Using Zoom for Remote Teaching

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Mapping of Teaching Activity to Zoom

How to use Zoom for remote teaching

Teaching activity	Zoom Feature
Setup your classroom & office hours	• Schedule a meeting for your class and invite participants (Students, TA, CA) • Zoom Integration for Canvas (Recommended), Zoom Plugin for Outlook • Enable waiting room for office hours
Attendance	• List of meeting participants report • Length of time in minutes the participant was in a meeting
Interact with students	• Audio/Video capabilities • Manage participants • Private and group chats • Polls
Deliver your Lecture	• Screen Share – Desktop or Application • Annotate
Show YouTube videos and media	• Screen Share – Desktop • Share computer Sound + Optimize Screen Sharing for Video Clips
Whiteboard	• Screen Share – Whiteboard • Use touch screen for Handwriting
Group Discussions	• Breakout rooms
Group Presentations	• Screen Share – Desktop + Remote Control for live presentations • All members take turn presenting while one student control the shared screen • Recorded presentations
Recording	• Use local recording

Get Started with Zoom

Install Zoom Desktop Client on your personal Laptop

Download the "Zoom Client for Meetings" for your computer from the following link:
https://zoom.us/download
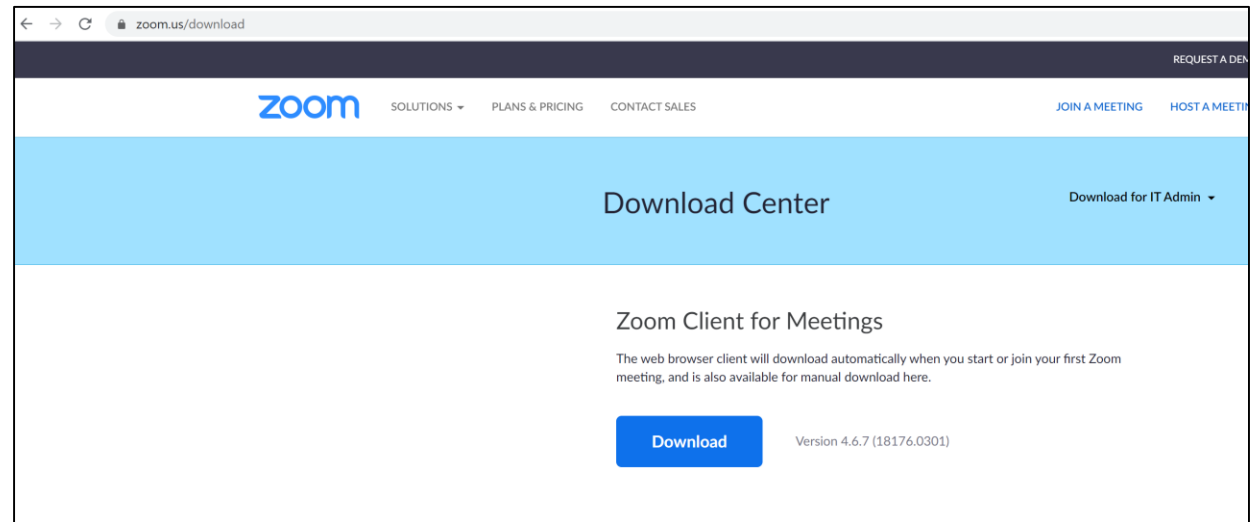
Zoom can be used from…

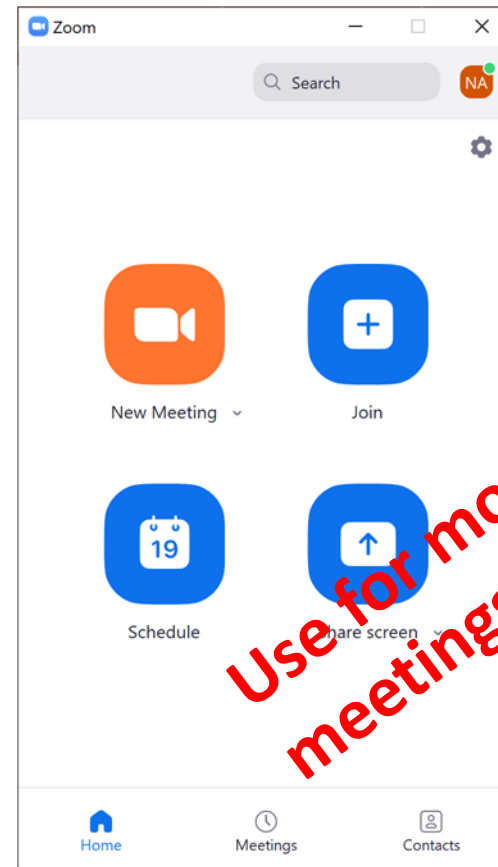**Zoom Web Portal**
**https://cmu.zoom.us**

Use for account settings

You can join/start Zoom meeting through a web browser
Recommendation: Whenever possible,
Download the Zoom Client for the best experience
If you

Zoom Client for Meetings

Use for most meetings

Installed on your CMU-Q managed desktops and laptops
Provide best experience for Zoom meetings
Sign in with SSO

"Zoom Cloud Meetings" by zoom.us (Android & iOS)

On the Go for participation
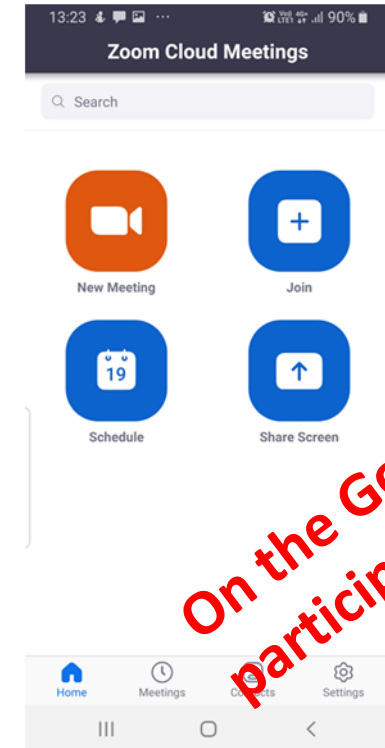
Download from App Store
or Google Play (Optional)
Sign in with SSO

