Creating an Engaging and Synchronous Classroom with Zoom

Preparing for Success
Summer 2020

Office of Teaching, Learning, and Technology - Academic Technologies
Office of Distance and Online Education
Tips For This Training

➔ This training is being recorded.
➔ Please mute yourself when not talking.
➔ Use the chat any time.
➔ Need more help? Contact the ITS Help Desk.
Training Agenda

- Part 1: Zoom Security and Best Practices
- Part 2: Polls and Breakout Rooms
- Part 3: Questions
Part 1

Zoom Security & Best Practices
Poll

Have you hosted a Zoom session?
Zoom Security Settings

Options at https://uiowa.zoom.us/:

- Set a password.
- Require authentication.
- Disable "Join Before Host."
- Keep your Zoom client up to date.
In-Meeting Security

➔ Get to know security settings.
➔ Control who can share:
  • Mute/Unmute
  • Screen Sharing
Individual Participant Settings

- Mute/unmute
- Video
- Remove participant
- Make Co-host
Best Practices for Zoom Classes

→ Test all Zoom features and security settings.
→ Test features with your class early on.
→ Maximize bandwidth and sound quality.
→ Communicate expectations for participation.
→ Be aware some users may have issues accessing Zoom.
Interaction in Zoom

- Discussions
- Student Presentations
- Chat
- Whiteboard/Annotation
- Polling
- Breakout Rooms
Part 2

Polling and Breakout Rooms
Setting Up Polls

→ Create a zoom session at https://uiowa.zoom.us/
→ Scroll down to add questions for a poll.
Create Questions

→ Fill out your poll title and question.
→ Questions can be anonymous.
→ Polls must have at least two answer options.
→ Scroll down and save.
Polling in Meetings

→ In your Zoom session, click Polling at the bottom.
→ Click the down arrow at the top right to select a different question.
→ Click Edit to create a new question.
→ Launch Poll to open the question.
In Progress

- Monitor poll time and responses.
- Click End Poll when finished.
View Results

→ Click Share Results
  • Re-launch Poll erases results and relaunches.
Sharing Results

→ Click Stop Sharing to end for audience.
→ Click red X at top left to end completely.
Break Out Room Sessions

- Have full audio, video, and screen sharing capabilities.
- Move participants automatically or manually.
- Hosts and Alt Hosts can move between rooms.
Breakout Rooms in Classes

→ During the Zoom session, click Breakout Rooms at the bottom, to open options.

→ If you didn’t pre-assign breakout rooms, you’ll be given options to create them.
Options

→ Check move all participants automatically.
→ Adjust countdown timer.
→ Click Open All Rooms
Close Breakout Rooms

➔ Click Join to join a room.
➔ You can broadcast messages to all breakout rooms.
➔ Click Close All Rooms to close. There will be a countdown timer.
Part 3

Questions
Need Help?

→ **Online help sessions** will be available for drop-in support for questions about pedagogy and technology.
  • Occur weekdays from 1 to 2 p.m.
  • [Join the waiting room to attend a help session](#).

→ **Request a consultation**, with follow-up support as needed, to discuss course structure, communication strategies, course facilitation, and more.

→ Ask a SITA for Technical Assistance
  • [SITA@uiowa.edu](mailto:SITA@uiowa.edu)

→ **Contact the ITS Help Desk** for technical troubleshooting or technology issues/questions.
Further Resources

- Office of Distance and Online Education
  - https://distance.uiowa.edu/
- Office of Teaching Learning and Technology
  - https://teach.its.uiowa.edu/
- Resources for ICON
  - https://teach.uiowa.edu/icon
- ITS Help Desk
  - Email: its-helpdesk@uiowa.edu
  - Phone: (319)384-HELP(4357)
IOWA