighting.
- Speak to your students as if you are face-to-face with them.
- Welcome students and review the class agenda.
- Review meeting engagement expectations.
- Share your screen, use the whiteboard, and create annotations.

## Promote Engagement



- Summarize the previous class meeting to help engage students in topics of conversation.
- Engage your students through Zoom polls and collaborative documents.
- Encourage students to write their questions or comments using the text chat.
- Have students present and share their screens.
- Encourage students to use the "reactions" feature (visible in the participant list) to provide non-verbal feedback.

## Use Breakout Rooms



- Assign (or pre-assign) breakout room members.
- Be clear on what you want students to do in small groups.
- Provide the amount of time they will have in their small groups and when you want them back to the main Zoom room.
- Let students know how to ask for help after they join their breakout rooms.
- Consider assigning someone to report on each group's progress when back in the main Zoom room.
- Circulate through breakout rooms to check in with students.

# 3 AFTER CLASS

## Checklist



Share your excitement about your session in a discussion forum or announcement post.



Provide opportunities for students to give their feedback on what worked well and what can be improved for next time.



Create an assignment to assess knowledge from Zoom meeting.



Review the chat to see if you missed any questions and need to follow up with students.



Let students know the class recording will be available and where they can find it for review.

**LSU Online**  
& CONTINUING EDUCATION

For instructional technology support, contact the Faculty Technology Center (FTC) at [ftc@lsu.edu](mailto:ftc@lsu.edu) or (225) 578-3375, option 2. Visit the [FTC website](#) for more information.

### REFERENCES

- Based on original documentation by Heartland Community College Online Learning & Instructional Technologies
- Stanford University Teaching Commons, Successful breakout rooms in Zoom (<https://teachingcommons.stanford.edu/news/successful-breakout-rooms-zoom>).