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# 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

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- 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

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

Part 1

# Zoom Security & Best Practices

Poll

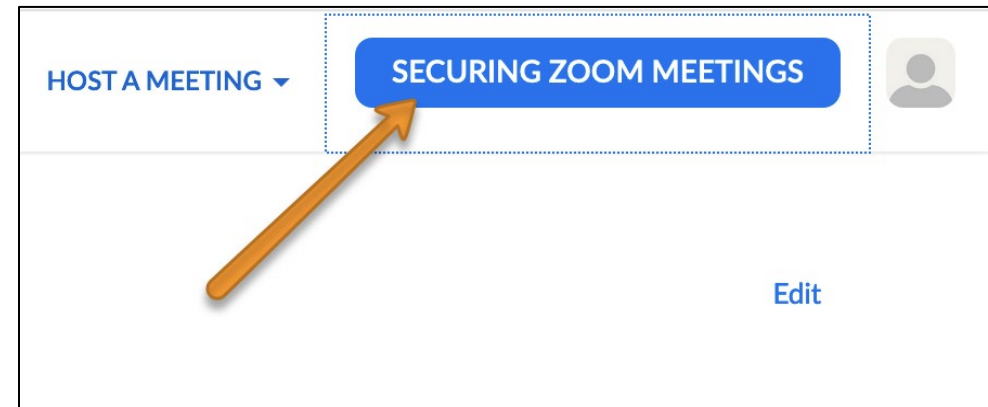
**Have you hosted a  
Zoom session?**

# Zoom Security Settings

Options at

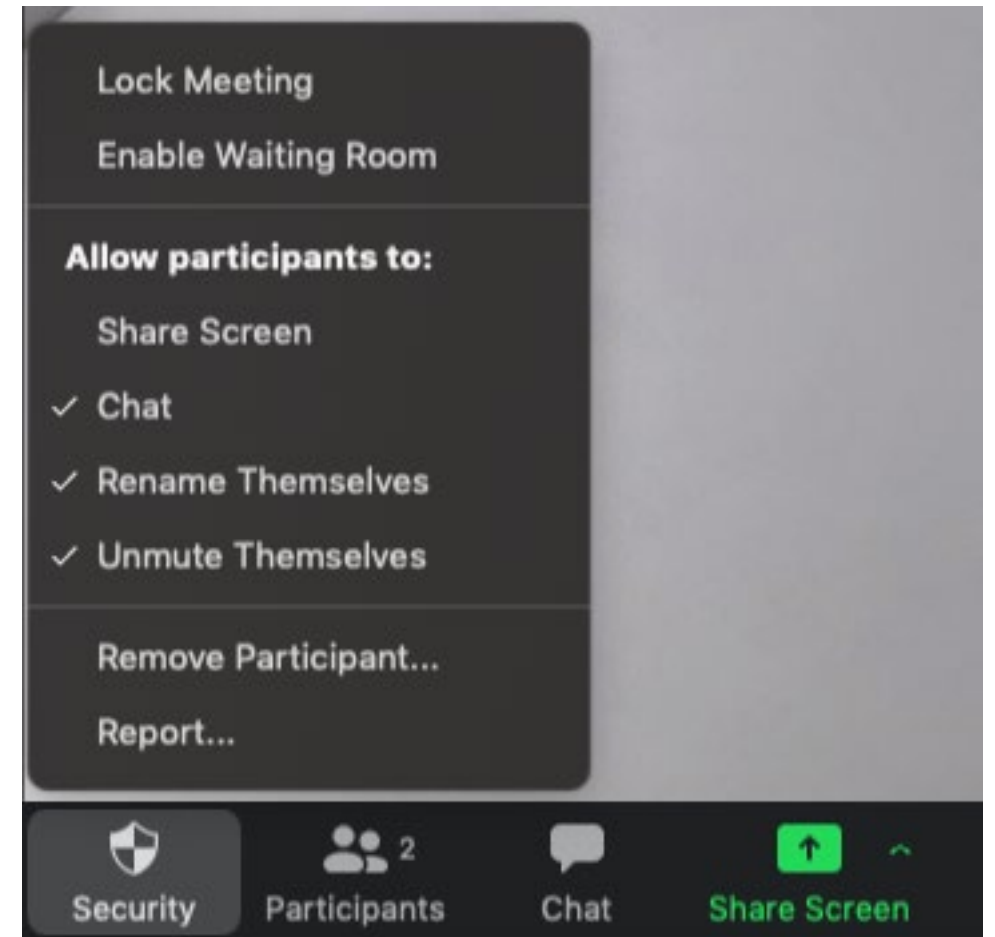
<https://uiowa.zoom.us/> :

