Zoom Quick Guide for Online Teaching

Getting Started

1. **Sign in to configure your Zoom account** with your NetID and password.
2. **Download the Zoom application**.
3. Visit **Zoom's Help Center**. There you will find:
   o an in-depth **Getting Started Guide**,
   o a collection of **one-minute video introductions**,
   o a link to the **free, interactive, live training webinars** Zoom hosts daily
   o a useful **Zoom Meetings Training Reference Guide (PDF)**.
4. Visit Duke OIT's guide, **Zoom Meetings: Getting Started**.
5. Review **how to add Zoom to your Sakai site**.
   o Watch **How to: Set up a virtual class session in Sakai using Zoom Meetings**.
6. Visit **Duke's Keep Teaching site**. There you will find online alternatives to face-to-face teaching and learning practices, such as:
   o presenting content,
   o class discussions,
   o assignments and assessments.
7. Visit Duke's Keep Teaching site for **suggested best practices for conducting class meetings online**.
8. For offline reference, download this useful **Zoom Meetings Training Reference Guide (PDF)**.

Teaching with Zoom: Settings & Features

These settings are those to consider when scheduling a Zoom meeting and are found in the Zoom desktop client, your **Duke Zoom account** or by using **Zoom Meetings in Sakai.** Note you can **schedule recurring meetings** or repurpose any meeting you schedule as a **template for future meetings**.

Settings for classes of fewer than 50 students

- **Registration**: Not required. In this case, requiring registration would add complexity with no benefit.
- **Meeting ID**: Generated ID, not Personal Meeting ID. Reserving your Personal Meeting ID for just-in-time meetings with close acquaintances is useful.

- **Meeting Password**: Not required, but feel free to enable it if the possibility of uninvited visitors concerns you. To date, we are not aware that this is a problem for Duke Zoom users.
- **Video**: On for Host. Off for Participant. This means that the students will see you at the start of class without you needing to change your video settings.
- **Audio**: Both Telephone and Computer Audio, allowing participants to choose which is more appropriate given their overall network connectivity.
- **Meeting Options:**
  - o **Join Before Host**: Yes. Early-arriving students may appreciate the opportunity to talk among themselves before class begins; whether via audio/video or using the chat.
  - o **Mute Participants Upon Entry**: Yes. Permits participants to choose when to unmute themselves.
  - o **Enable Waiting Room**: No. The waiting room doesn't give early-arriving students the aforementioned opportunity to talk among themselves before class begins. This also means that you will not have to manually admit each student to the room.
  - o **Only Authenticated Users Can Join**: Yes, if all your attendees have Zoom accounts or NetID accounts; No, if you are expecting attendees from outside of the University who may not already have Zoom accounts or if you are unsure.
  - o **Record the Meeting Automatically**:
    - ▪ No. If you leave this option unchecked, you run the risk of forgetting to record the session; however, having at least one "alternative host" (see below) in charge of recording helps mitigate this risk. Wait to begin recording once the class session begins in earnest and pause, resume, and end recording as instructional judgment directs.
    - ▪ Yes. An appropriate option if you are afraid you will forget to begin the recording or do not have an alternative host or co-host in the session to help you remember to start the recording. It is important to note that recording would start as soon as the first student enters the session. If you choose to record automatically, also select Record to the Cloud. Cloud recordings can be improved with **editing** by adjusting the start and end times for recording playback. Note, however, that Zoom does not provide the option to remove unwanted clips from middle sections of the recording. It may be helpful to assign a teaching assistant as an "alternative host" (see below) to have responsibility for pausing, resuming, and ending recording as instructional judgment directs.
    - ▪ **Zoom Help Center: Starting a Cloud Recording**; **Cloud Recording Playback**.
  - o **Alternative Hosts**: Enter the @duke.edu addresses (not any other variation on Duke email addresses) for any co-instructors or teaching assistants. Note, that person will need to have signed in to their Duke Zoom account at some point in order to be recognized by the system. **Zoom Help Center: Alternative Host**.

Settings and Tools to Consider for Any Instructional Context

To simplify the meeting interface, several features have been enabled or disabled that you may want to modify before using Zoom for instruction.

Changes to consider making on your **Zoom Settings** webpage:

- **Private Chat**. Disable if you would prefer students not use in-meeting chat to hold private conversations with each other during class. Enable if you want your students to chat in groups of two or you have the need for students to contact you or a member of your teaching team privately. This can be changed in the meeting. **Zoom Help Center: In-meeting Chat**.
- **Co-host.** Turning on this feature is essential if you teach with a team. You can assign co-host privileges during the meeting. *Important: if another member or members of your teaching team will need to start a meeting that you've scheduled, edit the meeting, and add them as Alternative hosts with their @duke.edu addresses. Note, that person will need to have signed in to their Duke Zoom account at some point in order to be recognized by the system.* **Zoom Help Center: Host and Co-host controls in a meeting**; **Zoom Help Center: Managing Participants in a Meeting**.
- **Polling**. Zoom has a polling feature which requires you to develop all polling questions in advance of the meeting. **Zoom Help Center: Polling for meetings**.
- **Show Zoom windows during screen share**. Keep this off unless your class plans include an explicit demonstration of Zoom. **Zoom Help Center: Sharing your screen**.
- **Who can [screen] share:** *All Participants.* **Who can start sharing when someone else is sharing:** *Host Only.* This pair of settings supports the potential for greater interaction with student-driven content while retaining better control at the outset. While a meeting is in session, you can adjust these settings from the Zoom meeting control toolbar. **Zoom Help Center: Sharing your screen**.
- **Annotation.** Turning on annotation adds a drawing layer over the content you or participants share. Even if you don't draw, you may find the Spotlight (virtual laser pointer) useful in drawing students' attention to details. As with screen sharing, you as meeting host can control annotation settings during meetings as needed. **Zoom Help Center: Using annotation tools on a shared screen or whiteboard.**
- **Whiteboard.** Turning on the whiteboard feature is particularly useful if you use classroom whiteboards, even more so when you have a tablet computer connected to your Zoom meeting. If you use the Zoom whiteboard, you may want to select **Auto save whiteboard content when sharing is stopped. Zoom Help Center: Using annotation tools on a shared screen or whiteboard.**
- **Nonverbal feedback.** Turning on this feature is useful for oral discussions in medium to large classes. Students can indicate they would like to speak–by clicking the raised hand icon. It also allows you to do quick polls by asking for students to indicate a check or an x or give a thumbs up or thumbs down. **Zoom Help Center: Nonverbal Feedback during Meetings**; **Managing Participants in a Meeting**.

- **Breakout room.** If students work in groups during face-to-face classes, consider enabling this option. If students work in pre-assigned groups, also enable **Allow hosts to assign participants to breakout rooms when scheduling**. This option also allows for pre-determined times for breakout room sessions. **Zoom Help Center: Getting Started with Breakout Rooms.**

Please also refer to the more complete Zoom Guide for Online Teaching for additional detailed information including topics, including Classes over 50 Students, How can I use Zoom to teach?, and Virtual Office Hours.