

This is a collection of the questions asked during the “Creating an Engaging Synchronous Classroom with Zoom” event held Thursday, June 11, 2020. Some of these questions were answered during the event, some were answered afterwards.

To see upcoming events, please visit the OTLT events page:  
<https://teach.its.uiowa.edu/events/upcoming>.

If you have any questions, please contact the ITS Help Desk: Email: [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu)

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Q: I don't usually log in with SSO. I see more options under "participants" than usual: yes, no, go slower/faster. Does this come with a Zoom update or can you change it in settings?

A: The meeting organizer can change that in settings on the Zoom web portal under "Nonverbal feedback". <https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-feedback-during-meetings>

Q: Do you recommend a moderator for live Zoom meetings?

A: If you have resources to have someone moderate the chat, it helps a lot!

Q: If a student "raises their hand" is it obvious to see during your presentation?

A: The host will be notified if a participant raises their hand - there's a tally in the participants field, which is nice, but unless you're watching for it, it's easy to miss.  
[https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-feedback-during-meetings#h\\_50523139-7bac-403b-9c59-1755ada65ad9](https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-feedback-during-meetings#h_50523139-7bac-403b-9c59-1755ada65ad9)

Q: For consistency's sake, and ease of use for the student, are we leaning towards a common, preferred login security approach? (SSO, password, waiting room, etc.)

A: It will depend on your situation. For smaller courses, many instructors are using waiting rooms consistently. However, larger classes may be better managed by requiring the use of SSO authentication.

Q: Is there a preference of Zoom over Panopto Live?

A: That's an interesting question. Panopto is very powerful, and their live streams have improved recently. Panopto has the ability for multiple video streams, can deliver ppt files, but interaction features are currently less than Zoom.

Zoom is easy to start with, has more opportunities for audience interaction, and there is also a Zoom integration in Panopto to easily transfer recorded meetings to Panopto for later viewing.

Q: Is it possible to change the sequence of the students so it coincides with the attendance listing in the participant display?

A: No, I don't think so - I've noticed that Zoom gives preference to people sharing their video screens. Class attendance may sort by first name and Zoom sorts by last name

Q: What are the best practices for tracking attendance?

A: Have you investigated Zoom reports? That's a csv that you could pull after a meeting

I will add that if you are using break out rooms, it will log your students as entering the room after each breakout session

Zoom has a "reports" feature in the web interface. It's pretty good, but not on the agenda for today <https://support.zoom.us/hc/en-us/articles/201363213-Getting-started-with-reports>

<https://it.umn.edu/services-technologies/how-tos/zoom-get-list-meeting-participants>

"Zoom will display the name of each participant in the meeting you selected, along with the times they joined and left the meeting"

(from audience member) regarding attendance I love Top Hat for attendance

Q: Best practices for student team presentations on Zoom? Like, separate the student groups out in separate Zoom sessions or keep the whole class together in one big Zoom session?

A: Have not done this myself but for team presentations you can ask the students not presenting turn off their video and I think you can prioritize those with video on.

Q: Would either Panopto or Zoom polling be able to integrate with the ICON gradebook (in place of Top Hat, for instance)?

A: This feature does not currently exist.

Q: Could you run a Top Hat via a live Zoom?

A: (from audience member) I use Top Hat in my online classes over Zoom and it works great.

Q: Strange question: is there any way to mute the presenter? This is no reflection on present company!

A: No, not if you're not the host of a meeting

<https://campuspress.yale.edu/libraryitnews/2018/01/23/tech-tip-muting-participants-in-zoom/#:~:text=In%20order%20to%20mute%20participants,mute%20one%2C%20or%20all%20p,articipants.&text=To%20begin%2C%20select%20the%20%E2%80%9CManage,the%20menu%20bar%20in%20Zoom.>

Q: How does recording work if you have them present in a Breakout Room?

A: I believe that the recording will only cover the main room. In the past, I've had instructors ask a student in each breakout room to record locally and share the video file after the class meeting <https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>

Q: How do you test things before the class begins?

A: If you want to do a test run, the SITA group would be happy to join you in a Zoom room.  
Contact us at [SITA@uiowa.edu](mailto:SITA@uiowa.edu)

<https://its.uiowa.edu/sita>

Q: Re: Bandwidth: I've heard that if we ask everyone to turn off video, it improves performance. True or myth? Just worried about students running multiple programs at once

A: (from audience member) Turning off video helped my class this spring; I asked everyone to put a photo into their Zoom profile, so the speaker sees a set of (static) faces instead of just names.

It improves performance for the person who turned off their video, which makes for a better meeting for all.