Zoom Client For Meetings

Profile Picture from Zoom web portal

Application Settings

Start meetings with or without video

Join Meetings by entering Meeting ID

Schedule Meetings

Share Screen

New Meeting
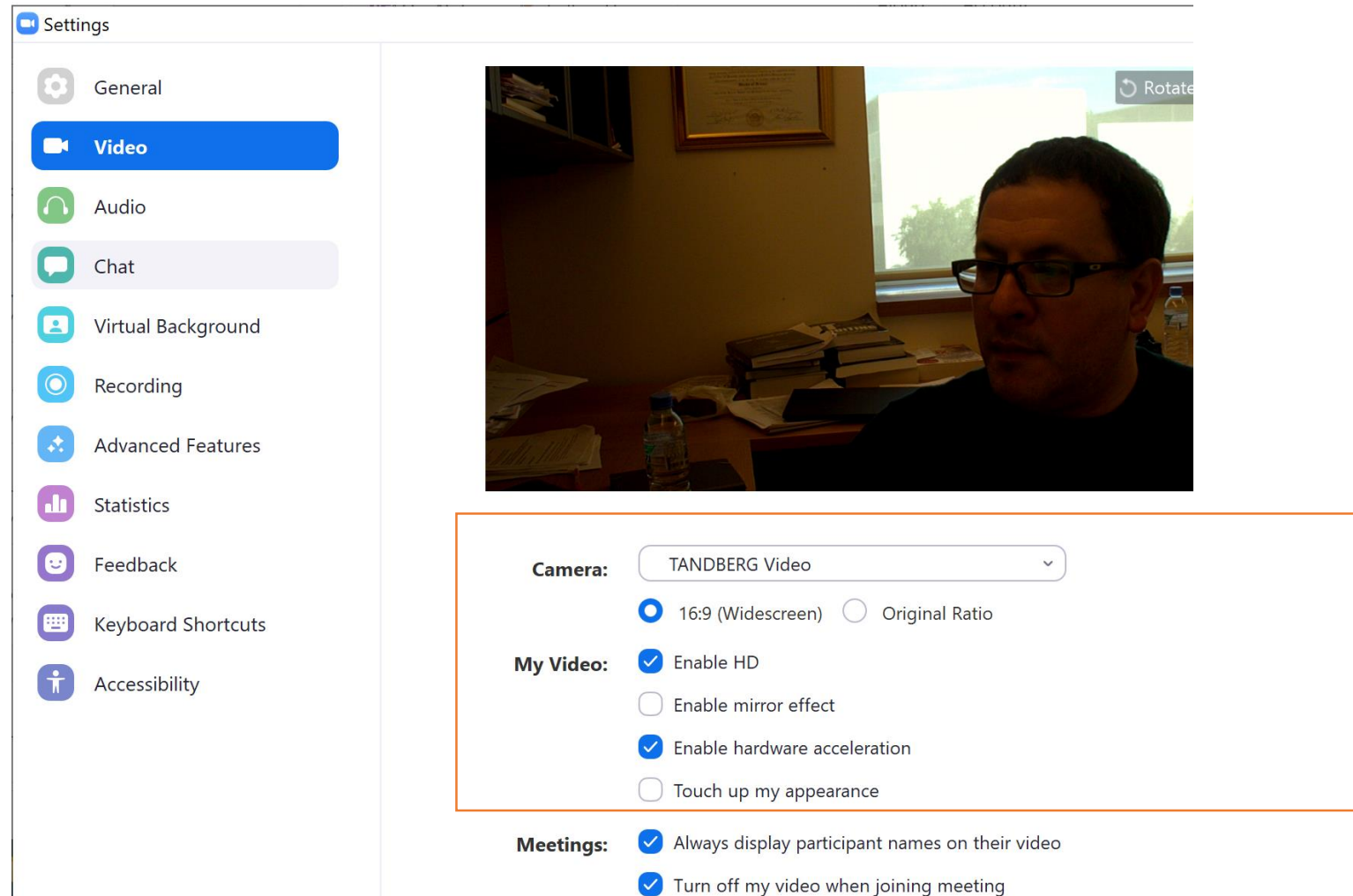
Join

Schedule

Share screen

Home

Meetings

Contacts

Upcoming and recorded meetings

Zoom Client for Meetings Audio Settings
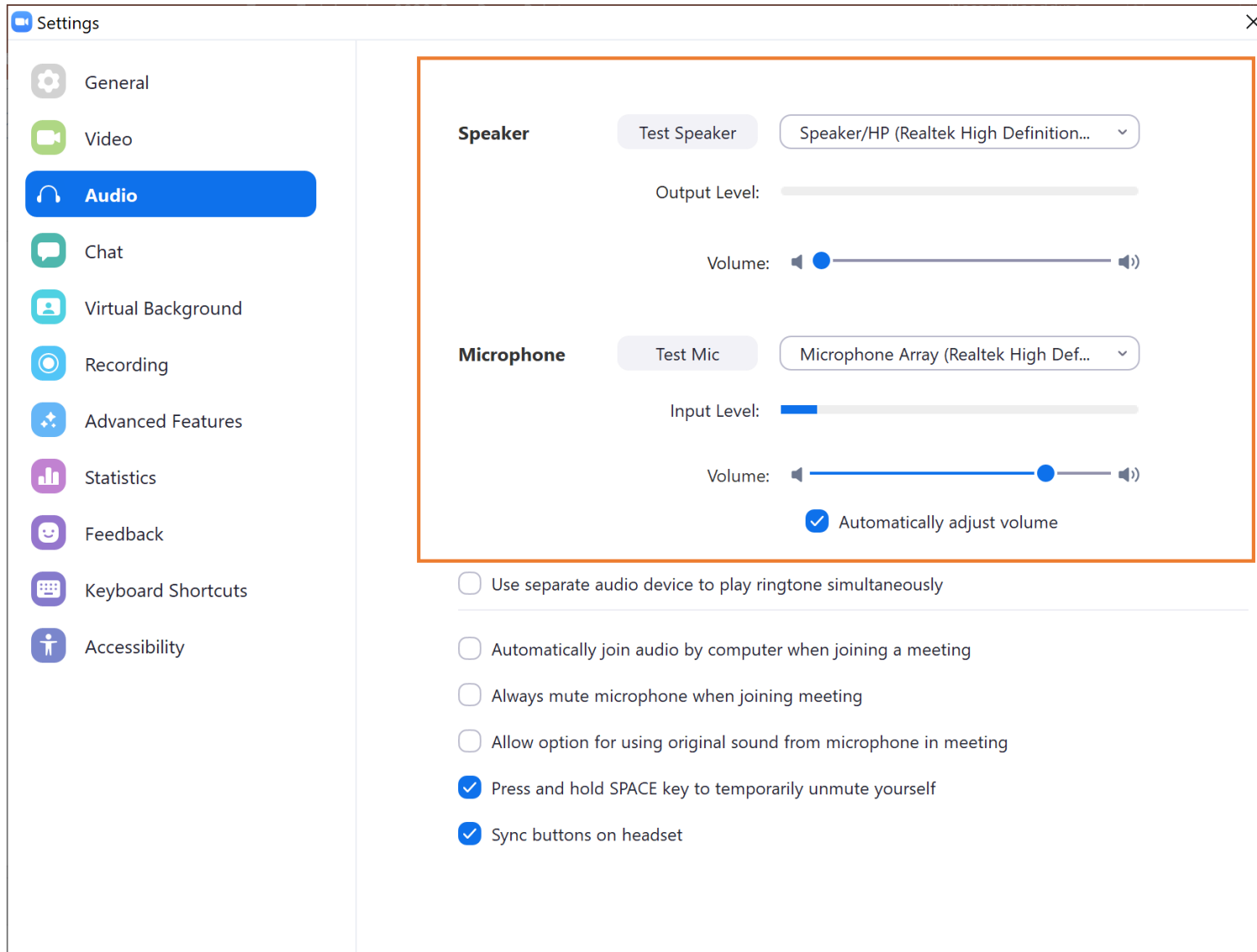
Zoom Client for Meetings Video Settings

Setup a Zoom Meeting for your class or office hours

There are many different ways to schedule Zoom meetings/Setup your classroom

Canvas with Zoom Integration

Zoom Web Portal

Zoom Desktop Application
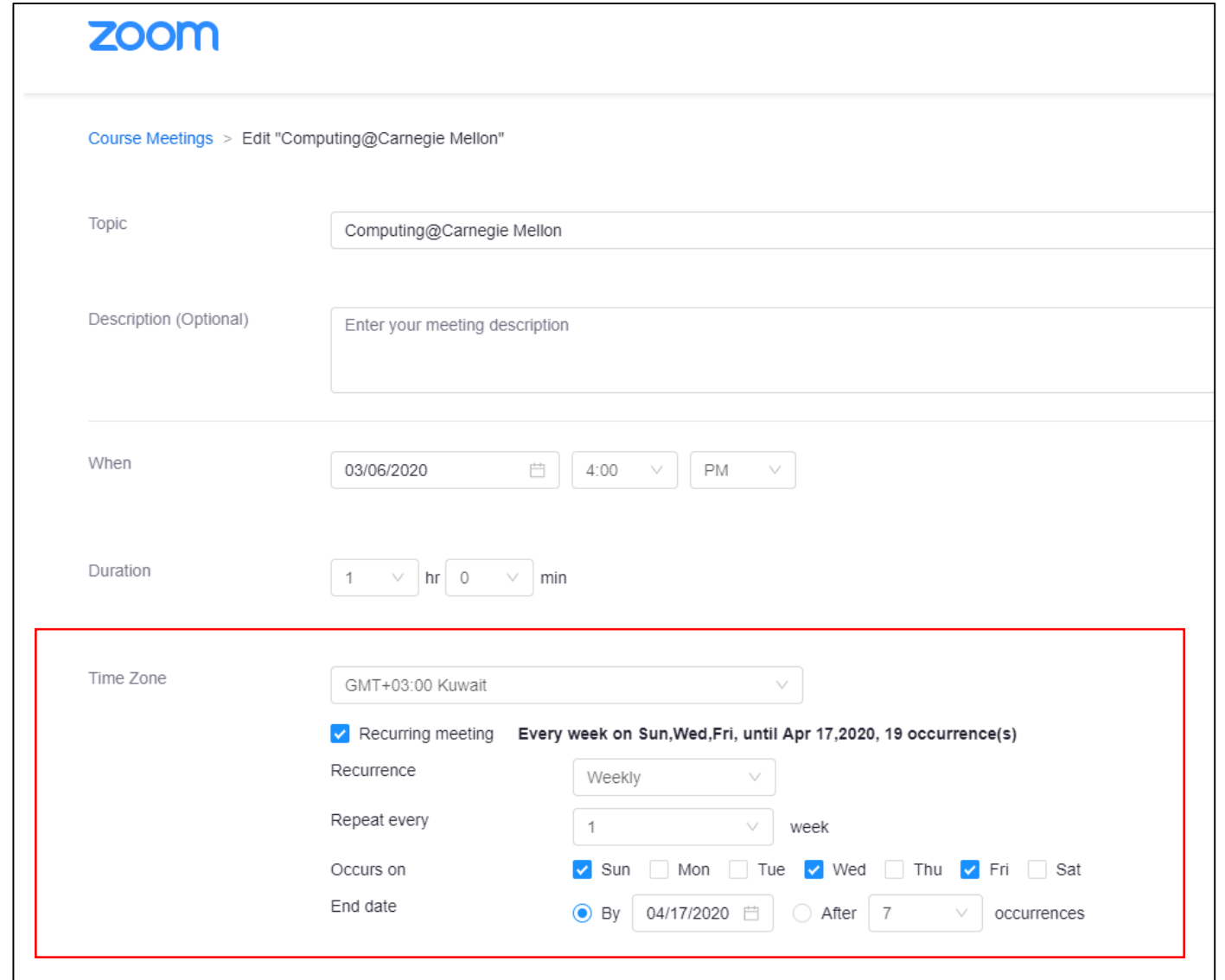
Outlook with Zoom Plug-in

Zoom Mobile App

Suggestions for scheduling a meeting/Setup your classroom(1)

Schedule Recurring Meetings

- Select Recurring meetings so that same Meeting ID will be assigned to all the your class sessions.