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



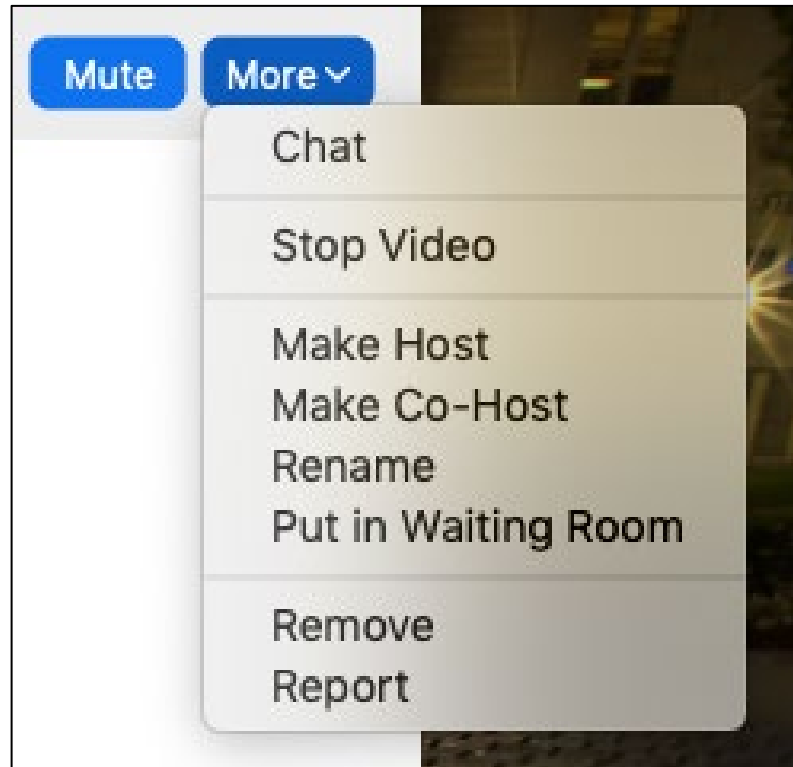
# In-Meeting Security

- Get to know security settings.
- Control who can share:
  - Mute/Unmute
  - Screen Sharing



# Individual Participant Settings

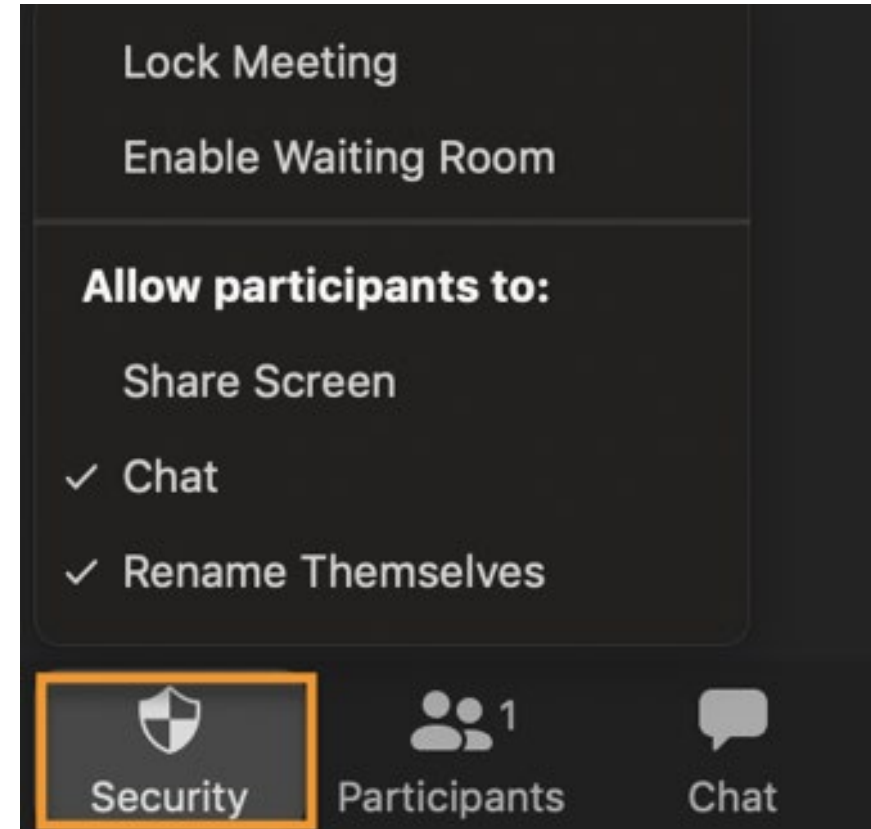
- Mute/unmute
- Video
- Remove participant
- Make Co-host





