

Zoom – tips

Getting ready:

- Create a classroom for use for each separate class – when I have to leave and go to another class
- Create a virtual office separately
- Join 5-10 minutes early – I have music playing –

1st class:

- Take the first few minutes to let your students play around and learn the features and check their audio/video
- Discuss online classroom etiquette and expectations

Each class:

- Share your plan for the class meeting – what will be covered
- Encourage students to chat or unmute and speak out to answer questions.
- Use breakout rooms for discussions or problems, then come back together to discuss
- Pre-set your meeting to mute participant's microphones upon entry.
- Look at the camera to create eye contact. I always show myself at the beginning of class.
- Embrace the pause. Take a moment after the end of your comments and allow for students to engage
- Nonverbal feedback features available:
 - raise hand, yes, **no**, go slower, go faster, agree, disagree, clap, need a break, away.
- use of PowerPoints/Pdf files
 - I use Foxit reader - the free version is plenty for me
- use of calculator – you will just share your desktop and they will see what is on your desktop
- use of outside resources – share
- how to monitor chat – keep it pulled up and read it
- how to encourage participation
 - use of polls
 - break out rooms
- use of attendance – how to download
- use of recordings – 2 ways to save
 - in their cloud
 - on your own computer

ZOOM Help:

Our GHC website for zoom is <http://highlands.zoom.us/>. Please create an account using your GHC email address. All the information you need to begin using zoom as an online classroom or office is found here: <https://www.webpages.uidaho.edu/bblearnhelp/instructor-help/community-building/web-conference/zoom/index.html>.

Some mentioned above:

- How to split your zoom room into groups: https://youtu.be/j_O7rDILNCM
- How to give your students a poll or multiple choice question: <https://support.zoom.us/hc/en-us/articles/203749865-Polling-for-Webinars>
- How to enable and use nonverbal feedback: https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-During-Meetings#h_6922651d-d279-44bd-b36a-cc2a30696c70
- How to create an attendance file for each class meeting: <https://support.zoom.us/hc/en-us/articles/201393719-Webinar-Reporting>

FOXIT PDF READER Help:

It is helpful to use PDF files to write on to teach with. Used has been the free version of FOXIT PDF READER found here: <https://www.foxitsoftware.com/pdf-reader/>

WACOM INTUOUS PEN TABLET Help:

The math department has purchased the following pen tablets to help you write and teach. We are currently using the smaller of these with Bluetooth: <https://www.wacom.com/en-us/products/pen-tablets/wacom-intuos>

TESTING WITH RESPONDUS LOCKDOWN BROWSER AND MONITOR Help:

This should have everything you need to get started with proctored testing within D2L/Brightspace: <https://web.respondus.com/he/monitor/resources/>

TI Calculators

You can contact our IT department at rt@highlands.edu to get a TI simulator downloaded to your GHC laptop. Also desmos.com is a website with a graphing calculator.