Logistical Considerations for Preparing to Teach a Synchronous Virtual Course

The following information is for instructors teaching in virtual (online) courses conducted all or mostly synchronously (students meeting at the same time). Guides for face-to-face or hybrid and asynchronous virtual instructors are also available.

- For **synchronous** virtual courses, you may be using [Zoom](https://uiowa.zoom.us).
- You can create the link for your class meetings by logging in to [uiowa.zoom.us](https://uiowa.zoom.us).
  - You can also use the [Zoom integration in ICON](https://uiowa.zoom.us) to set up the link; however, you will not be able to set up breakout rooms in advance using the ICON-Zoom integration. **If your ICON site is already published** when you set up your Zoom room via the integration, students will be notified automatically via ICON’s announcements.
  - When creating your Zoom session, it is helpful to include the course number in the title. You can mark it as a recurring meeting so that the same link will always be used for each session.
    - Some options are appropriate for various contexts, but nearly all instructors find it useful to enable the Advanced Options/Settings for:
      - Mute upon entry
      - Only authenticated users may join (students log in with HawkID)
- Add your Zoom session link to your ICON page in a prominent place such as the “Home Page” or a “Getting Started” module. Consider including information for students about using Zoom. Publish both the course and any “Getting Started” modules prior to the start of classes (experts recommend 7 to 10 days in advance, if possible).
- **Several days prior to the start of class**, use the student emails available via [MAUI](https://maui.lib.uiowa.edu) to send out a welcome message that directs students to your published ICON site and the Zoom link for the course. (Students can turn off ICON notifications, so ICON announcements might not reach all students.)
- Consider strategies for making Zoom instruction more inclusive.
- Consider strategies for making your course engaging in Zoom.
ICON Learning Management System (LMS) for All Course Types

- All university courses are automatically provided an ICON site, which you can use to organize course materials, post grades, and organize activities and assignments such as discussions, quizzes, and more. Visit ICON: Getting Started for Instructors for helpful information.

- In all cases, but especially if you will be teaching virtually, it is helpful to publish your course several days in advance (some experts suggest 7 to 10 days, if possible) so students know how to connect with your course. Even if you are still working on unpublished ICON content for the semester, you can still publish the course and a module with “Getting Started” information: crucial resources and, if you are teaching virtually, instructions about how students will log on to the course.

- You can self-enroll in an ICON course with basic template components that you can download and use to create your own effective course site.

- Visit the OTLT Events page for a variety of trainings, including sessions on developing your ICON site, and watch recorded webinars about Using ICON to Deliver a Well-Structured Course or Creating Online Engagement with Discussion Forums.