<https://it.cornell.edu/zoom-zoomforcourses/reducing-zoom-data-and-bandwidth-use>

Plugging into the router instead of using WIFI makes a huge difference.

(from audience member) Yes! Sharing bandwidth is an issue--I have students turn off video and audio at the beginning with the 1st slide

You can see your own bandwidth usage under Statistics in your in-room settings.

(from audience member) I ran an ethernet cable from my router to my office - seems to have helped when multiple people in the house are online.

Q: Does it put a damper on small group discussion to have the session recorded?

A: Not necessarily, many students seem to understand the value in recording online class sessions for accessibility for the entire class. If there is a clear divide between lecture and discussion and students express that they do not like being recorded talking, you could always edit out the smaller group discussions in Panopto.

Q: How do you prevent annotations?

A: The Disable Participant Annotation option is available to the host under the "More" menu while sharing. The Zoom documentation on enabling/disabling annotations is here:

<https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>

Q: Can poll responses be automatically logged in ICON for credit? And are polls only for people attending live or do they work for people watching the recording?

A: No, there's no automatic connection between the Zoom poll & the ICON gradebook.

Q: Are polls only for people attending live or do they work for people watching the recording?

A: Only for the people attending live. Zoom recordings that get transferred to UICapture don't display the polls run during the meeting, so you would want to verbally review any information you want recorded.

Q: Can students annotate any time, or only if we give permission?

A: Annotation is typically enabled by default for the user sharing their screen, here is the documentation for enabling/disabling annotations: [https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard#h\\_b81dec21-449f-4f7f-8165-c0060911268f](https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard#h_b81dec21-449f-4f7f-8165-c0060911268f)

Q: Can annotations be limited to within a breakout group?

A: They cannot be limited to a breakout group without changing the setting during the meeting. Typically, the person sharing their screen enables/disables annotations

Documentation for enabling/disabling annotations is here: [https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard#h\\_b81dec21-449f-4f7f-8165-c0060911268f](https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard#h_b81dec21-449f-4f7f-8165-c0060911268f)

The annotation feature is limited with breakout rooms. You will likely have to enable annotation after putting participants into breakout rooms and disable upon them returning

Q: Will students see each other's poll answers?

A: If you show answers to a poll, it will display an aggregate count but not individual responses

Poll creation and settings: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>

Q: Are your polls available for different zoom meetings?

A: No, there is not an option to save poll questions within Zoom itself. However, you can explore polls from previous meetings through the Zoom web client

<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>

Q: Can you say something about how/why people use polls?

A: Polls are useful to gather data from participants in a meeting and encourage engagement with presentation material

Polls can help kickstart a discussion--simple questions like, how are you doing today or more class specific to see if they read the material.

You can also use the non-verbal feedback as a simple poll. Thumbs up or down. Yes or No. Raise hand if you agree.

Q: Can you gather data over several instances of a poll?

A: If you do it deliberately. Re-running a poll we've found will wipe out previous answers, but if you create multiple copies of the question, that will take care of this problem.

Q: Can a poll be used to take attendance?

A: I would utilize the report linked earlier instead of polls to do attendance. The reports provide more detail and students may miss a poll

Q: Is there a way to anchor the Zoom "menu" to one spot on a screen? I'd like it to stay "still" when I go in and out of sharing screens or changing the size of the display.

A: It is handy to present using multiple screens so that you can put your Chat and Participant windows "off screen".

Q: What's a suggested size for breakout rooms? A class of 50 or less?

A: I have read that 4-5 students is optimal to promote participation from each student in a breakout room

(from audience member) Odd numbers for breakout groups means that decisive voting can occur amongst breakout room participants.

Q: Am I the only person who finds breakout rooms painfully awkward? Colleagues have told me that students like them, but they make me want to flee the zoom meeting

A: (from audience member) I love them--though, it is funny when you show up and students have started chatting and are no longer on topic.

Q: Can we see student responses (by student) after the session is complete?

A: I've lost track of if you were referring to a poll response (yes) or the nonverbal feedback (no).

Q: Can we record break out room discussions?

A: You would need to ask someone from each room to record, and then to share the recording afterwards <https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-breakout-rooms>

Q: Can/does an automatically formed breakout group be revisited throughout the Zoom session?

A: Yes, there is an option to wipe out & reform the breakout rooms, but the default is to persist the room roster <https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms>

Q: To prepare breakout rooms prior to class, would we use the zoom integration in ICON?

A: Here is the documentation for pre-setting breakout rooms: <https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms>

Pre-assignment of breakout rooms works best for persistent groups working together throughout the semester.

Q: If I have multiple cohosts, with the breakout room screen show me if a host is in a room?

