



Meeting Topic:

Test Meeting

Host:

Cecilia Lo

Password:

[blurred]

Invite Link:

[blurred]

[Copy URL](#)

Participant ID:

[blurred]



Make sure you are viewing Zoom full screen to make sure you are seeing everything.

At any point during the webinar, mouse over the bottom or press ALT to open the toolbar.



Join Audio

Computer Audio Connected

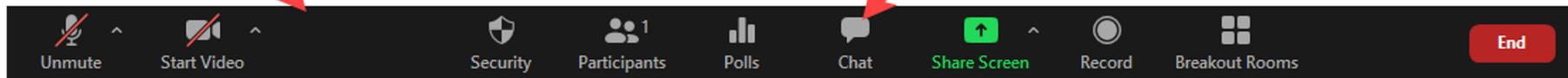


Share Screen

Click here to access the chat function.



Invite Others

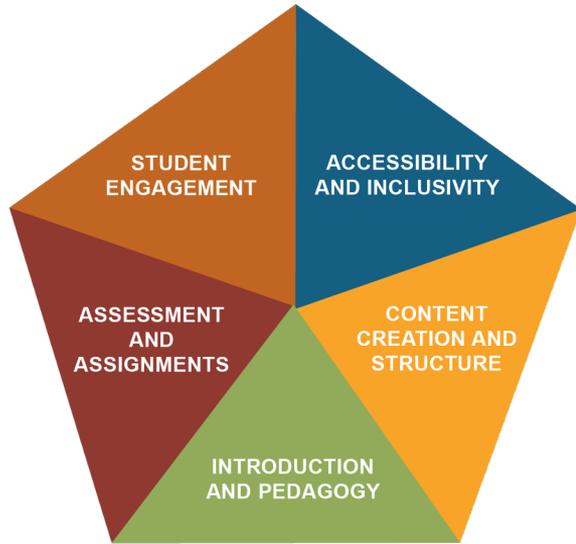




Introduction to Zoom for Remote Teaching



Workshops to Prepare for Autumn Remote and Hybrid Teaching



This is one of the  **Student Engagement** workshops in the **Autumn Workshop Program**-- a collaboration between **ATS**, **CCT**, and the **Library**.

Visit the [Training page](#) on the **Teaching Remotely** website for the complete list of workshop offerings.



1. Introduction

2. Zoom-Canvas
Integration

3. Engaging
Students

4. Some Tips

5. Q & A

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Face-to-Face vs Online Meetings



Face-to-Face vs Synchronous Online Meetings

- Zoom meetings are **not 1:1 substitution** for face-to-face meetings.
- Interactions move slower in Zoom because of lag.
 - Be very willing to wait.
 - Provide clear interaction guidelines: audio or chat.
- Lack immediate **body language & facial expressions** as feedback from students & teacher.
 - Some reactions and non-verbal cues, but not 100% substitutes
- Potential increased **distraction** (environmental, internet).
- More difficult to maintain **social and cognitive presence** - both are needed for learning.



Face-to-Face vs Online Meetings (Cont'd)

- **Access equity:** not all students have the same access to devices and internet connection; different time zones; quiet space.
- **Technical challenges:** audio feedback, unstable internet connection
- Digital tool a **barrier** to interaction for some, a **liberation** for others.
- Presenting and taking questions from chat at the same time requires multi-tasking and therefore has a **higher cognitive demand**.
- Beware of [Zoom fatigue](#).

>> **Embrace the new medium**

- Use its features to your advantage: incorporate other digital tools.



Zoom or Panopto?



When to use Zoom and Panopto?

Zoom

- **Intended Use:**
 - Synchronous meeting
 - Record said meeting
- **Video quality: Low**
- **Student Video Submission: No**
- **Example Use:**
 - Record a Zoom class meeting
 - Students record a dialogue with fellow students
- **Online Storage: 90 Days**
(Provost's [Policies](#))

Panopto

- **Intended Use:**
 - Storage & asset management
 - Create videos
 - Asynchronous engagement
- **Video Quality: High**
- **Student Video Submission: Yes**
- **Example Use:**
 - Pre-recorded mini lectures
 - Students record themselves
 - Share other videos
- **Online Storage: Indefinite**

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Enable Zoom-Canvas Integration



Enable Zoom-Canvas Integration

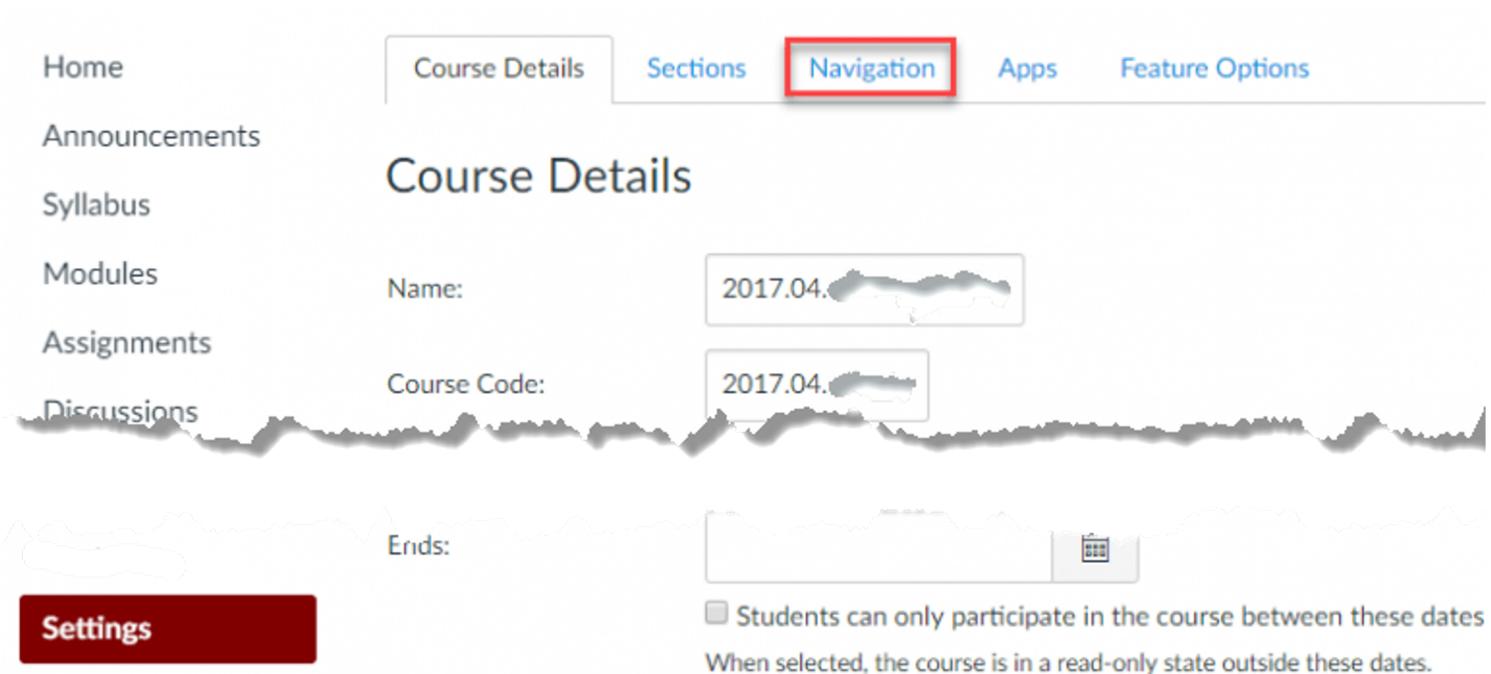
- Canvas courses created on or after March 23, 2020:
 - A link called “Zoom – University of Chicago Main Account*” will automatically appear in your course navigation.
- If you don’t see the Zoom link
 - Usually because course content is copied from a course created prior to March 23.
 - Adjust your course navigation to add the integration back.