Suggestions for scheduling a meeting/Setup your classroom (2)

Meeting options

- Enable join before host

- Mute participants upon entry

- Add CA or TA as alternative hosts if you want your TA or CA to start the meeting

- Make sure to enter emails for alternative hosts using their AndrewID@Andrew.cmu.edu

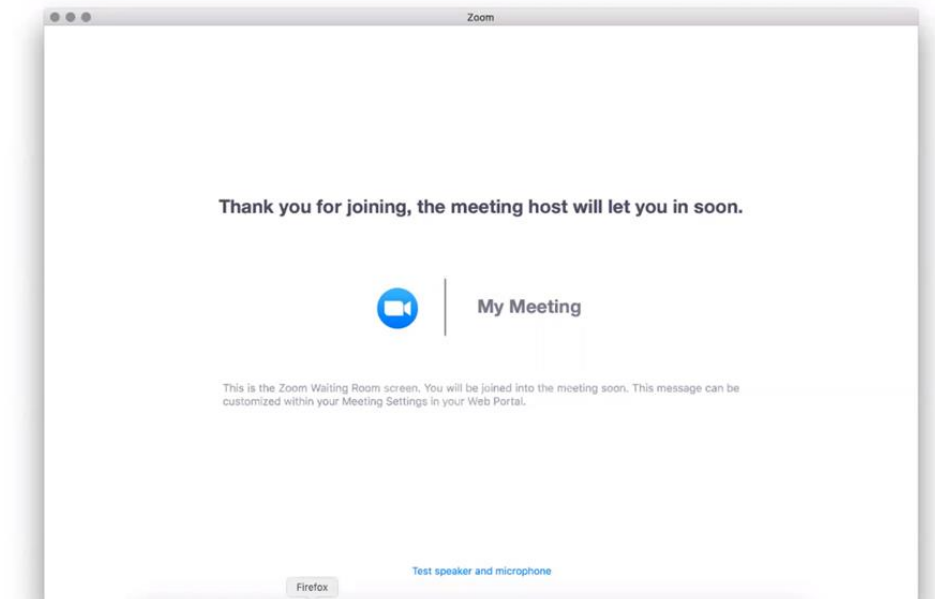- **Enable Waiting Room only for your office hours**

Enable waiting Room for Office Hours

Host View
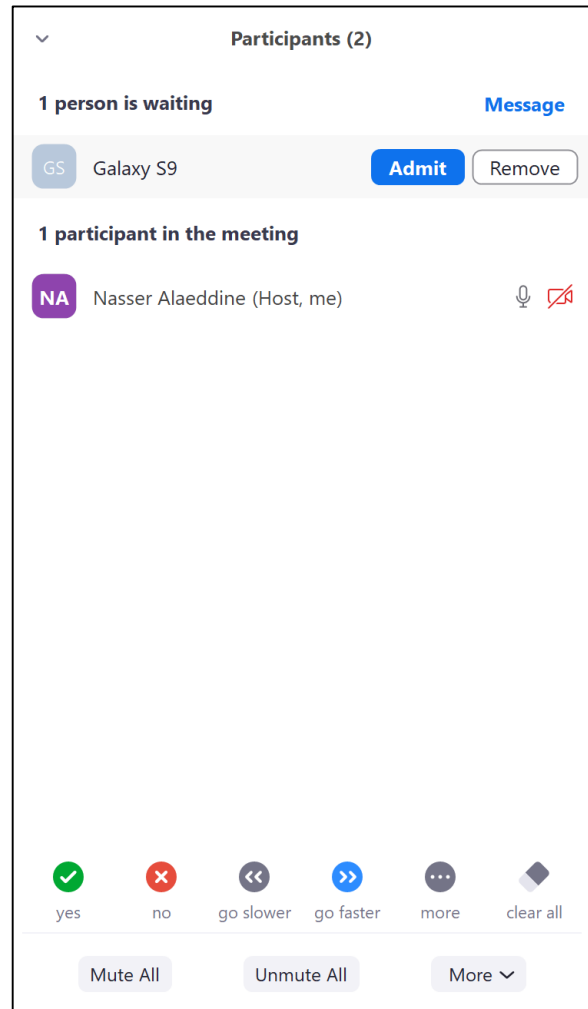
Student View

Waiting Room – *Attendee View*

Recommendation: Use Canvas to setup your classroom

- Students will get automatically notified via their Canvas Inbox

- The Inbox message for the Zoom meeting will include who created the meeting, the title of the meeting and a link to the meeting

- If the Zoom meeting doesn't appears on Canvas Calendar for your class, please add this as an event to your calendar

Schedule a meeting for your class using the Zoom Web Portal

1. Visit https://cmu.zoom.us

2. Click "Sign In" and then click "Meetings" in the navigation to schedule your classes

3. Once you schedule your classes, copy the meeting "invitation" and paste the meeting details int your Canvas course or Piazza or any other tools you use to communicate with your students
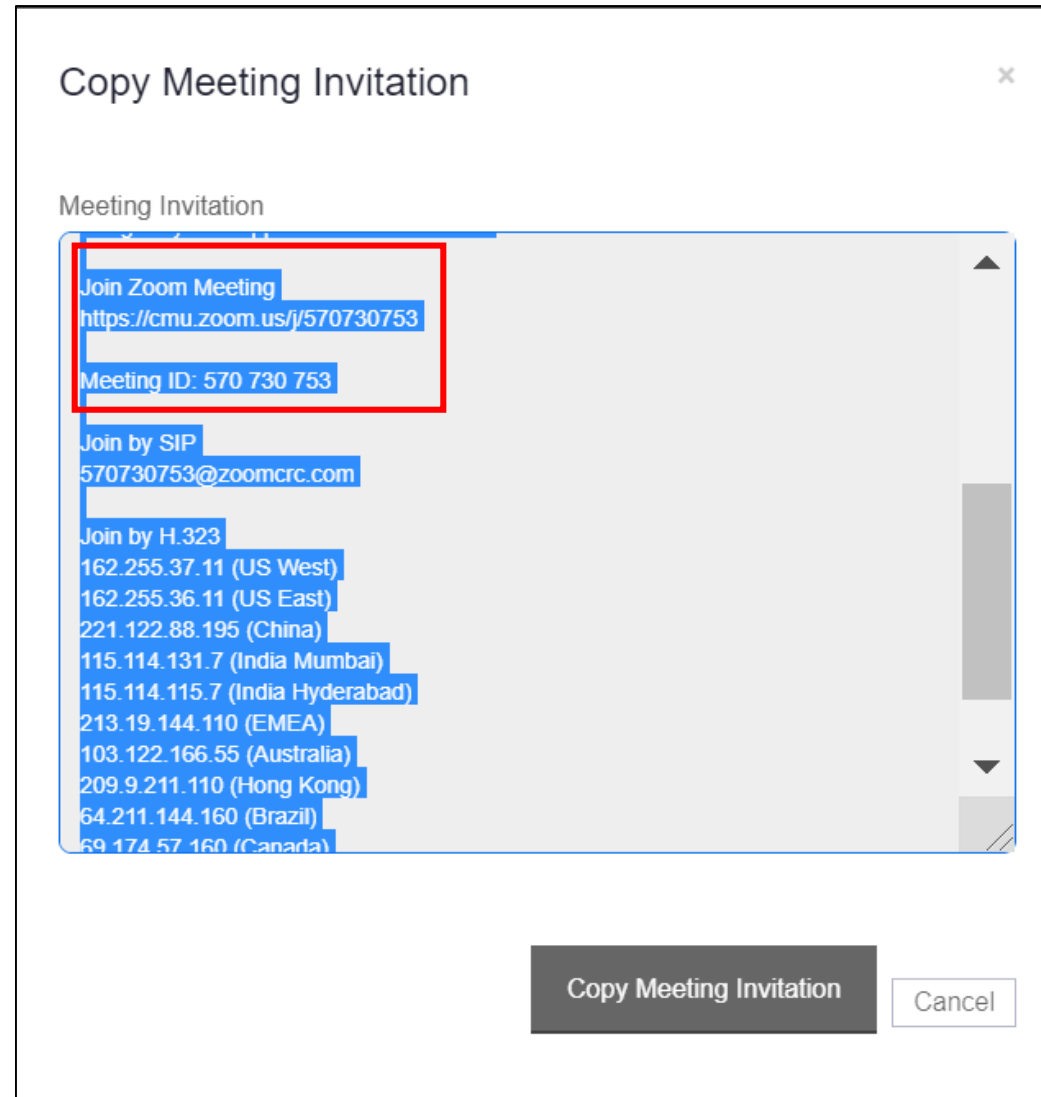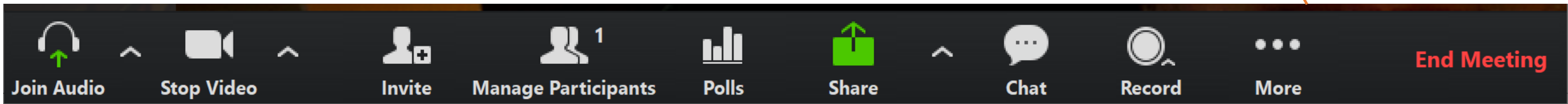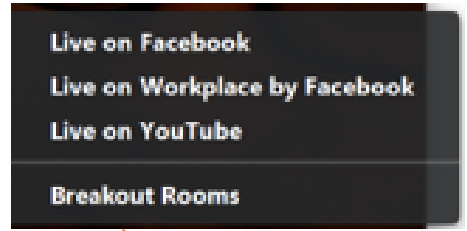
Deliver your lecture