# 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

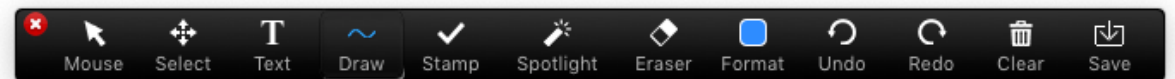
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- Discussions
- Student Presentations
- Chat
- Whiteboard/Annotation
- Polling
- Breakout Rooms

## Interaction in Zoom

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



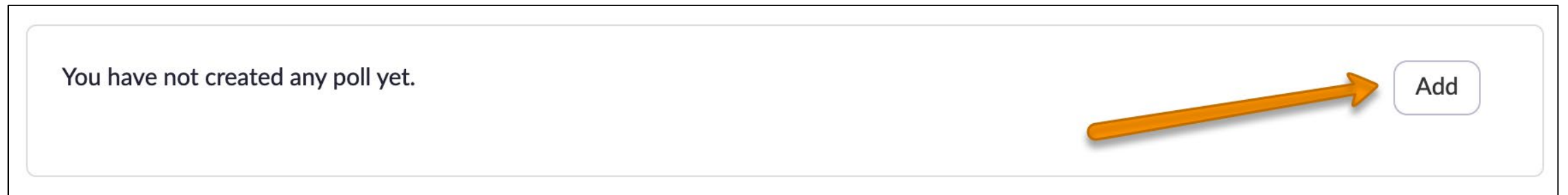
Part 2

# Polling and Breakout Rooms

# Setting Up Polls

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- 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.