Enable Zoom-Canvas Integration (Cont'd)

Within your
Canvas course
site:

1. Click **Settings**
2. Click **Navigation**



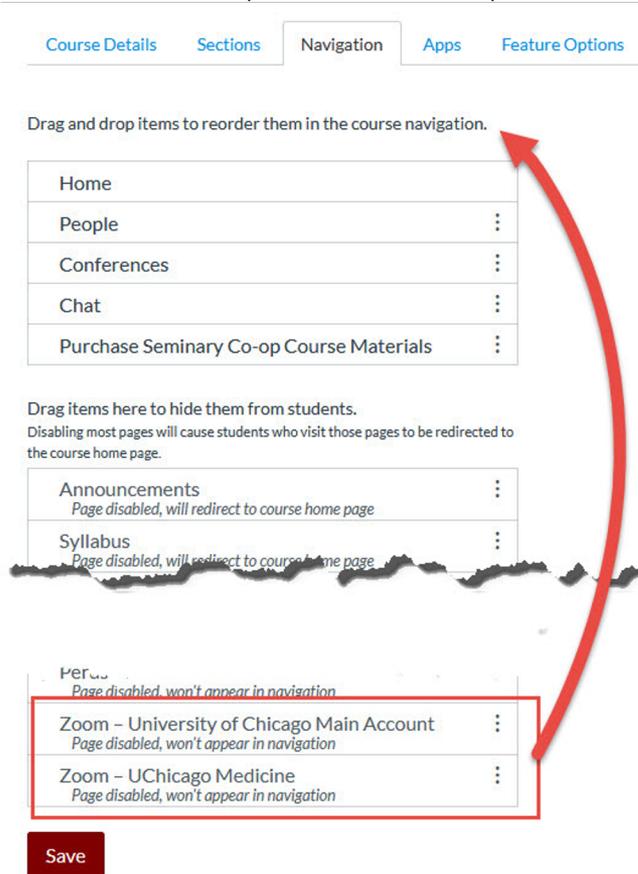
The screenshot shows the Canvas course settings interface. On the left is a navigation menu with items: Home, Announcements, Syllabus, Modules, Assignments, and Discussions. A red box highlights the 'Settings' button at the bottom of this menu. The main content area has a top navigation bar with tabs: Course Details, Sections, Navigation (highlighted with a red box), Apps, and Feature Options. Below this, the 'Course Details' section is visible, containing fields for Name (2017.04.), Course Code (2017.04.), and Ends (with a calendar icon). A checkbox is present with the text: 'Students can only participate in the course between these dates. When selected, the course is in a read-only state outside these dates.'

Enable Zoom-Canvas Integration (Cont'd)

On the Navigation Tab in your Canvas course site:

1. Find “Zoom - University of Chicago Main Account”
2. Drag it to the top part of the page, or click on the Options button (3 vertically stacked dots) to the right and select Enable.
3. Click Save.

If you have a UCMedicine Zoom account, choose “Zoom - UChicago Medicine”.



Create Class Meetings & Office Hours — Recommended Settings



Use the Zoom-Canvas Integration

Within Canvas, click on the Zoom link:

Home

People

Conferences

Chat

Zoom - University of Chicago Main Account

Announcements

Syllabus

Modules

Grades

Assignments

zoom

Your current Time Zone is (GMT-05:00) Central Time (US and Canada).

[All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#)

[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) [Cloud Recordings](#) [Get Training](#)

Show my course meetings only

Start Time	Topic	Meeting ID
No Data		

Schedule Meetings in Canvas



Your current Time Zone is (GMT-05:00) Central Time (US and Canada). [✎](#)

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



[Upcoming Meetings](#)

[Previous Meetings](#)

[Personal Meeting Room](#)

[Cloud Recordings](#)

[Get Training](#)

Show my course meetings only

Start Time

Topic

Meeting ID



No Data

Schedule Class Meetings in Canvas (Cont'd)



Course Meetings > Schedule a Meeting

Topic

[Class Name] - Class Meeting - [Instructor Name]

Description (Optional)

Enter your meeting description

When

03/30/2020



11:00



AM



- Minimally, set up a time, click **Save** at the bottom.
- Recommended setting for
- 1) Class meetings - where everyone joins easily
- 2) Office hours - one link (akin to one office) for all, but with privacy

<https://teachingremotely.uchicago.edu/zoom-faq/>

Schedule Class Meetings in Canvas (Cont'd)



[Course Meetings](#) > Schedule a Meeting

Topic

[Class Name] - Class Meeting - [Instructor Name]

Description (Optional)

Enter your meeting description

When

09/29/2020



1:00



PM



Schedule Class Meetings in Canvas (Cont'd)

Duration

1 hr 30 min

Time Zone

GMT-05:00 Central Time (US and Canada)

Recurring meeting **Every week on Thu, until Dec 11,2020, 11 occurrence(s)**

Recurrence

Weekly

Repeat every

1 week

Occurs on

Sun Mon Tue Wed Thu Fri Sat

End date

By After occurrences

Schedule Class Meetings in Canvas (Cont'd)

Registration Required

Sec **Keep**  Passcode Waiting Room

Video Host on off
Participant on off

Audio Telephone Computer Audio Both

Settings options  Enable join before host
 Mute participants upon entry 
 Use Personal Meeting ID 6301690701
 Only authenticated users can join
 
.chicagobooth.edu,.uchospitals.edu,*.uchicago.edu [Edit](#)
 Record the meeting automatically On the local computer In the cloud

Alternative Hosts 

Settings for class meetings

If no external speakers/ participants

New security guideline as of May 2020

- All meetings must have a password.
- Default password is OK.
- Do not share outside of the class.

