

Using Zoom Effectively

Faculty

TECHNICAL

1. **Your account cannot be used for two sessions at the same time**, even if you can schedule them. If you have a Zoom session active for one class and another instructor is teaching, you cannot hold another session without ending the first.
2. Use a headset to improve the audio quality for students.
3. Only turn on your video when necessary and encourage your students to do the same.
4. [Set sessions to record automatically](#). It's much better to have a recording with some extra time than to forget to record it altogether!
5. [Add your co-instructors as co-hosts to your classes](#) so that they will have full access to any session they are teaching. (Note: You have to do this through the web or the Zoom software. You cannot do it in Canvas)
6. [Use the Participant list in Zoom](#) to manage classes.
 - a. If you're the host of a meeting, you have the option to Mute All. If someone has forgotten to turn off their microphone, this allows you to mute them and prevent any noise from interrupting.
 - b. The participant list has feedback capabilities, like hand raising, Yes/No polling, and Speed Up/Down indicators. Use these to get instant feedback from students and to field questions.
7. After your session is over, [trim your recording for students](#). It's quick and easy to cut the beginning and end off of recordings and makes it easier for students to focus on the content.
8. Download the Zoom App for office hours and impromptu meetings (always use a computer for classes)
 - a. Apple iOS: <https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307>
 - i. [Getting Started on iOS](#) (Apple)
 - b. Google Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>
 - i. [Getting Started on Android](#) (Google)

PEDAGOGICAL

1. Determine how students should ask questions. Will they enter their questions in chat through the lecture for you to address? Should they raise their virtual hands in Zoom to be called on? Should they post questions in a discussion board on Canvas so that answers will be available for everyone to see?
2. Build in time to stop the lecture and allow students to ask questions or take a break. Consider putting a slide in your presentations at natural breaking points to remind you.
3. Make time for reflective or active learning activities. This can be as simple as knowledge checks done by TurningPoint or Canvas quizzes or sharing "muddiest points" in the Zoom chat or discussion board.
4. Consider using a reflective assignment for students after participating/watching the recording. This can be a graded survey in Canvas so students are graded on whether they have completed it or not and it does not add to the faculty workload.