Add a Poll

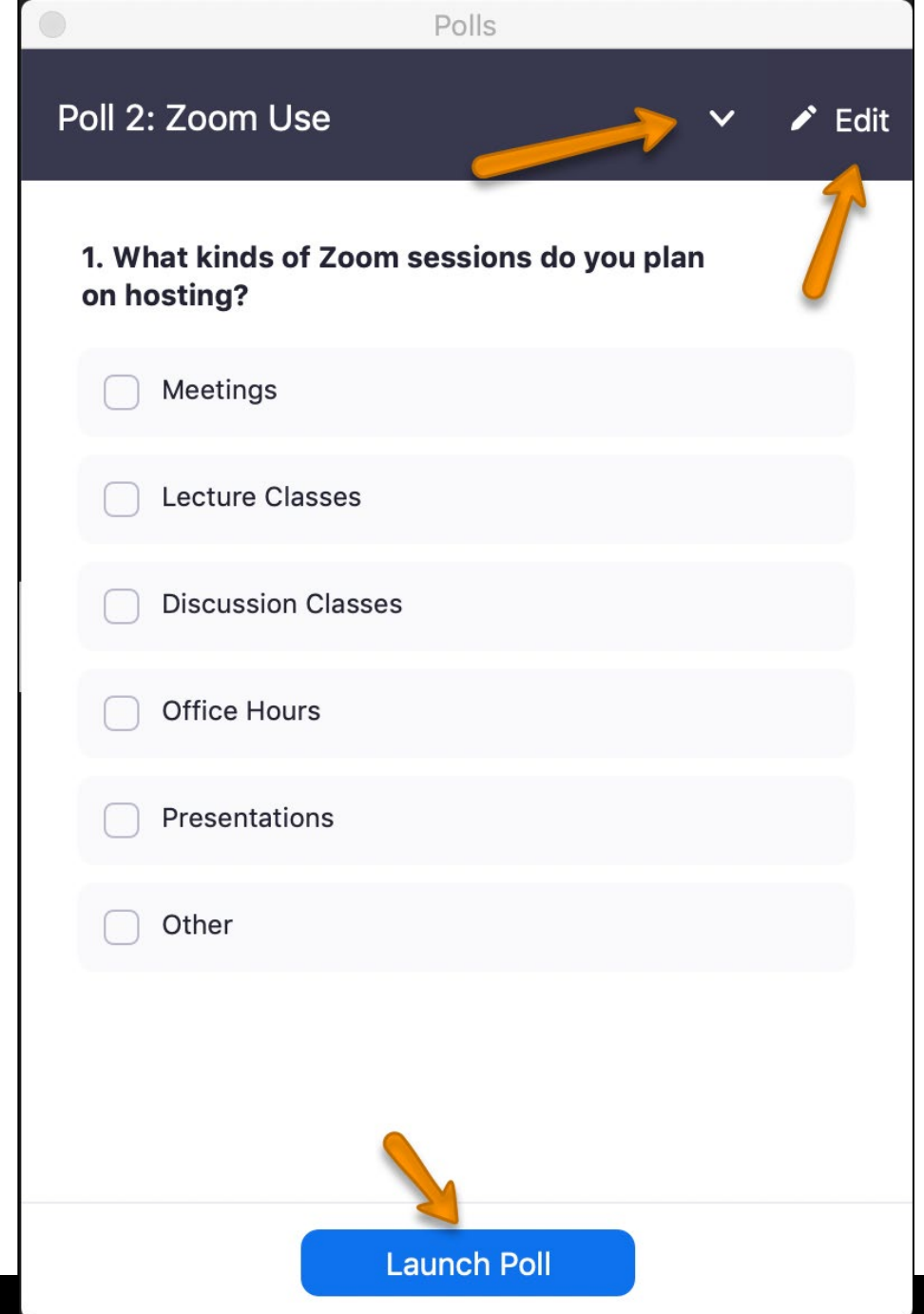
Anonymous? [?](#)

1.

Single Choice  Multiple Choice

# 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.

Zoom Use in Progress 00:00:05

Attendees are now viewing questions 0 of 0 (0%) voted

**1. What kinds of Zoom sessions do you plan on hosting?(Multiple Choice)**

Meetings	(0/0) 0%
Lecture Classes	(0/0) 0%
Discussion Classes	(0/0) 0%
Office Hours	(0/0) 0%
Presentations	(0/0) 0%
Other	(0/0) 0%

End Poll

# View Results

→ Click Share Results

- Re-launch Poll erases results and relaunches.

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The screenshot shows a mobile application interface for viewing poll results. At the top, the title 'Poll 2: Zoom Use' is displayed in a dark header bar, with a dropdown arrow and an 'Edit' button to its right. Below the header, a status bar indicates 'Poll closed' and '0 voted'. The main content area lists six categories of Zoom sessions, each with a progress bar and a '(0/0) 0%' label. An orange arrow points to the 'Share Results' button at the bottom left, while the 'Re-launch Poll 2' button is at the bottom right.

Category	Count	Percentage
Meetings	0/0	0%
Lecture Classes	0/0	0%
Discussion Classes	0/0	0%
Office Hours	0/0	0%
Presentations	0/0	0%
Other	0/0	0%



# Sharing Results

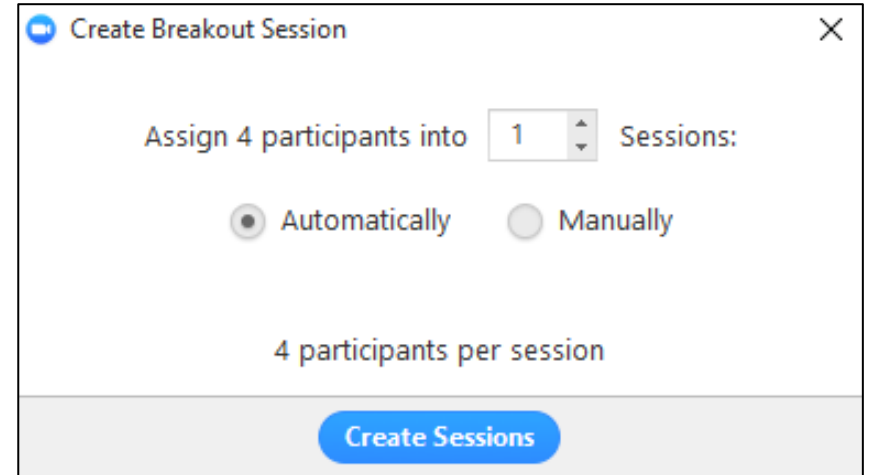
- Click Stop Sharing to end for audience.
- Click red X at top left to end completely.