Alternate hosts can be other instructors of record and TAs who have been added to the main UChicago subaccount

Schedule Meetings in Canvas (Cont'd)

 Save

Cancel

Schedule Office Hours in Canvas

Topic

[Class Name] - Office Hours - [Instructor]

Description (Optional)

Enter your meeting description

Time Zone

GMT-05:00 Central Time (US and Canada) ▼

Recurring meeting

Recurrence

NoFixed Time ▼

Schedule Office Hours in Canvas (Cont'd)

Registration

Required

Set **Keep**



Passcode

6s625x



Waiting Room



Video

Host



on



off

Participant



on



off

Telephone

Computer Audio

Both

Keep

**Settings
for class
meetings**

Options

Enable join before host

Mute participants upon entry



Use Personal Meeting ID 6301690701

Only authenticated users can join



Sign into Campus and Medical Center



.chicagobooth.edu,.uchospitals.edu,*.uchicago.edu [Edit](#)

Record the meeting automatically

**Settings
for office
hours**

**If no
external
speakers/
participants**



**If no
external
speakers/
participants**

Alternative Hosts

Example: john@company.com, peter@school.edu

Schedule Meetings in Canvas (Cont'd)



Your current Time Zone is (GMT-05:00) Central Time (US and Canada). [✎](#)

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



[Upcoming Meetings](#)

[Previous Meetings](#)

[Personal Meeting Room](#)

[Cloud Recordings](#)

[Get Training](#)

Show my course meetings only

Start Time	Topic	Meeting ID	
Today (Recurring) 11:00 AM	MUSI 10400 1 Intro to Music Analysis - Cecilia Class Meetings	180-205-345	Start Delete
Mon, Mar 16 (Recurring) 11:00 AM	MUSI 10400 1 Intro to Music Analysis - Cecilia Class Meetings	180-205-345	Delete

Student's View in Canvas to Join a Class

The screenshot displays the Canvas interface for a student. The top navigation bar shows the course title "Introduction to Zoom for Remote and Hybrid Teaching". The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area features the Zoom logo and a navigation menu with "Upcoming Meetings", "Previous Meetings", and "Cloud Recordings". A table lists upcoming Zoom meetings with columns for Start Time, Topic, Meeting ID, and a "Join" button. A red box highlights the "Zoom - University of Chicago Main Account" in the sidebar, and another red box highlights the "Join" button for the first meeting. A red arrow points to the bottom of the sidebar.

Introduction to Zoom for Remote and Hybrid Teaching > Introduction to Zoom for Remote and Hybrid Teaching

Home

Syllabus

Zoom - University of Chicago Main Account

Panopto Video

zoom

Your current Time Zone is (GMT-05:00) Central Time (US and Canada). [✎](#)

Upcoming Meetings Previous Meetings Cloud Recordings [Get Training](#)

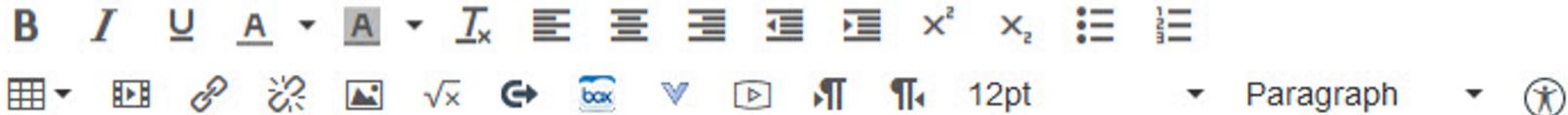
Start Time	Topic	Meeting ID	
Recurring	Introduction to Zoom for Remote and Hybrid Teaching - Office Hours	931 0672 7016	Join
Thu, Oct 1 (Recurring) 1:00 PM	Introduction to Zoom for Remote and Hybrid Teaching - Class Meeting - Lo	913 0195 7369	Join
Thu, Oct 8 (Recurring) 1:00 PM	Introduction to Zoom for Remote and Hybrid Teaching - Class Meeting - Lo	913 0195 7369	Join
Thu, Oct 15 (Recurring) 1:00 PM	Introduction to Zoom for Remote and Hybrid Teaching - Class Meeting - Lo	913 0195 7369	Join

6d You are currently logged into Student View *Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.* [Reset Student](#) [Leave Student View](#)

Tell Students about Virtual Sessions in Canvas

Zoom Meeting Tomorrow 11amCT/Noon ET

 HTML Editor

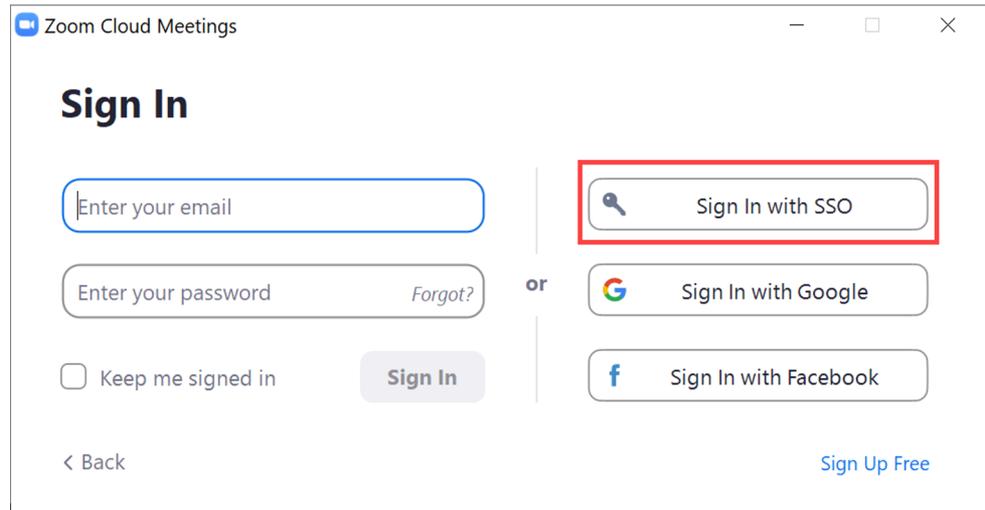
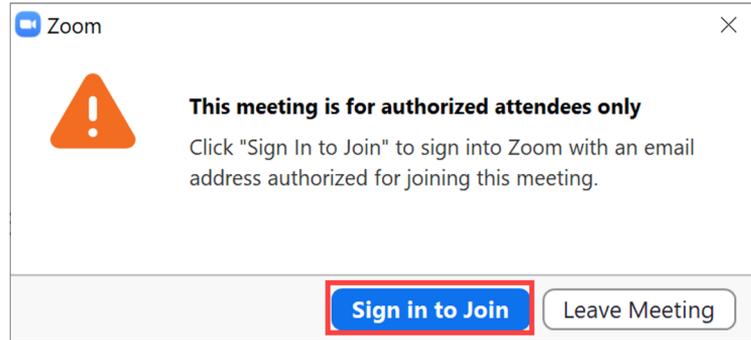


Dear all,

Looking forward to seeing everyone online tomorrow...

Logging In to Meetings Requiring Authentication

If you require authentication to your class meetings/office hours, give students a heads up on how to log in.