In Meeting Controls

Test
Audio
turn
on/off
you mic

Share your
scree
Share app
Use
whiteboard

Live on Facebook
Live on Workplace by Facebook
Live on YouTube

Breakout Rooms

Join Audio   Stop Video   Invite   Manage Participants   Polls   Share   Chat   Record   More   End Meeting

Test
Video
Turn
on/off
camera

If you are
a host:
Mute/un
mute
others

Once your meeting starts, if you are the host, you'll see this bar at the bottom of your screen.

Set up your own audio/video

- Mute / unmute audio: Click the arrow and you'll see these options
  - Select a microphone
  - Select a speaker
  - Test speaker and microphone
    - When you start/join a meeting, zoom already asks you to test your speaker and microphone.
  - **Leave computer audio**
  - Audio settings …
- Start / Stop video
  - Select a Camera
  - Video settings…
  - Choose Virtual Background
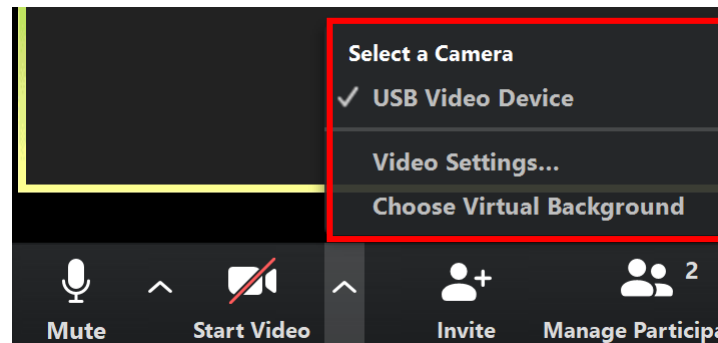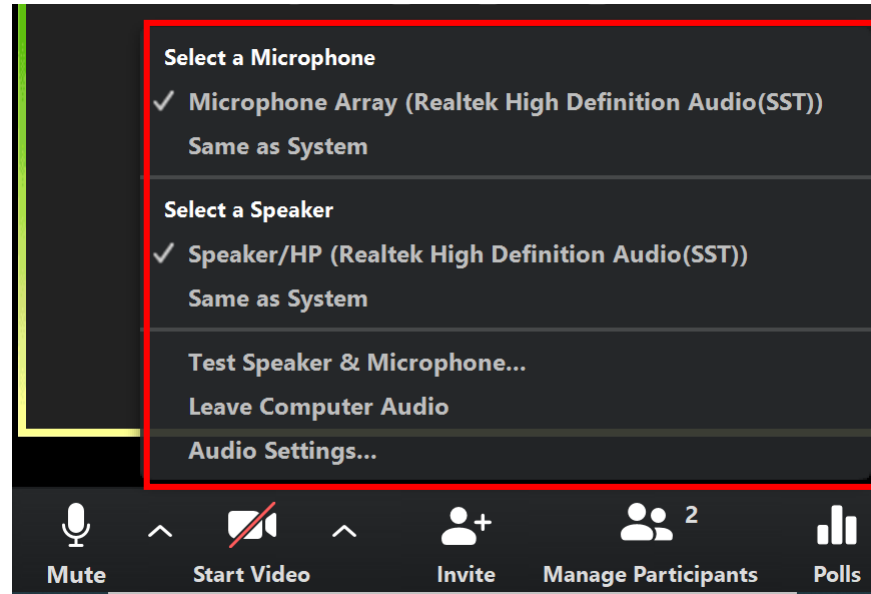
Interact with students - Participant Controls

- Click "Manage Participants" and you'll see a pop-up box with the list of meeting participants

- Hover your mouse over each participant's name, click More and you'll see these options

- If you hear a lot of background noise, you may mute participants during the lecture

- If a student has questions, he/she can click the **Raise Hand** button and you can unmute him/her.

- Or students can ask questions in **Chat**
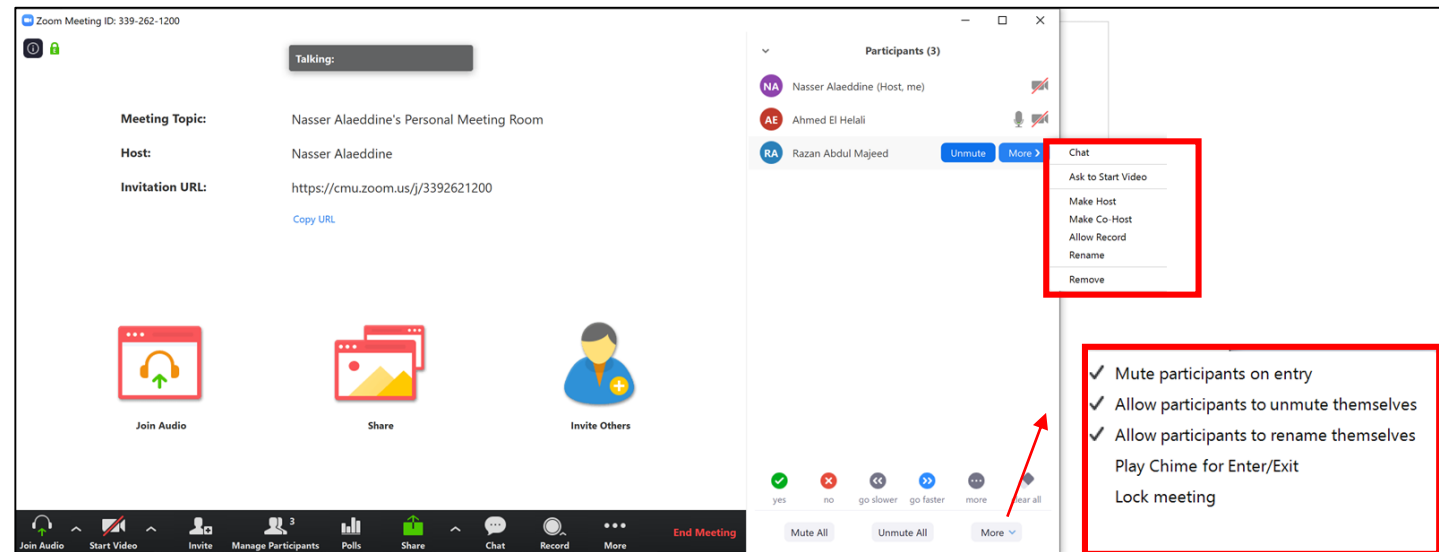
Co-host

Co-host privilege role is assigned during a meeting by host

Co-host can do everything a host can do with the exception of:
- Make another participant co-host
- Breakout rooms
- End Meeting For All

Interact with students using chat

- Click **Chat** and a pop-up page appears.

- Can choose text to everyone or a participant privately.