The screenshot shows a web browser window titled "Polls" with a green header bar that says "Sharing Poll Results". Below the header is a dark blue bar with the text "Attendees are now viewing poll results". The main content area displays a poll question: "1. What kinds of Zoom sessions do you plan on hosting?(Multiple Choice)". There are six options listed, each with a progress bar and a count of 0/0 and 0%: Meetings, Lecture Classes, Discussion Classes, Office Hours, Presentations, and Other. At the bottom of the interface, there is a red button labeled "Stop Sharing" with an orange arrow pointing to it from the left.

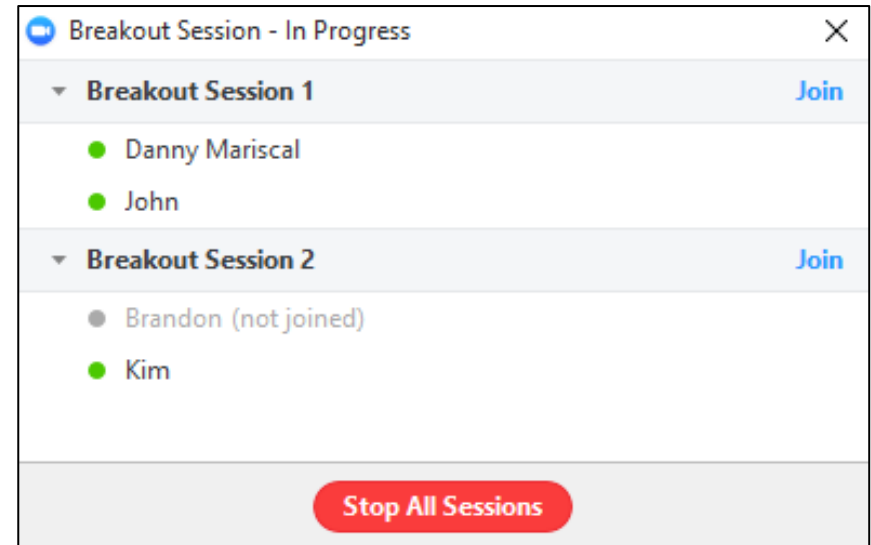
Option	Count	Percentage
Meetings	0/0	0%
Lecture Classes	0/0	0%
Discussion Classes	0/0	0%
Office Hours	0/0	0%
Presentations	0/0	0%
Other	0/0	0%

# 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.



The screenshot shows a dialog box titled "Create Breakout Session" with a close button in the top right corner. The main text reads "Assign 4 participants into 1 Sessions:", where "1" is in a dropdown menu. Below this, there are two radio buttons: "Automatically" (which is selected) and "Manually". At the bottom of the dialog, it says "4 participants per session" and there is a blue button labeled "Create Sessions".