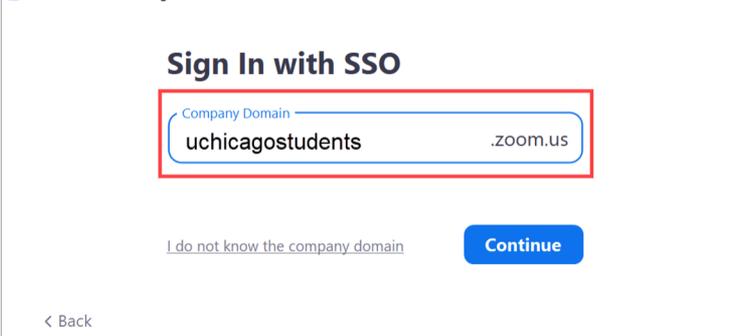


Logging In to Meetings Requiring Authentication

Students sign in to

uchicagostudents.zoom.us

> After Sept 2nd this will merge into the faculty account.

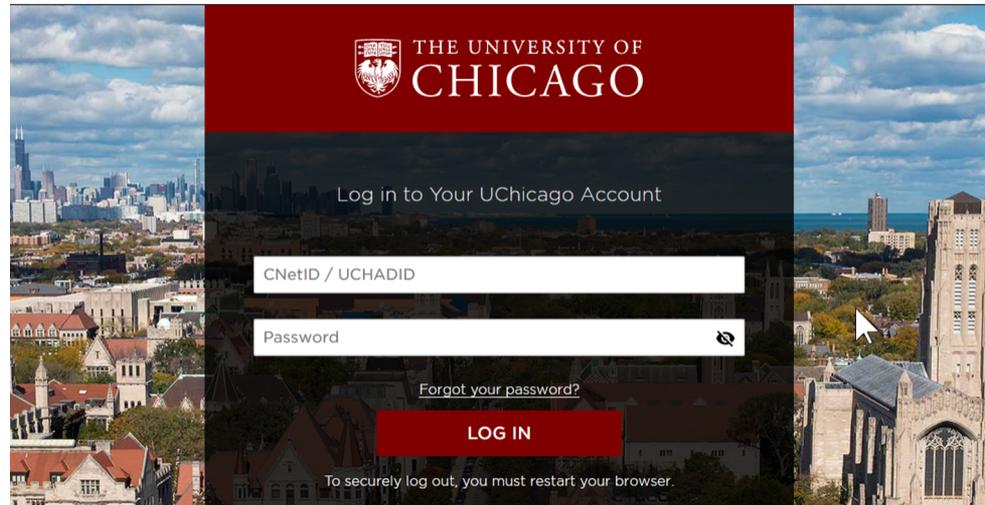


The screenshot shows a Zoom sign-in page titled "Sign In with SSO". It features a "Company Domain" input field with "uchicagostudents" and ".zoom.us" entered. A blue "Continue" button is visible, along with a link for "I do not know the company domain" and a "< Back" link at the bottom left.

Faculty, instructors, & TAs to uchicago.zoom.us

BSD, Booth, and Graham have their own login links.
Info:

webconferencing.uchicago.edu



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Several Ways to Engage with Students

- Share Screen & Collaborative Annotation
- Speak Up and React
- Small Group Discussion
- Polls - Giving Voice to the Voiceless

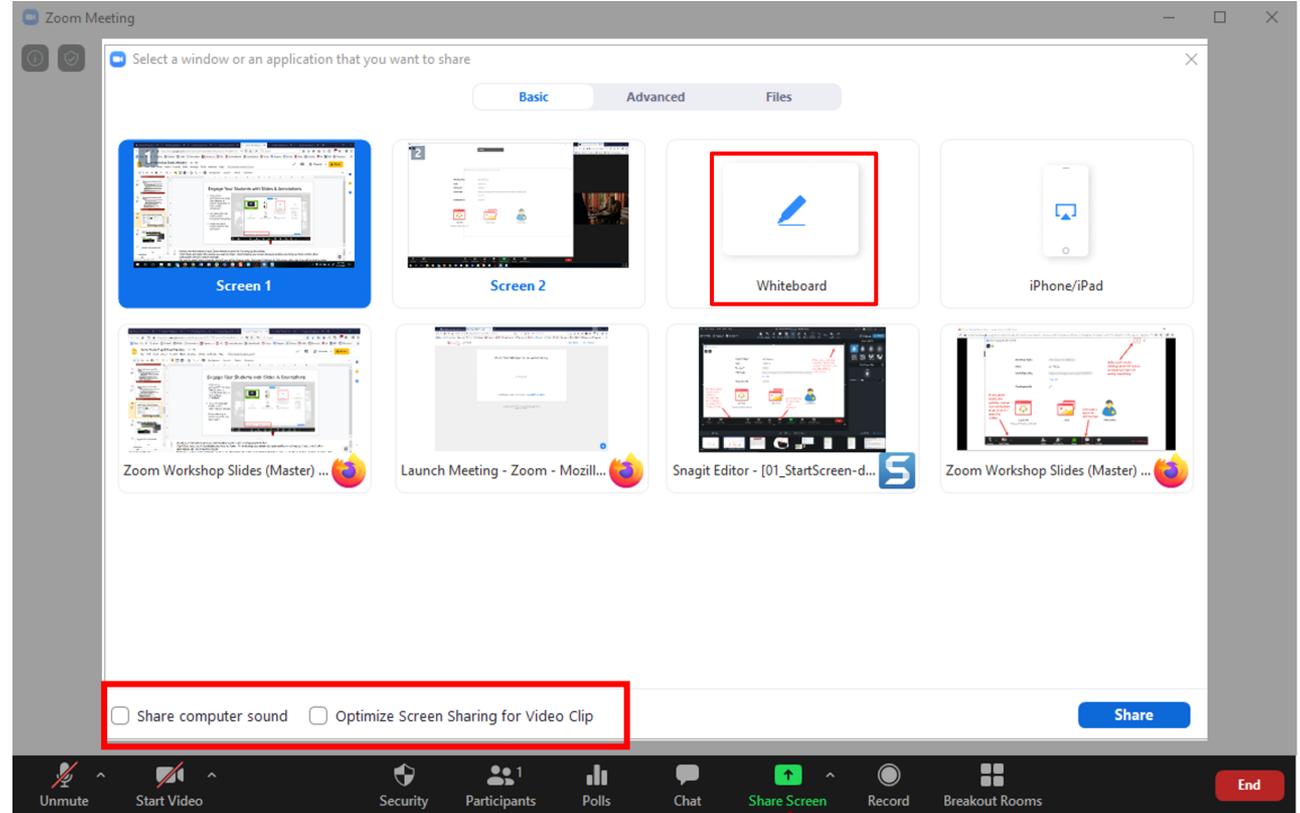


Share & Annotate



Engage Your Students with Slides & Annotations

- By default host can share their desktop, a specific application or even a blank whiteboard.