- Click the "…" button for more options that allow attendees to chat with
  - No one
  - Host only
  - Everyone publicly
  - Everyone publicly and privately (usually choose this option)
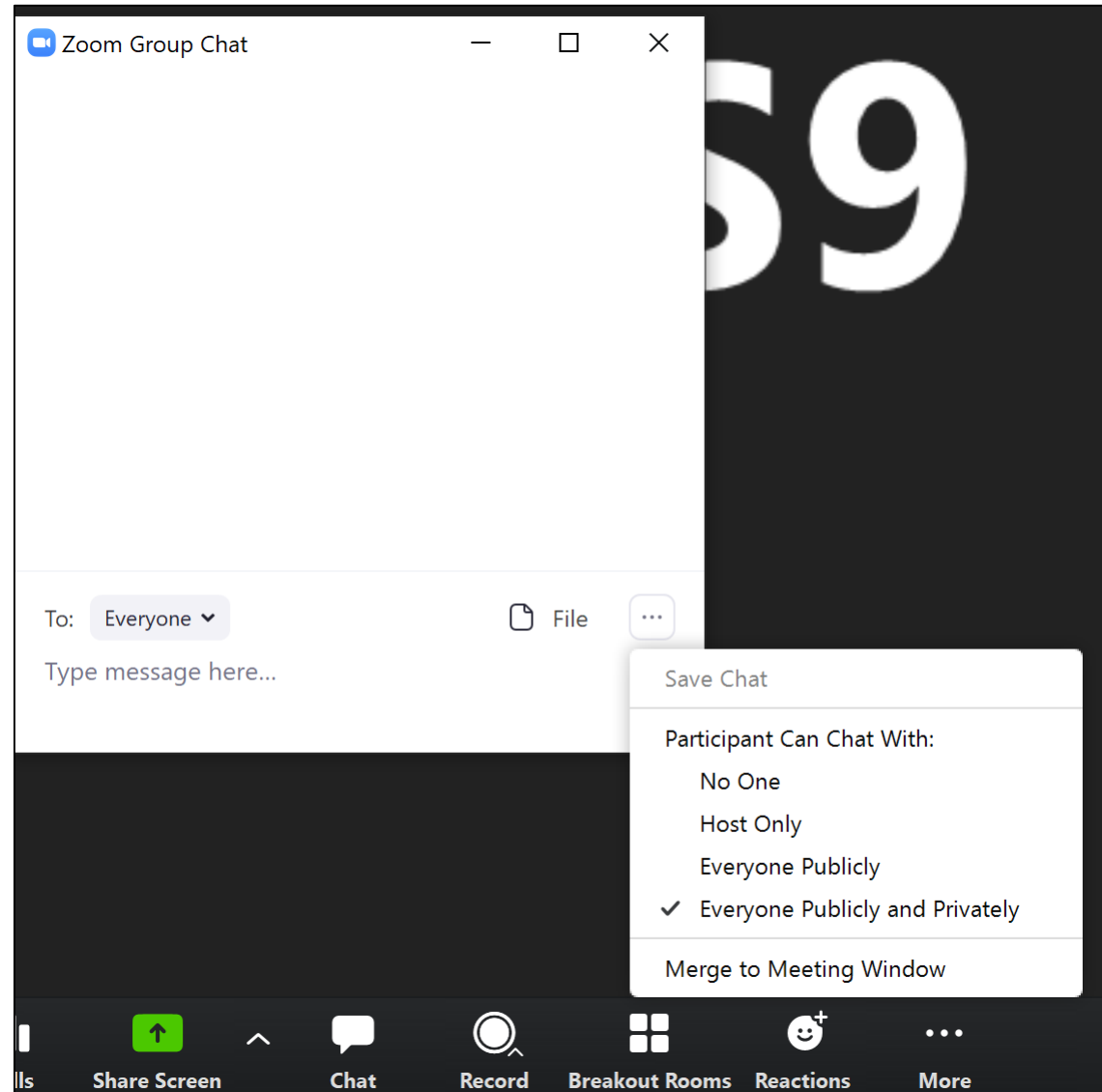
Interact with students using polls
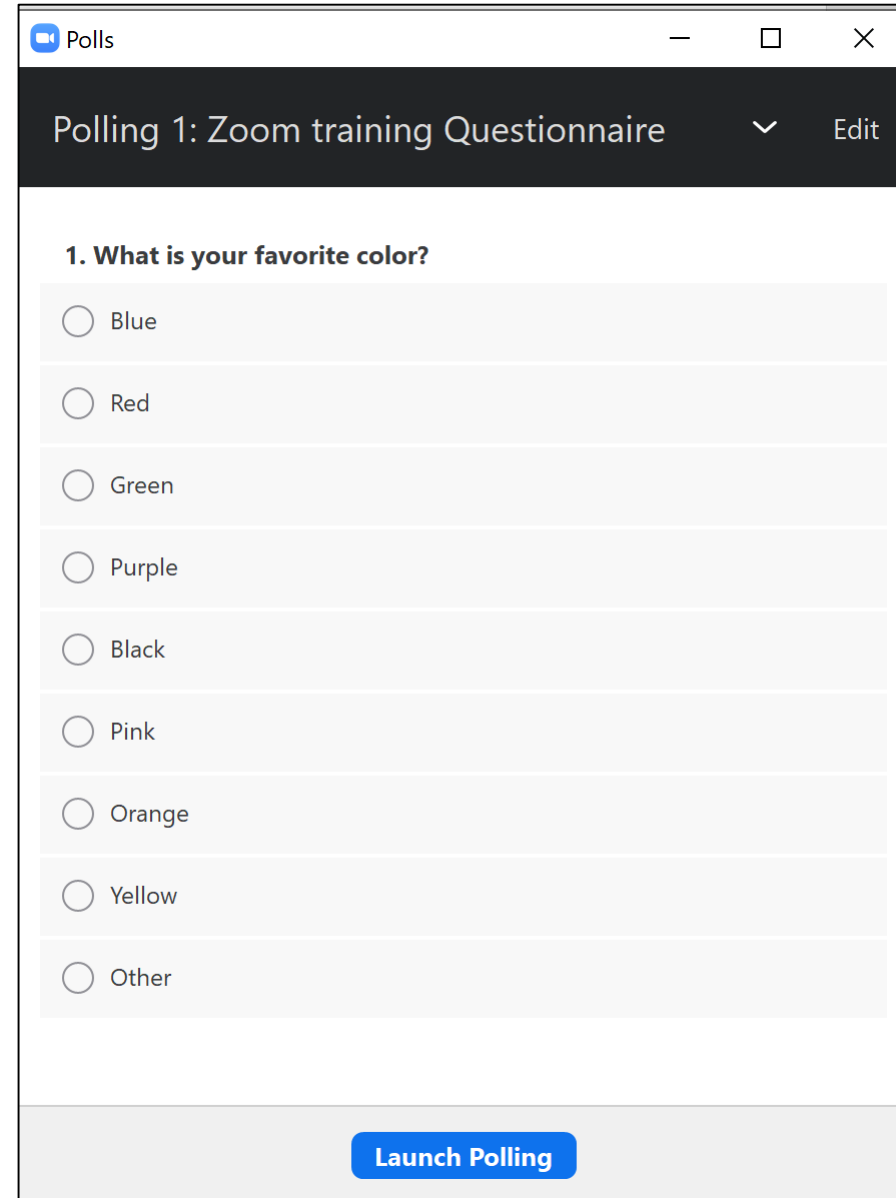
Click **Polls**

You can launch the poll during your meeting and gather the responses from your class.

You'll be directed to zoom web portal to create new or edit polls

You can share results with students

You also have the ability to download a report of polling after the meeting

Video Layout Options While Screen Sharing

Active Speaker View
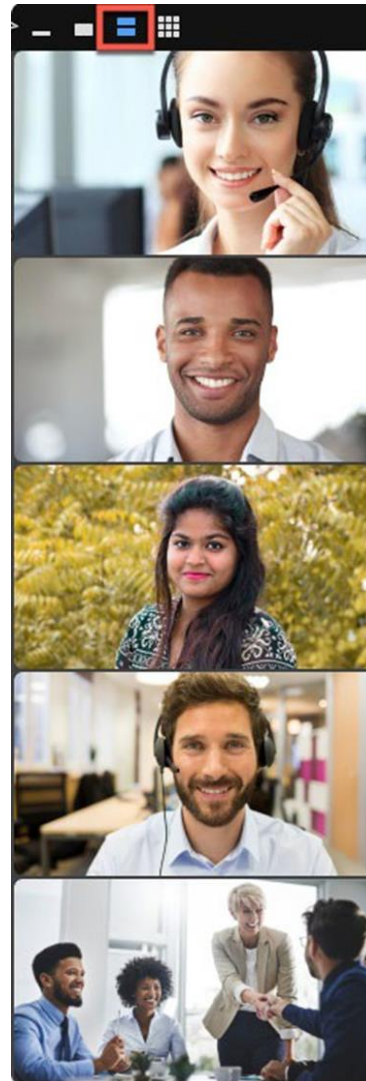
Gallery View
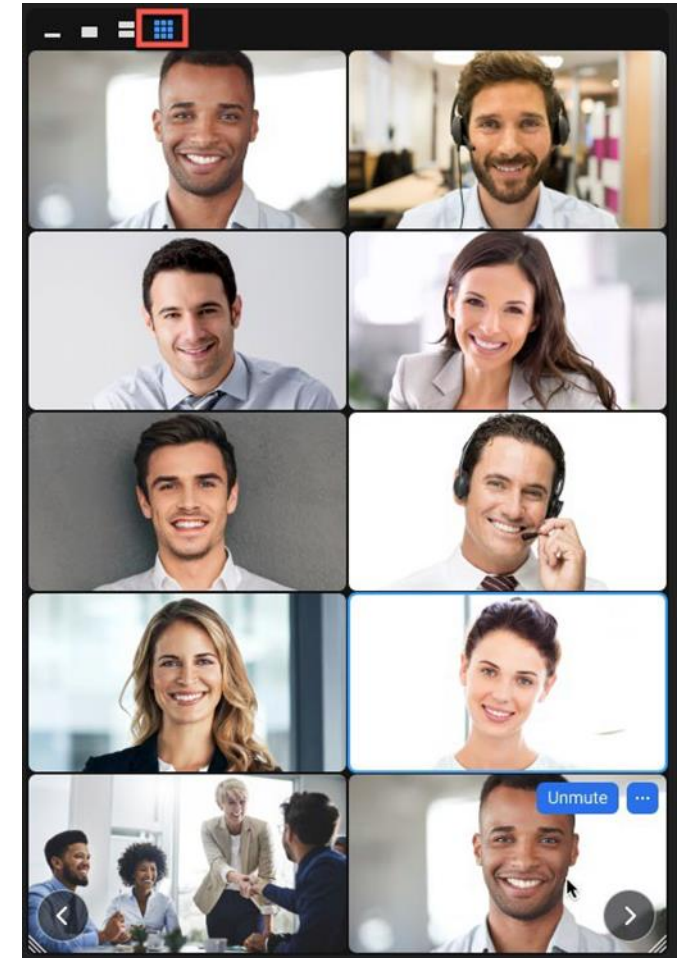
Grid View

Deliver lecture – Share Screen, Annotation, Whiteboard

Share lecture material PPT, media, webpage, etc.