A: In the list of people within each breakout room, any co-hosts will have that designation next to their name.

Q: If people make annotations in the breakout, will they get lost when the rooms close?

A: Annotations on shared screens can be saved as a still image in breakouts and then shared back to the main room via screen sharing. If the annotations are not saved, then they are deleted when the rooms close. <https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>

**Be careful that you don't accidentally press "Close All Rooms" as you are moving between breakout rooms, rather than the "Leave Room" button, because there is no "Undo" button and it does not ask you if you are sure you want to move everyone out** (from audience member)

Q: What is the best way to share a recorded zoom class to students?

A: I have uploaded Zoom recordings to UICapture, an accessible & consistent location for students to find lectures.

I uploaded and edited meetings in UICapture, then created a Module in Canvas for Zoom Meetings and put the links to the edited videos in it so it would be easy for students to find. The latter was based on the advice of a student here. They liked having a module for Zoom links where they are all in the same place and easy to find.

<https://teach.uiowa.edu/UICapture/guides>

Q: Is there a way for students to see each other in the waiting room?

A: No, the waiting room is only visible to the Host/Cohosts in a zoom meeting.  
<https://support.zoom.us/hc/en-us/articles/360022174112-Using-a-Waiting-Room-with-Zoom-Rooms>

Q: Is there a laser pointer for use during the shared session? Example: pointer for a PDF or Excel file.

A: You can use a pointer from the annotation tools while sharing.

<https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>

Q: Can you pre-assign a topic for each room?

A: There's no way to do this on the fly, but if you used pre-built break out rooms you could name the rooms with a topic.

<https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms>

Q: If you are presenting asynchronously, do you recommend recording through Panopto or zoom?

A: Panopto allows greater detail in editing lecture videos compared to Zoom.

Zoom is faster to setup and simpler, and this can be preferred if it is a shorter video or for quick class announcements.

Q: In general, what are the pros and cons on setting Zoom meetings on uiowa.zoom.us or in ICON?

A: Setting up meetings through the Zoom/ICON integration is useful because students will have ease in finding the link for the Zoom meeting. When setup through the integration, the meetings will show up on the students' calendars and they are reminded of when class meetings are happening. Overall, it lends to a more organized class by having more scheduling/the meeting link in ICON with the rest of the course information and resources.

<https://community.canvaslms.com/docs/DOC-18604-zoom-in-canvas>  
<https://teach.uiowa.edu/zoom-icon-integration>

Q: Other than using software like ecamm (paid per month), is there a way to use multiple cameras with Zoom synchronously?

A: Yes – Users can "share" the second camera, similar to sharing their desktop content.

<https://tuftsedtech.screenstepslive.com/s/19028/m/94934/l/1219907-how-do-i-share-from-a-second-camera-or-mobile-device-in-zoom>

Q: What is the best way to hold office hours?

A: I recommend utilizing a Zoom meeting with a waiting room for office hours. Controlling when students enter your meeting will allow you control interruptions and to maintain privacy when needed. <https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>

Q: How to prevent being kicked off office hour zoom session if no students come by for a while and idle for too long? This was an issue for me this spring.

A: If you are logging in using the SSO option (using your HawkID authentication credentials) but you the only person in a meeting, the meeting will end in 40 minutes if no one else joins.

<https://support.zoom.us/hc/en-us/articles/202460676-Time-limits-for-idle-meetings>

Q: I sometimes get use Otter to get transcripts of recorded Zoom sessions. Any other recommendations? Otter is a transcript tool that uses speech-to-text technology to create text transcripts of recorded audio.

A: There is also a tool within Panopto that will generate captions for a video. They tend to be accurate, but the tool does not do well with multiple people talking over each other.

<https://support.panopto.com/s/article/ASR-Generated-Captions>

Q: Can we get one of these meetings on the use of Panopto Live?

A: Of course! [July 9th is the event covering UICapture](#) Our list of upcoming events is on the [OTLT events page](#)

Q: What is the best way to give students access to a shared Microsoft Office tool when working in breakout rooms?

A: Students could utilize the web version of Word through Office 365. This allows for ease of simultaneous editing and saving for a group. They would access this by logging into office 365 in a browser and selecting "Word", similar to how they would access their university Outlook account.

Q: Can we get copy of the info that some folks added to the chat?

A: You can save the chat via the ... button in the chat window. <https://support.zoom.us/hc/en-us/articles/115004792763-Saving-in-meeting-chat>

Further resources and information:

<https://teach.its.uiowa.edu/events/upcoming>

<https://teach.uiowa.edu/ICON/FAQ/guestaccount>

<https://its.uiowa.edu/contact>

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