Engagement - Slides & Annotations (Cont'd)

Presenter View:

The screenshot displays the Microsoft Teams Presenter View interface. At the top, a dark toolbar contains icons for Unmute, Start Video, Security, Participants (1), Polls, New Share, Pause Share, Annotate (circled in red), and More. Below this, a green bar indicates "You are screen sharing" with a "Stop Share" button. A second toolbar below features icons for Mouse, Select, Text, Draw (circled in red), Stamp, Spotlight, Eraser, Format, Undo, Redo, Clear, Save, and a close button. The main content area shows the text "Write on top of shared content or on a blank whiteboard." On the right, a context menu is open, listing options: Chat (Alt+H), Breakout Rooms, Record on this Computer (Alt+R), Record to the Cloud (Alt+C), Disable participants annotation, Show Names of Annotators, Hide Floating Meeting Controls (Ctrl+Alt+Shift+H), Share computer sound, Optimize Share for Full-screen Video Clip, and End (Alt+Q).

Participant View:

The screenshot shows the Microsoft Teams Participant View interface. At the top, a green bar indicates "You are viewing [Name]'s screen". Below this, a "View Options" dropdown menu is open, listing options: Zoom Ratio (Fit to Window), Request Remote Control, Annotate (circled in red), and Side-by-side Mode.

Engagement - Slides & Annotations (Cont'd)

Draw on me

Zoom Whiteboard vs iPad vs Collab. Whiteboard

Zoom Whiteboard

- Native to Zoom, available on all operating systems
- Instructors and students can type, or write/draw using the mouse (unless they have a touchscreen)
- Instructors and students can use Zoom annotation tool to annotate

iPads as secondary screen

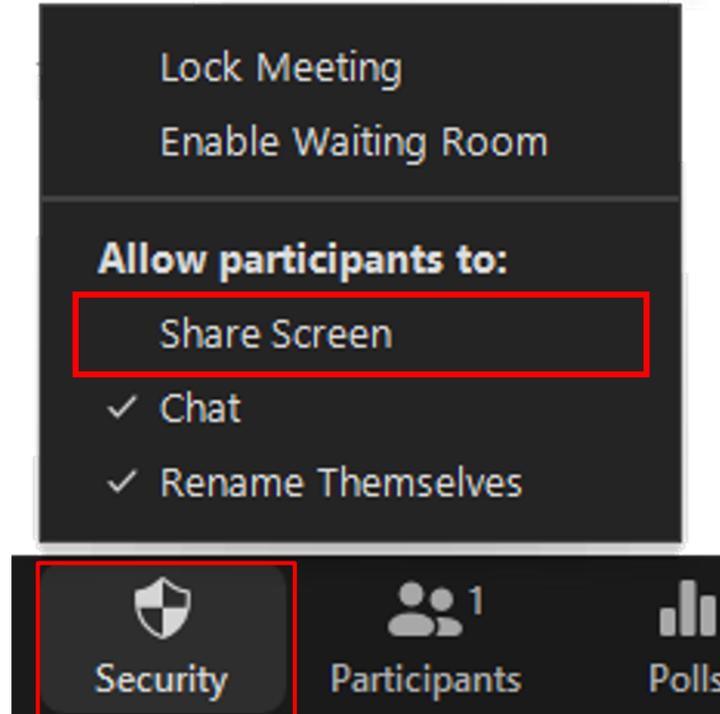
- Requires iOS and iPad
- Person with iPad can write/draw using a stylus on a note taking app
- Instructors and students can use Zoom annotation tool to annotate
- Easiest is to connect via a physical cable

Digital Collab. Whiteboard

- Can be a Google Doc, Google Jamboard, mind-mapping tools, or other digital whiteboard tools
- Instructors and students can type and manipulate objects at the same time
- Permanence: No need to worry about saving and clearing Zoom annotation.

Engage Your Students with Slides & Annotations (Cont'd)

- Allow participants to share their screen via Security button.
- Hosts can stop a screen share by a participant at anytime.



Speak Up & React



Engagement - Letting Students Speak Up

You can have students “chime in” during a Zoom meeting in several ways:

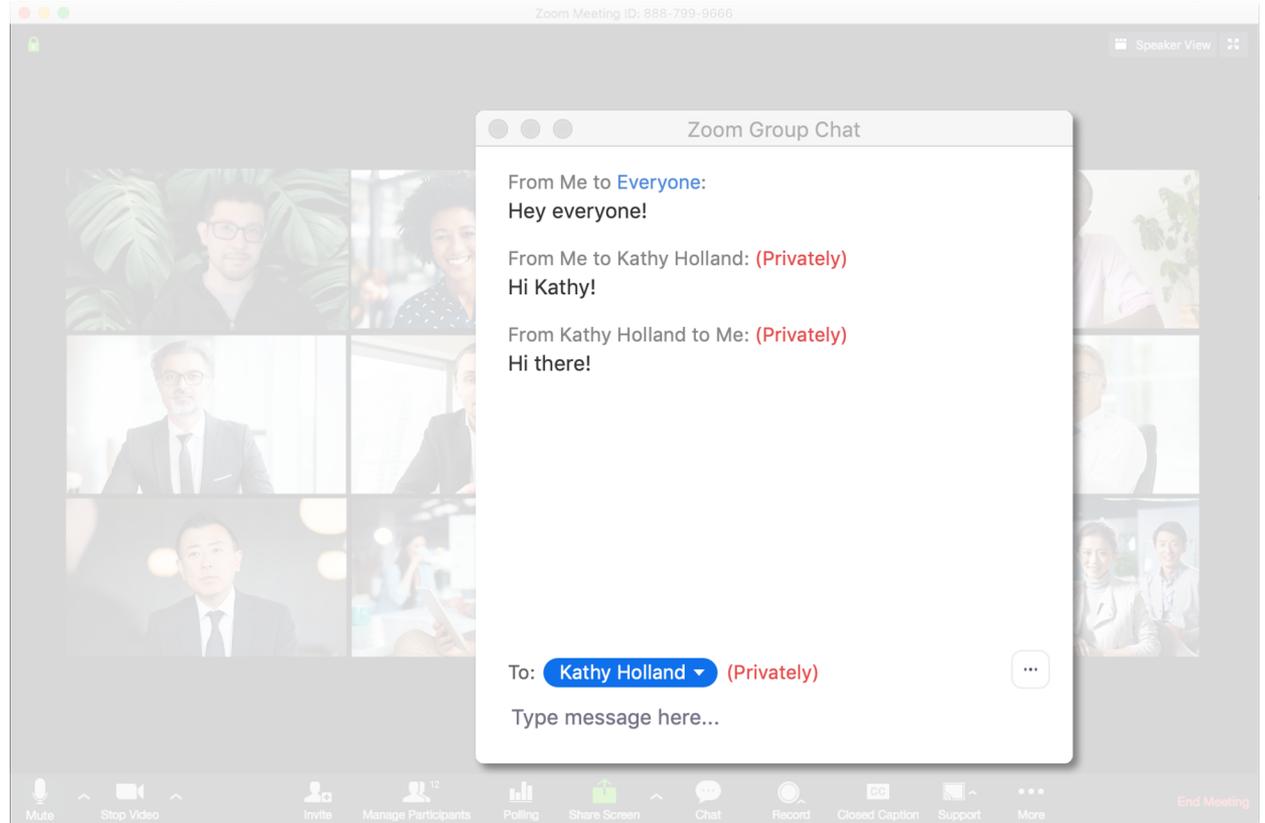
- **Audio** - Unmute and speak.
- **Text Chat** - ask a question at anytime using text.
- **Reactions** - Emoji like icons that appear for 5 seconds over the participants’ videos or profile pictures.
- **Non-Verbal Feedback** and have students raise hands, or use icons to imitate physical gestures & facial expressions.