- The host and attendee can screen share by clicking the Share Screen icon

- The host does not need to "pass the ball" or "make someone else a presenter" to share

- The host can "lock screen share" so no attendee can screen share

- To share computer audio such as YouTube,, etc. during screen sharing, click on **Share Computer Sound.** Then check "**Optimize for full-screen video clip**"
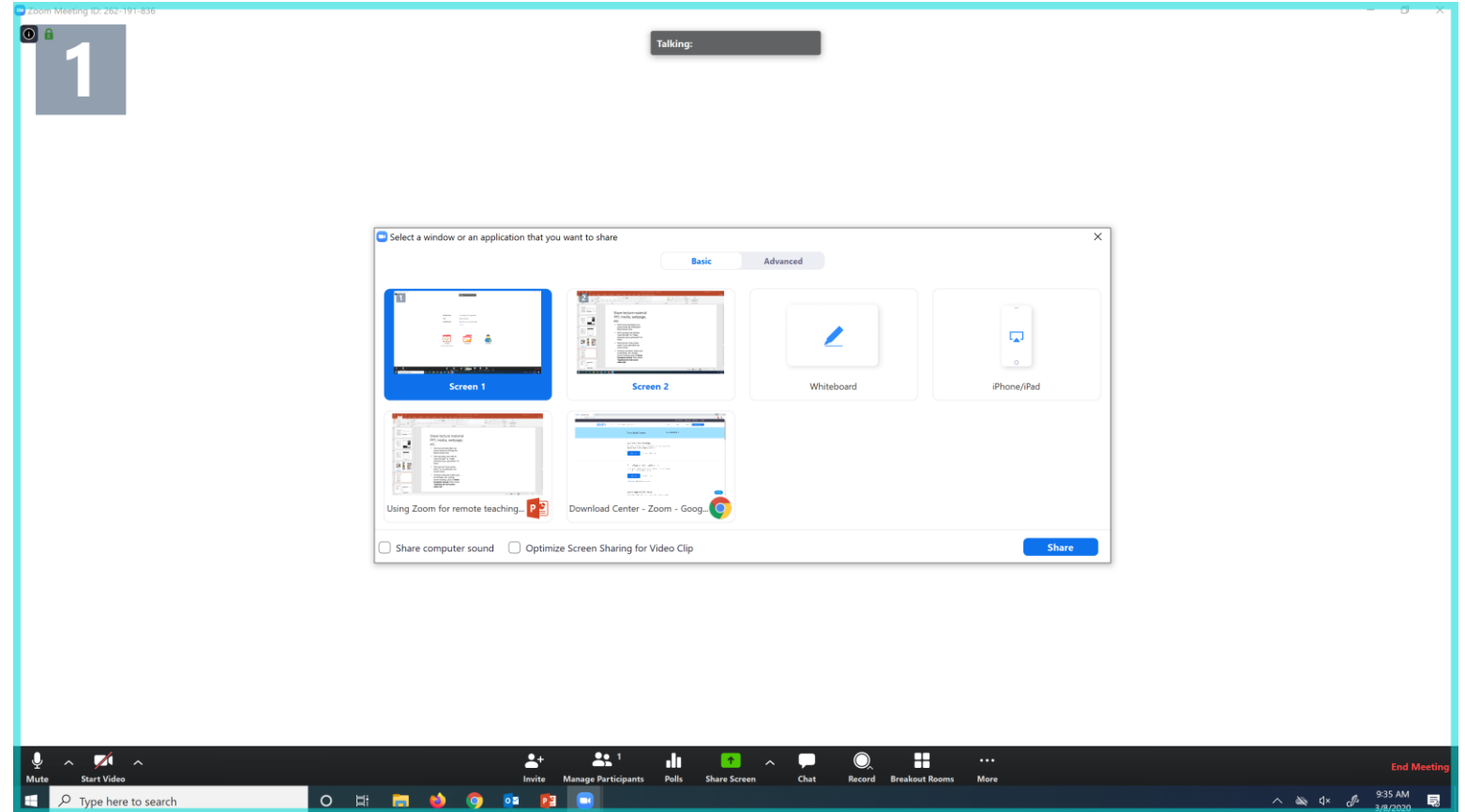
Use annotations while you're sharing your screen

You can use annotation tools when sharing screen or viewing a whiteboard

Click Annotate after you share screen
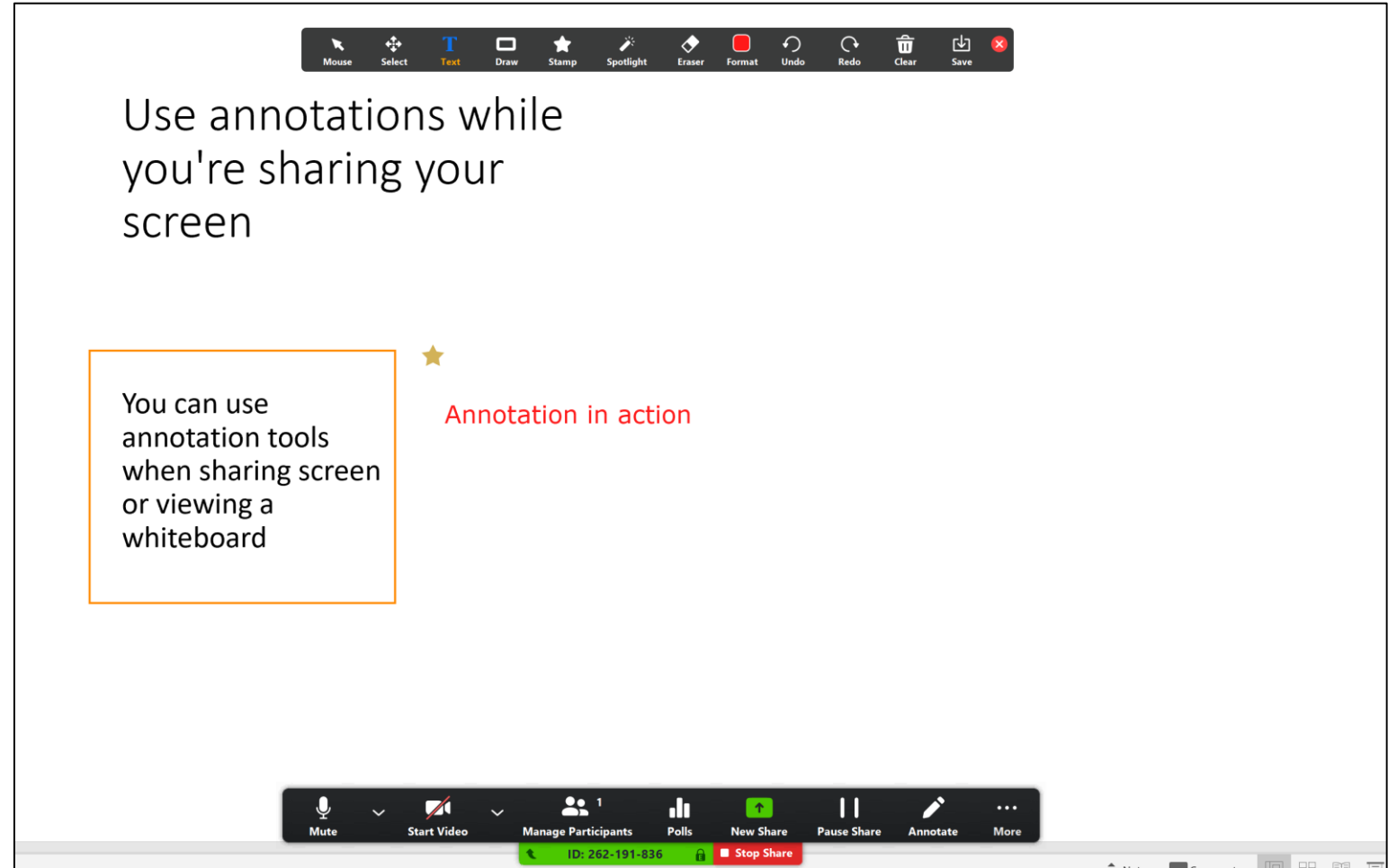
Write or draw on whiteboard

- Allow you to share a whiteboard that you and students (if allowed) can annotate on

- This is a useful tool if you need to hand write formulas, draw pictures, etc.