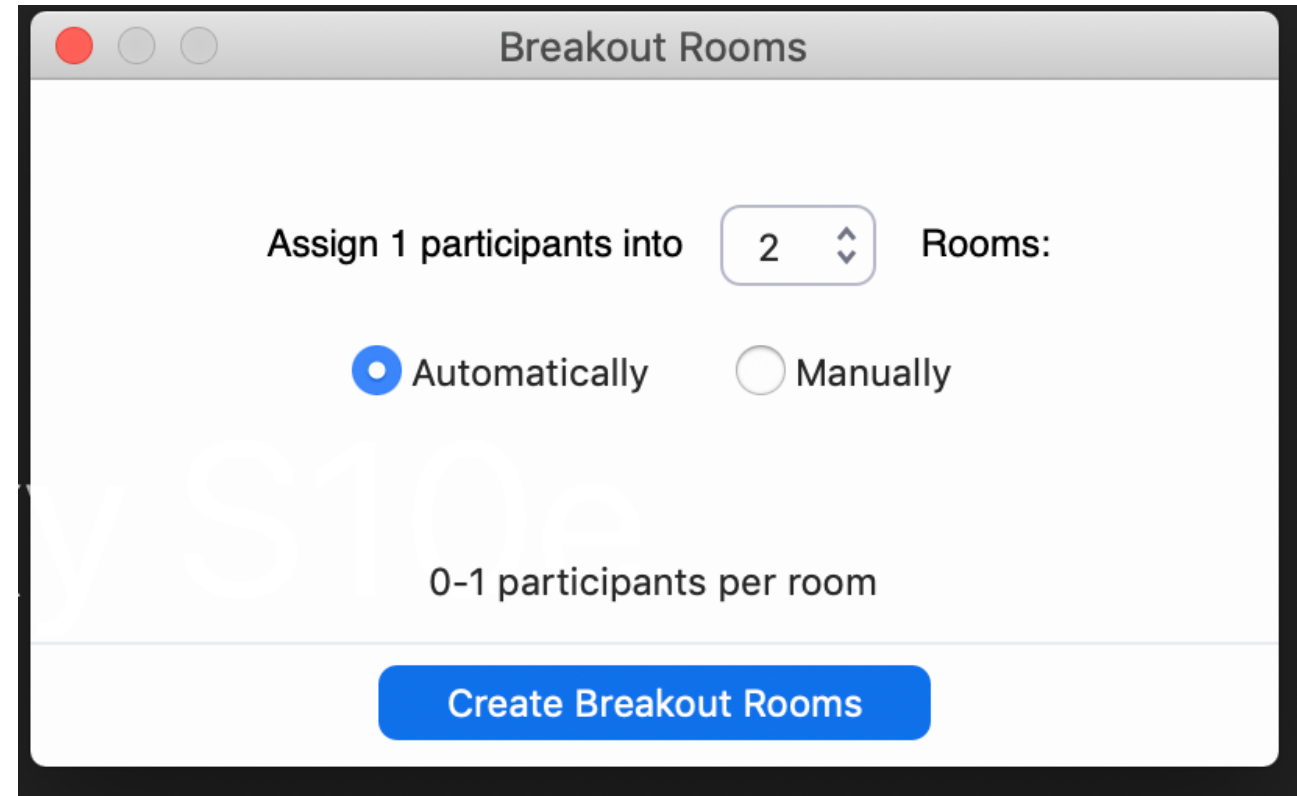
The screenshot shows a dialog box titled "Breakout Session - In Progress" with a close button in the top right corner. It lists two sessions. "Breakout Session 1" has a "Join" link and lists participants Danny Mariscal and John, both with green status indicators. "Breakout Session 2" also has a "Join" link and lists participants Brandon (not joined) with a grey status indicator and Kim with a green status indicator. At the bottom of the dialog, there is a red button labeled "Stop All Sessions".

# 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

The screenshot displays the 'Breakout Rooms - Not Started' interface. At the top, there are two breakout rooms listed: 'Breakout Room 1' and 'Breakout Room 2'. Each room has three action buttons: 'Rename' (with a pencil icon), 'Delete Room' (with a red 'X' icon), and 'Assign' (in blue text). Below the room list, a settings modal is open, showing various options for breakout room management. The modal includes checkboxes for 'Move all participants into breakout rooms automatically' (unchecked), 'Allow participants to return to the main session at any time' (checked), 'Breakout rooms close automatically after: 30 minutes' (unchecked), 'Notify me when the time is up' (checked), and 'Countdown after closing breakout room' (checked). At the bottom of the modal, there is a 'Set countdown timer' field set to '60' seconds. At the bottom of the main interface, there are four buttons: 'Options ^', 'Recreate ^', 'Add a Room', and 'Open All Rooms'.

