

Checklist for Zoom Lectures

This guide is for anyone who wants to use Zoom for basic teaching and learning tasks. For more advanced questions, contact IT Services at 773.702.5800 (2.5800) or send email to itservices@uchicago.edu.

Part A: Best Practices for Lectures

Zoom is designed to be intuitive. Still, it will work best if you make some key decisions before delivering a lecture to an online class. Here are a few ways to prepare for your course and make the experience easy for your students.

1. Your lesson plan
 - Plan for a synchronous course lecture just as you would plan for an on-the-ground class.
 - Share your class plan with students ahead of time, so they know what to expect during the Zoom session.
 - Share slides and notes before or in the beginning of the lecture so that they can follow along in case you experience lag or technical difficulties.
2. Record the zoom session
 - Record the zoom sessions so that you, co-instructors, TAs and students can review it afterwards if they missed parts of the session due to technical difficulties.
 - Reviewing sessions can also help you adjust and improve future zoom lectures.
3. Share housekeeping details with your students
 - Make sure you have muted all attendees upon entering the Zoom room.
 - Take frequent pauses to ask if students have questions.
 - Let students know how they can get your attention to ask questions.
 - Will you be checking the chat window?
 - Should they unmute themselves to speak up?
 - Should students use the “raise hand” button?
 - Look at the camera in order to make eye contact when you are talking.
 - If the students have detailed questions tell them to schedule an “office hours” zoom meeting with you rather than take up the lecture time.
4. Share your screen
 - If you want other meeting attendees to see what you are working on, you can share your screen by clicking on the **Share** button in the Zoom toolbar.
 - Using the Share Screen feature can display your powerpoint or presentation slides while you lecture.
 - You can also display other apps like word, excel, pdfs, and web browsers.
 - For step by step instructions on how to [share your screen](#) and the various features it allows please visit the Zoom Help.

5. Annotate your screen
 - Rather than just verbally referring to a point on a slide you can use annotation tools to circle, highlight, and draw on the slide.
 - Also, allow your students to annotate your slides if they have questions.
 - For step by step directions on using [annotations](#) please visit the Zoom Help Center.
6. Ask poll questions in Zoom
 - Periodic poll questions will help you measure student understanding.
 - Polls can help break long lectures into smaller segments.
 - Your poll questions can encourage students to ask their own follow up questions.
 - Poll questions will help create natural points for discussion.
 - For step by step directions on asking [polls](#) please visit the Zoom Help Center.
7. Follow up your lectures
 - After hosting a zoom lecture follow up with any resources and links.
 - Post your links in Canvas in Canvas announcements.
 - Post copies of your presentation in Canvas modules.
 - Remind your students that the zoom recordings will be available in Canvas, under the Zoom button in the left-hand navigation.

Part B: Quick Tips for Troubleshooting

The two most common technical issues with any web conferencing software are:

1. Participants can't see
 - If your camera is not showing up in the Zoom Settings, check to see if it is selected or not.
 - If it is selected and not showing any video please refer to the article about [video troubleshooting](#) in the Zoom Help Center.
2. Participants can't hear
 - Audio Echo. There are 3 main causes for audio echo or feedback:
 1. A participant has both the computer and telephone audio active
 2. The speakers on participants' computers or telephones are too close to each other
 3. There are multiple computers with active audio in the same conference room
 - To resolve audio echo please
 1. mute all of the attendees at once
 2. then unmute one attendee at a time, as needed

Part C: More Resources

1. Video tutorials
 - [Getting Started on Windows and Mac](#)
 - [Zoom Video Tutorials](#)

[Zoom Frequently Asked Questions](#)

2. Sign up for Zoom training

Zoom US [Weekly Zoom Trainings](#)

3. UChicago training

We are in the process of writing and gathering a variety of resources. To see a complete list of training options please visit

[Teaching Remotely](#)

[Web Conferencing with Zoom](#)