- You can switch between Screen and Whiteboard sharing

- If you laptop has a touch screen, it will be perfect for handwriting

Group discussions using Breakout Rooms

Group activities small group discussions to allow students to discuss and collaborate among themselves

Choose the number of rooms based on the number of groups (i.e. Zoom allow up 50 breakout rooms)

Only the host can see Breakout Rooms

Can create Breakout rooms automatically at random or manually

Can move someone to a different room or exchange one person for another person

Can set a time limit for the activity

Once you open those rooms, students will join into their breakout rooms and you will see the main meeting starts to clear

Breakout room participants have full audio, video and screen share capabilities

As the host, you can move from breakout room to another breakout room

Students can Ask for Help from their breakout room, and the host will receive the message on his/her screen

Once host close the breakout rooms, all students leave their Rooms and join back the main Zoom meeting
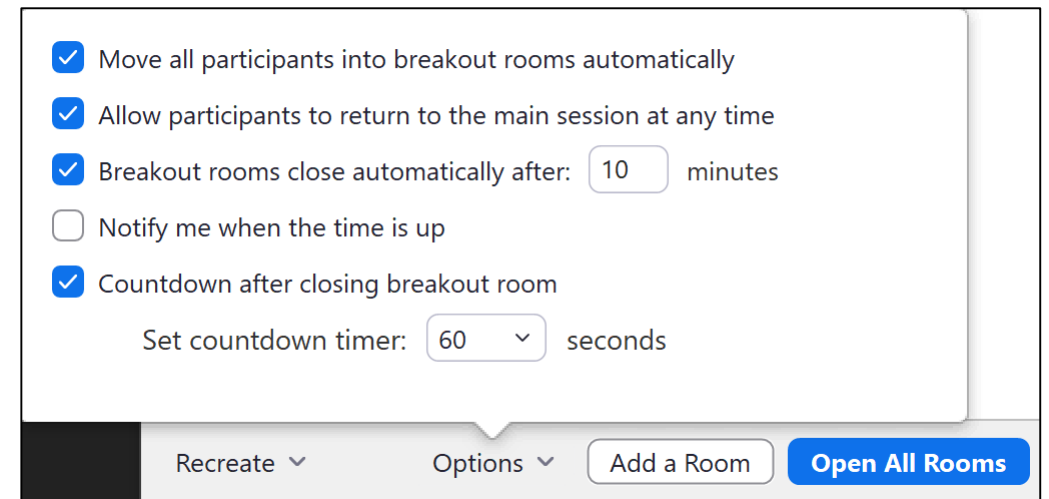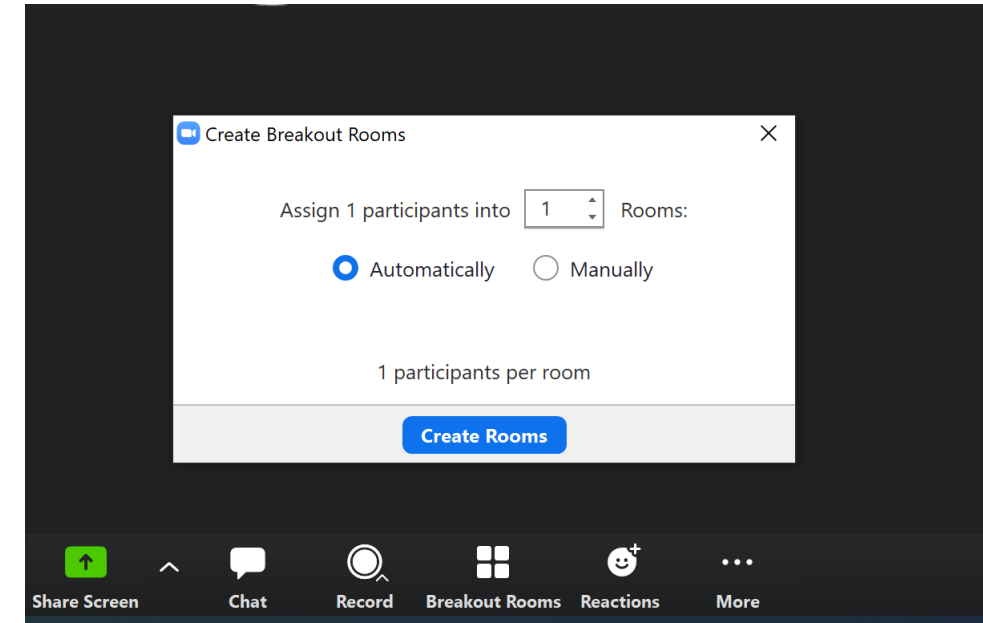
Group Presentation

- Now it is time for a group to present their work
- Allow participants to share their screen during the meeting
- Click Share Screen and choose "Multiple participants can share screen simultaneously"
- Presenting students need to turn on their video
- One group member share their screen to show the slides, doc, etc.
  - All members take turn to do their presentation while one group member control the shared screen
- OR, group members can request Screen Control among themselves to move around shared content on one member's screen (Not recommended)
- OR, recorded presentation could be another solution when live presentations is not needed

Record your lecture, presentation, etc.

Click **Record**

- Record on this computer (recommended)

- Record to the cloud

- What you see is recorded

- You can record your class meeting (audio and video) and save as a MP4 file on your computer

- Upload the recording of the lecture to Canvas for your class
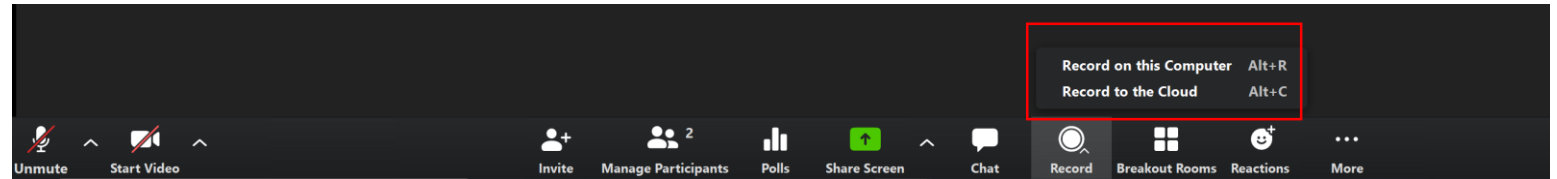
Zoom Client for Meetings Recording Settings
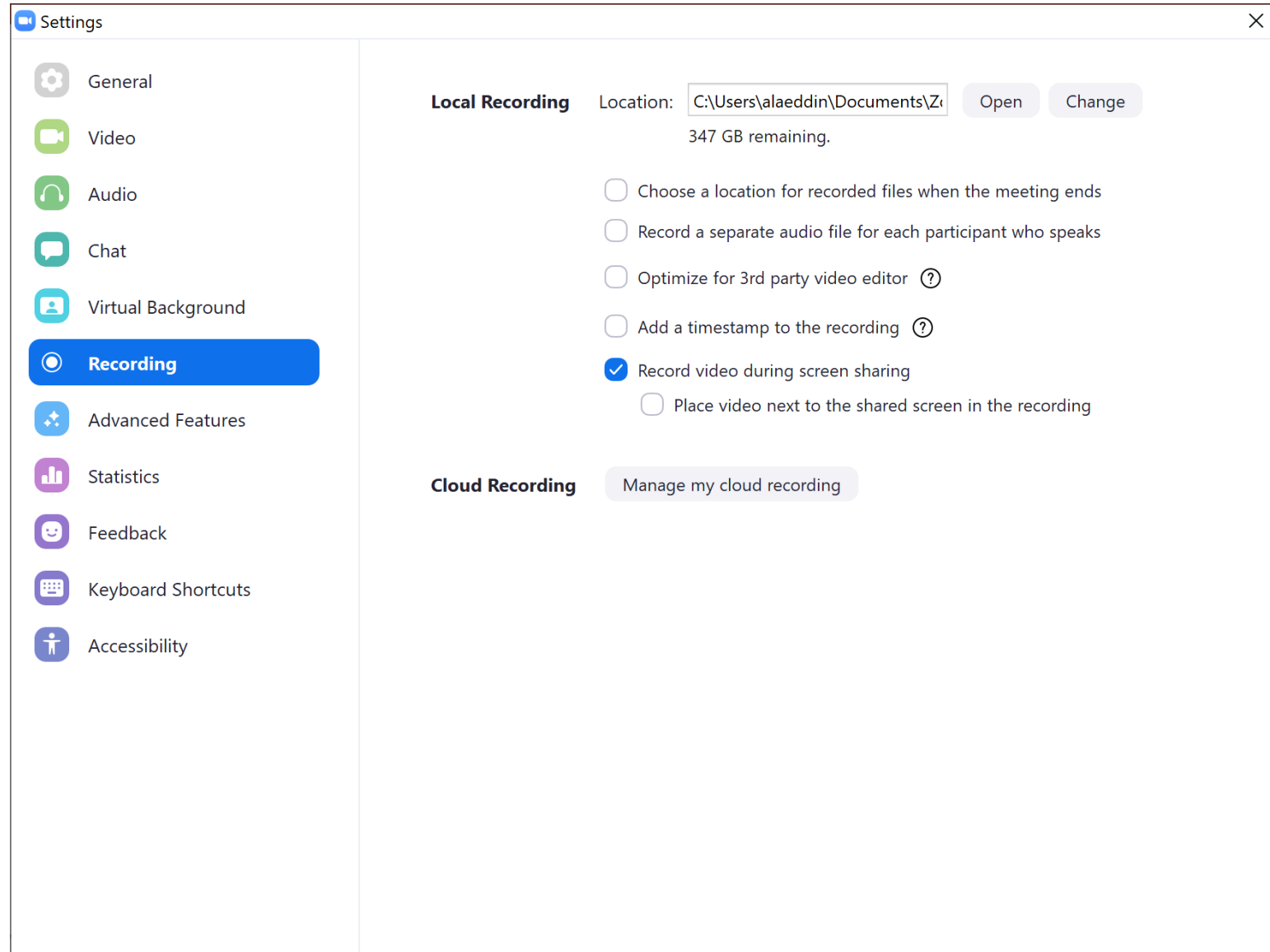
End the lecture for all students

- You select 'End Meeting' then 'Leave Meeting for All'. This ends lecture for all students.