VERY IMPORTANT: Decide how you want students to interact **and let them know** ahead of time so that it’s not overwhelming for you to manage.

TIP: Design logical breaks every 15-20 minutes for checking chat and non-verbal feedback.

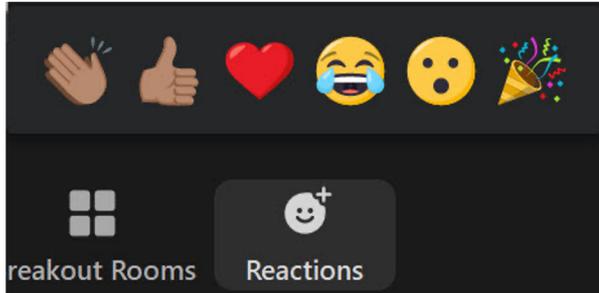
Engagement - Chat (Con't)

1. You can chat with everyone or one specific student.
2. It is often helpful to have a moderator to keep an eye on questions in chat. Consider rotating students to do this.



Engagement - Reactions (Cont'd)

- Reactions: Clap or thumbs up, heart, surprised face, laughing face, or party emoji (updated 8/4/20)
- Icons appear for 5 seconds.



The screenshot displays a Zoom meeting interface. At the top, it shows 'Zoom Meeting ID: 123-456-789' and 'Gallery View'. The main area is dominated by a 'Zoom Notifications' window with a table of system messages. To the right, a vertical gallery view shows five participants, with yellow hand icons indicating reactions. At the bottom, the Zoom meeting controls are visible, including Mute, Stop Video, Invite, Participants, Share Screen, Chat, Record, Reactions, and a red Leave button.

Phone	Notification	Category	Location	Type	Status	Notes
1	"I have joined"	Notification	Top Right	Alert (Dismiss)	In-Meeting	
1	"You have stopped your video"	Notification	Center	Alert (Dismiss)	In-Meeting	
1	"Someone has stopped your video"	Notification	Center	Alert (Dismiss)	In-Meeting	
1	"The host has muted you to start audio"	Notification	Center	Alert (Dismiss)	In-Meeting	
1	"The Co-host has asked you to start your video"	Notification	Center	Alert (Dismiss)	In-Meeting	
1	"Waiting for XXX to approve your request"	ZMC confirmation	Center	Alert (Dismiss)	In-Meeting	
1	"XXX declined your request of camera control"	Notification	Center	Alert (Dismiss)	In-Meeting	
1	"Request approved. You can now control XXX's camera."	Notification	Center	Alert (Dismiss)	In-Meeting	
1	"XXX requested to control your camera."	Notification	Center	Alert (Dismiss)	In-Meeting	
1	"XXX no longer controls your camera."	Notification	Center	Alert (Dismiss)	In-Meeting	
1	"You are muted by host"	Notification	Center	Status (Static)	In-Meeting	(Dismiss when more decisions)
1	"You are unmuted by host"	Notification	Center	Alert (Dismiss)	In-Meeting	
1	"The host has muted all participants"	Notification	Center	Alert (Dismiss)	In-Meeting	
1	"The host has unmuted all participants"	Notification	Center	Alert (Dismiss)	In-Meeting	
1	"All requests until next scheduled meeting"	Alert	Top	Status (Static)	In-Meeting	
1	"Your meeting audio has been put on hold"	Alert	Top	Status (Static)	In-Meeting	(Dismiss over the audio screen)
1	Audio recording cannot be started	Alert	Top Right	Status (Static)	In-Meeting	
1	"XXX has been locked"	ZMC confirmation	Top Right	Status (Static)	In-Meeting	(Dismiss thumbnail if thumbnail is on the top right)
1	"XXX is host now"	Notification	Top Right	Status (Static)	In-Meeting	
1	"You are the host now"	Notification	Top Right	Status (Static)	In-Meeting	
1	"Closed caption is available"	Notification	Top Right	Status (Static)	In-Meeting	
1	"XXX is talking..."	Notification	Top Right	Status (Static)	In-Meeting	
1	"XXX is talking..."	Notification	Top Right	Status (Static)	In-Meeting	(Dismiss if any audio is picked up, unable to dismiss during screen s...
1	Auto mute & unmute for scheduled meeting	Notification	Top Right	Status (Static)	In-Meeting	
1	You are muted	Notification	Bottom Center	Status (Static)	In-Meeting	
1	Recording button	Notification	Top Left	Status (Static)	In-Meeting	
1	By Screen (during screen share)	Notification	Bottom Left	Status (Static)	In-Meeting	(Dismiss only on one of the shared screens)
1	Tap participant number	Notification	Top Right	Status (Static)	In-Meeting	(Dismiss when there's 2+ participants)
1	Screen reader	Notification	Top Left	Status (Static)	In-Meeting	
1	Waiting for XXX to accept	ZMC confirmation	Top Left	Status (Static)	In-Meeting	
1	(No started sharing screen (during multi share)	Alert	Top	Status (Static)	In-Meeting	
1	Alert	Notification	Top	Status (Static)	In-Meeting	

Engagement - Nonverbal Feedback (Con't)

When users open the participant panel, they will see the options to raise hand, or use icons.

The screenshot displays a Zoom meeting interface. At the top, it shows 'Zoom Meeting ID: 888-799-9666' and 'Participants (1)'. The participant list includes:

- Collin Sage (Host, me) with muted microphone and video icons.
- Alex Allen with 'Unmute' and 'More' buttons.
- Alex Gillespie with muted microphone and video icons.
- Alyson Baber with muted microphone and video icons.
- Cody Anchondo with muted microphone and video icons.
- Rick Drum with muted microphone and video icons.

At the bottom of the participant panel, a red box highlights the nonverbal feedback options: 'yes' (green checkmark), 'no' (red X), 'go slower' (left arrow), 'go faster' (right arrow), 'more' (three dots), and 'clear all' (diamond). Below these are 'Mute All', 'Unmute All', and 'More' buttons.

The bottom of the screen shows the Zoom control bar with icons for Mute, Stop Video, Invite, Manage Participants, Polling, Share Screen, Chat, Record, Closed Caption, Support, and More. An 'End Meeting' button is visible in the bottom right corner.