Breakout Rooms - Not Started

- Breakout Room 1 ✎ Rename ✖ Delete Room Assign
- Breakout Room 2 ✎ Rename ✖ Delete Room Assign

Move all participants into breakout rooms automatically

Allow participants to return to the main session at any time

Breakout rooms close automatically after:  minutes

Notify me when the time is up

Countdown after closing breakout room

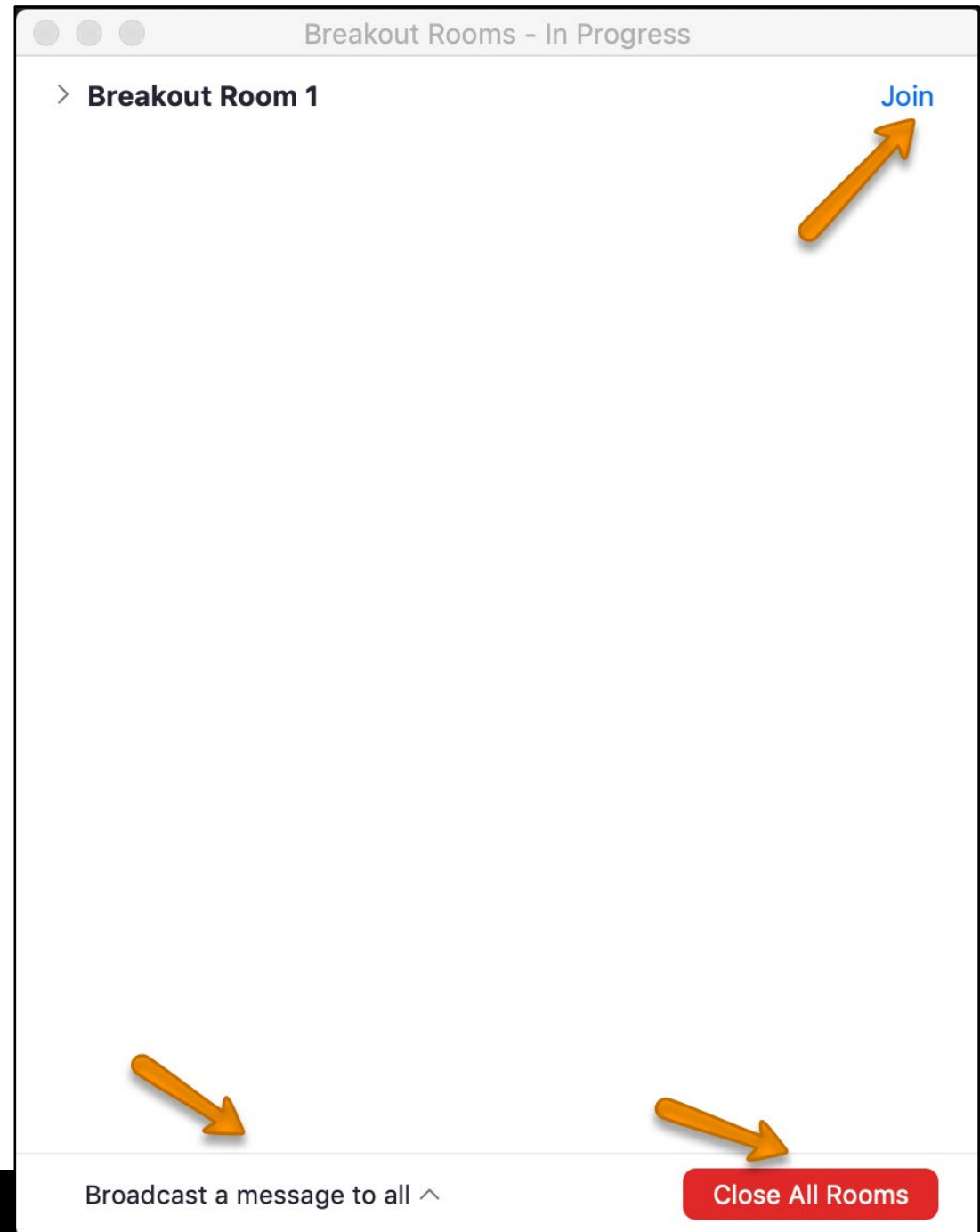
Set countdown timer:   seconds

Options ^    Recreate ^    Add a Room    Open All Rooms

# Close Breakout Rooms

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- 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?

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- **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

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- 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](mailto:its-helpdesk@uiowa.edu)
  - Phone: (319)384-HELP(4357)



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