- Students have a "Leave Meeting" button on their control bar.
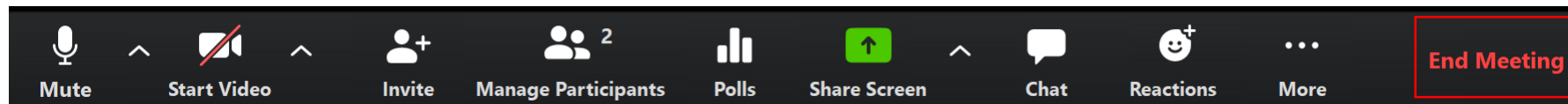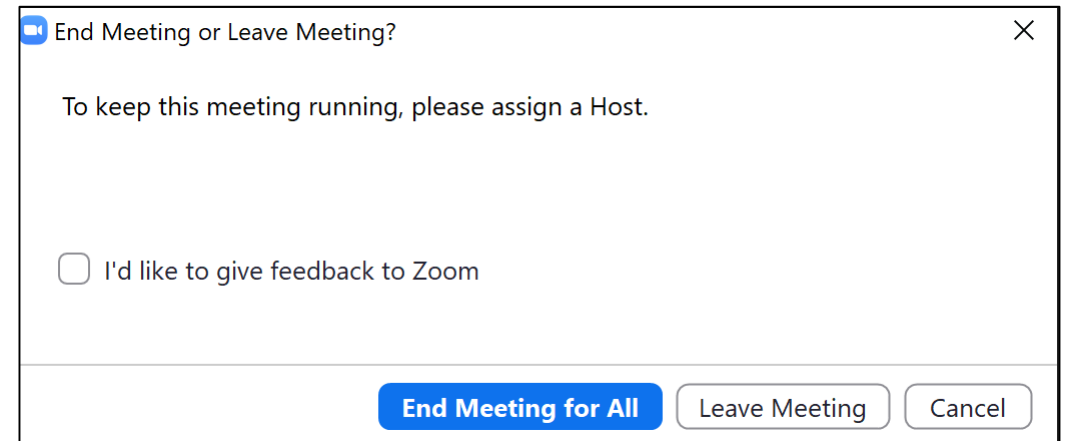
Class Attendance/Get a list of meeting participants

Login to https://cmu.zoom.us

Click "Report" on the menu on the left side of the screen

Shows you the length of time in Minutes the participants was in a meeting

You can export list of participants as a .csv file

Start your lecture
Make sure Zoom Client for Meetings is running

Just click on the Zoom meeting link

You will be redirected to start the meeting using the Zoom Client for Meeting if the client is running on your machine

Otherwise, it will start your meeting using the Zoom web portal

As we discussed, the Zoom client for Meetings provide you with the best experience for your meeting

Join Zoom Meeting
https://cmu.zoom.us/j/3392621200

Meeting ID: 3392621200

Your Zoom Account Settings

Go to https://cmu.zoom.us and sign into your account

- All students, staff, and faculty at CMU & CMU-Q have access to the Zoom Pro package with their Andrew ID and password

- Unlimited meeting time with 300 attendees in one session

- A Zoom account isn't required to attend a meeting
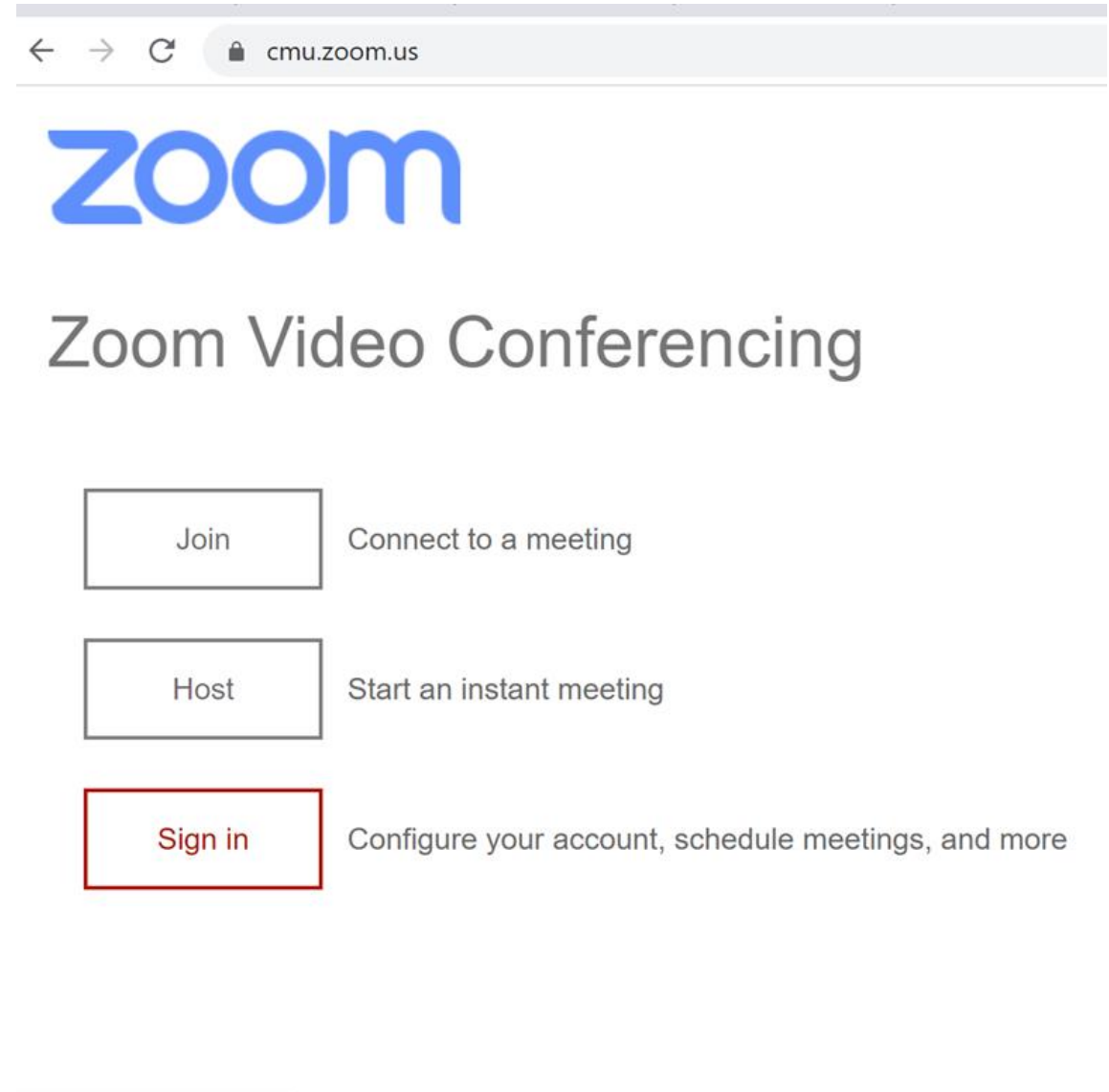
Your profile settings

You can modify various meeting settings in two ways:

- Change it once on cmu.zoom.us, in your zoom account → "Settings"
- Or you can change certain settings every time when you schedule a meeting

You account settings (1)

Your account settings (2)

Your account settings (3)

- Select Host only
- Allow **All Participants** to share screen when there are group presentations

Your account settings (4)

In Meeting (Advanced)

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Breakout room

Allow host to split meeting participants into separate, smaller rooms

☑ Allow host to assign participants to breakout rooms when scheduling [v]

Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. [v]

Choose which participants to place in the waiting room:

⦿ All participants

◯ Guest participants only ⍰

Customize the title, logo, and description ✏

Practice, Practice, & Practice
With your colleagues
With your students

Carnegie Mellon University Qatar
Information Technology