Engagement - Nonverbal Feedback (Con't)

1. Login to <https://uchicago.zoom.us> > Settings

2. Enable Nonverbal Feedback

Profile

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

Account Profile

Reports

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Remote control

During screen sharing, the person who is sharing can allow others to control the shared content



Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 



Join different meetings simultaneously on



Small Group Discussions with Breakout Rooms

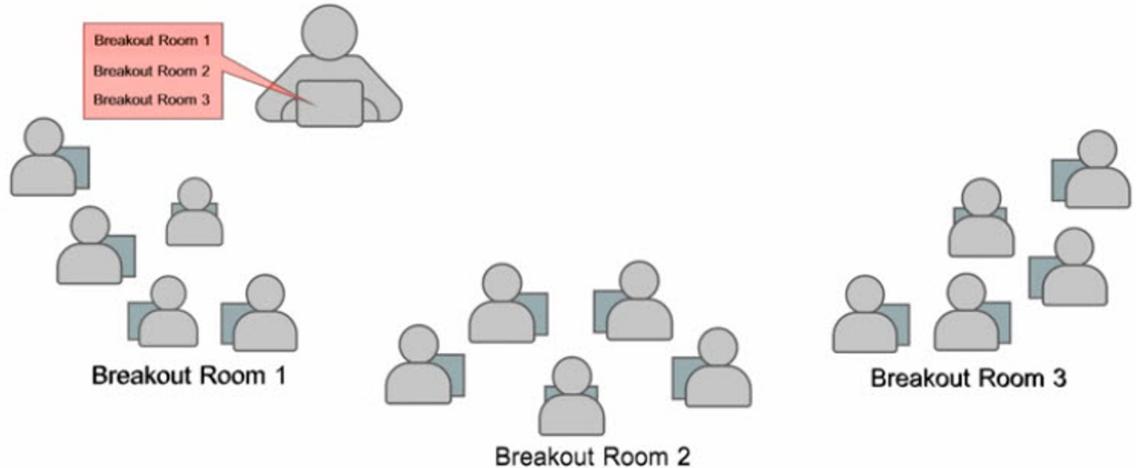


Engagement - Small Group Work w Breakout Rooms

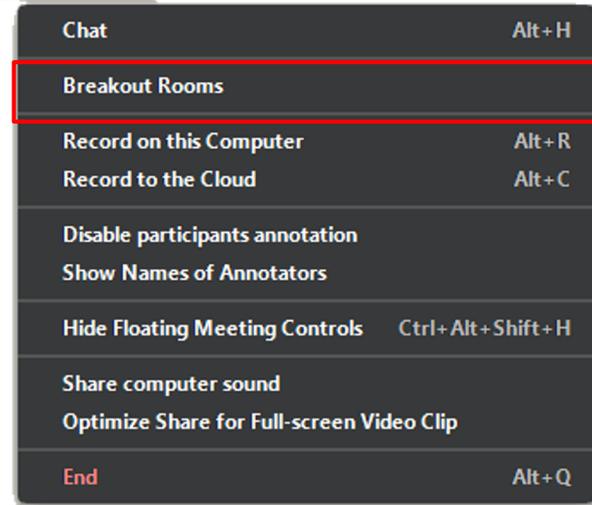
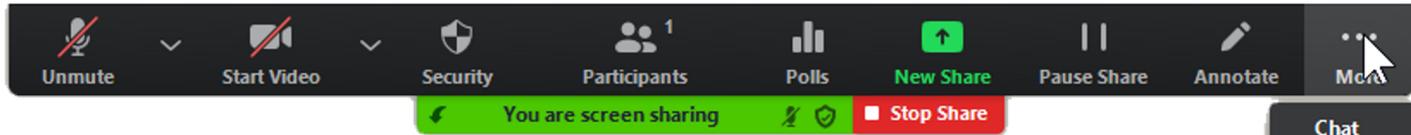
You can use breakout rooms for small group discussion.

You can pop in and out the groups, broadcast messages to all groups.

Students can ask for help.

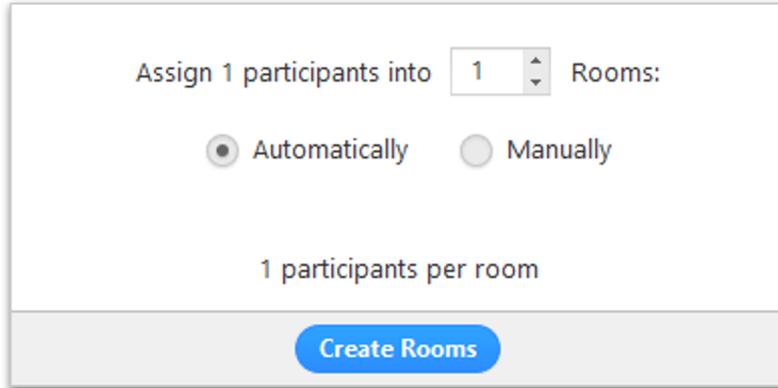


Engagement - Small Group Work w Breakout Rooms



Engagement - Small Group Work w Breakout Rooms

You can create up to 50 breakout rooms, with a maximum total participants of 200 across all breakout rooms.



Assign 1 participants into Rooms:

Automatically Manually

1 participants per room

[Create Rooms](#)

The screenshot shows a configuration panel for breakout rooms. At the top, it says "Assign 1 participants into" followed by a small input box containing the number "1" and a "Rooms:" label. Below this are two radio buttons: "Automatically" (which is selected) and "Manually". Underneath the radio buttons, it displays "1 participants per room". At the bottom of the panel is a blue button with the text "Create Rooms".

Engagement - Small Group Work w Breakout Rooms

The image shows a Zoom breakout room management interface. At the top, a window titled "Breakout Rooms - In Progress" contains two rooms:

- Breakout Room 1** (Join): Arin (muted), Thomas (active)
- Breakout Room 2** (Join): Gus (active), laquanda (active)

Below the room list is a configuration panel with the following options:

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 30 minutes
- Notify me when the time is up
- Countdown after closing breakout room
- Set countdown timer: 60 seconds

At the bottom, there are buttons for "Options ^", "Recreate ^", "Add a Room", and "Open All Rooms".

Engagement - Small Group Work w Breakout Rooms

Let's give it a try!

You have two minutes to introduce yourselves.

Engagement - Small Group Work w Breakout Rooms

To pre-assign breakout rooms:

1. Go to the web portal (e.g. uchicago.zoom.us)
2. Edit the meeting
3. Under **Meeting Options**, select **Breakout Room preassign**
4. Either click +Create Rooms to use or Import from CSV

Enable join before host

Mute participants upon entry 

Enable waiting room

Only authenticated users can join

Breakout Room pre-assign

[+ Create Rooms](#)

[↑ Import from CSV](#)

Record the meeting automatically

Tips for Breakout Rooms

- Consider starting your class meetings with a short, randomized breakout rooms to allow students to get to know each other.
- Think about how to help your students make the most out of the activity
 - Have a clear task,
 - How to document the progress of that task,
 - Report out expectation,
 - Shared Google doc?
- Consistent or randomized groups?



Polls



Engagement - Poll

Zoom polling is best prepared before the meeting:

- It's cumbersome to set up, and
- Limited in question types
 - Only multiple choice and checkbox questions

Consider using [Poll Everywhere](#) or other classroom response system, you can use them as if you are in a physical classroom.

- Insert Poll on your slide deck and share your slides, or
- Share the poll on your screen, or
- Send link to your poll in Zoom's Chat.

Create Zoom Polls in Canvas



Your current Time Zone is (GMT-05:00) Central Time (US and Canada). [✎](#)

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



[Upcoming Meetings](#)

[Previous Meetings](#)

[Personal Meeting Room](#)

[Cloud Recordings](#)

[Get Training](#)

Show my course meetings only

Start Time	Topic	Meeting ID	
Today (Recurring) 11:00 AM	MUSI 10400 1 Intro to Music Analysis - Cecilia Class Meetings	180-205-345	Start Delete
Mon, Mar 16 (Recurring) 11:00 AM	MUSI 10400 1 Intro to Music Analysis - Cecilia Class Meetings	180-205-345	Delete

Create Zoom Polls in Canvas (Cont'd)

 Delete this Meeting

 Edit this Meeting

Start this Meeting

Poll

You can import polls to this meeting through importing CSV files. [Download a CSV Template](#)

 Import CSV

You have not created any poll yet.

Add Zoom Polls via Web Portal

Log on to the web portal (e.g. <https://uchicago.zoom.us/> for main account) to manually enter poll questions and answer choices.

The screenshot shows the Zoom web portal interface. At the top left, there is the University of Chicago logo and the phone number 1.888.799.9666. On the top right, there are links for 'JOIN A MEETING' and 'HOST A MEETING'. A navigation menu on the left includes 'Profile', 'Meetings' (highlighted in blue), 'Webinars', 'Personal Audio Conference', 'Recordings', 'Settings', 'Account Profile', and 'Reports'. The main content area has tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Meeting Templates', with a 'Get Training' button on the right. Below the 'Upcoming Meetings' tab, there is a 'Schedule a New Meeting' button and a note: 'Join a meeting from an H.323/SIP room system'. A table lists upcoming meetings with columns for 'Start Time', 'Topic', 'Meeting ID', and action buttons ('Start', 'Delete'). The meeting 'Introduction to Panopto for Recording Online Lectures' is highlighted with a red box.

Start Time	Topic	Meeting ID	
Recurring	S2D Web Portal Meeting	[REDACTED]	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Recurring	Training/ID Team Meeting (Winter 19)	[REDACTED]	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Recurring	TechBar Test Canvas Course Site - Test Office hours	[REDACTED]	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Tue, Mar 31 02:00 PM	Introduction to Panopto for Recording Online Lectures	[REDACTED]	<input type="button" value="Start"/> <input type="button" value="Delete"/>

Add Zoom Polls via Web Portal (Cont'd)

- × Enable join before host
- ✓ Mute participants upon entry 
- × Enable waiting room
- × Only authenticated users can join
- × Record the meeting automatically

[Delete this Meeting](#)

[Save as a Meeting Template](#)

[Edit this Meeting](#)

[Start this Meeting](#)

[Registration](#)

[Email Settings](#)

[Branding](#)

[Poll](#)

You have not created any poll yet.

[Add](#)

Add Zoom Polls via Web Portal (Cont'd)

Add a Poll ×

Anonymous? ?

1.

Single Choice Multiple Choice

[Delete](#)

[+ Add a Question](#)

1. Introduction

2. Zoom-Canvas
Integration

3. Engaging
Students

4. Some Tips

5. Q & A

Tips for First Zoom Meeting

- Open early
- Share your video whenever possible. (More on the next slide.)
- Share agenda & slide/screen
- Provide guidance on how to connect to audio/video. Effective Practices:
 - Mute on entry
 - Ask students to take a moment to figure out how to unmute themselves.
 - > Cognizant of what they are doing and how it affects others.
- Forgive typos in chat.
- Create randomly assigned breakout rooms for students to meet each other > encourage informal interactions



Effective Practices for Synchronous Online Meetings

- **Not everyone can attend the live session (sick, taking care of the sick)**
 - Record
- **Instructors, speakers, presenters, and discussion leaders should turn on their videos unless they absolutely cannot.**
 - **Listening to disembodied voices makes it difficult for students to concentrate and the lack of visual feedback can present challenges for comprehension.**
- **Students should be encouraged to unmute & turn on their videos whenever possible and especially during small group discussion as long as their internet speed allows.**



Effective Practices for Synchronous Online Meetings (Cont'd)

- Use **Gallery View** for better engagement, especially during discussion.
- Do **mini lectures** (approx 10 min). Do not lecture from beginning to finish.
 - Long lectures are hard for students to focus.
 - If wifi drops momentarily, someone could be lost from then on.
 - If you must give long lectures, consider pre-recording them in Panopto and then use synchronous sessions for questions.
- Use **visual** - it's harder to focus on voice alone.
- Chunk your content/activities into **10-15 minute segments**.
- Use **engagement tools** in Zoom.
- **Have students present or lead discussion & act as “moderator” for chat.**



Other Tips

- Remind students not to ask private questions while recording is running.
- Individual meeting participants having bandwidth issues can improve their own connectivity by turning off video and/or moving to dial-in audio. See [Course Set-Up for Teaching Remotely](#) for advice on Internet Access.



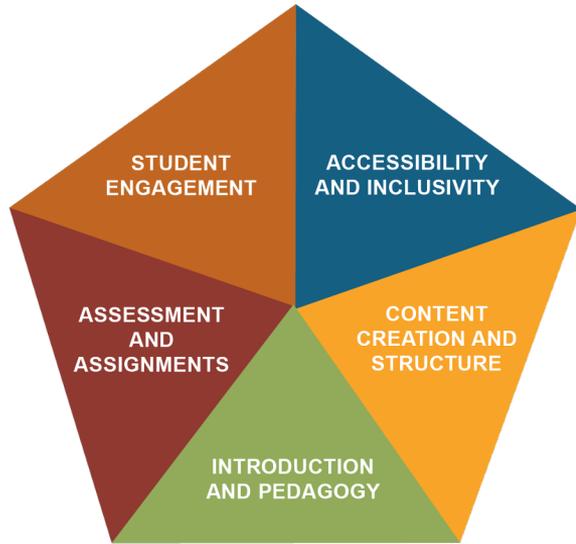
Presenter View



Gallery View



Learn More



-  **Engaging Students in Remote & Hybrid Teaching**
-  **Using Zoom Annotations for Virtual Board Work**
-  **Managing Breakout Rooms in Zoom**
-  **Managing Student Interactions in Zoom**

Visit the [Training page](#) on the Teaching Remotely website for the complete list of workshop offerings.



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Thank you!



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