

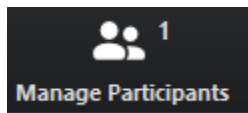


USING ZOOM FOR TEACHING LANGUAGE COURSES -- REMINDERS AND TIPS

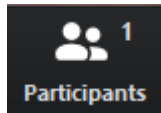
LOG IN

IT IS **CRITICAL** TO LOG IN AS A **HOST**.!!!

If you don't log in at zoom.iu.edu, you may simply join your own meeting as a participant. To verify if you log in as a host, look at the bottom meeting controls for Participants:




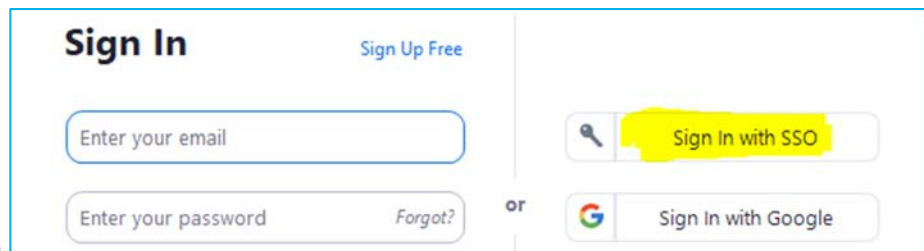
: If you see this button, you log in as a host.



: If you see this button, you did not log in. If you did not log in or log in as a participant, you won't see the breakout room, either.

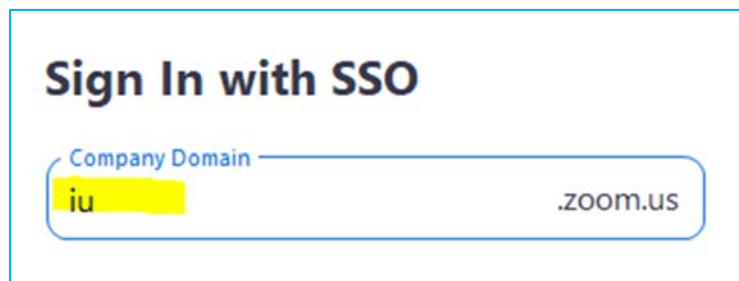
TWO WAYS TO LOG IN

- From the Web page: <https://uits.iu.edu/zoom>
- From the Zoom App 
 - To log in from the Zoom App that is installed on your computer, make sure you choose to log in



with SSO

Don't Sign Up Free or use the Sign in option on the left side. When prompted for company domain, just type **iu**





SCHEDULE MEETING

In order to be the host of a meeting, **you need to schedule the meeting on your own** (using your own IU account). It is possible to assign another person to schedule meeting for you, but it needs a special set up. If somebody schedule a meeting using their own account, and share the meeting link with you, you can only join as a participant (or appointed as a co-host).

It is recommended that you schedule a **different RECURRING meeting with NO FIXED TIME** for each different course you teach to minimize the possibilities that students go to the wrong room. If you teach sessions back to back, it is especially important to schedule different meetings so students who “arrives classroom” earlier does not drop in a class that is toward the end.

For a semester long course you teach, except you have a good reason, do not choose Recurring meeting with a certain frequency (e.g. weekly). Zoom will create multiple meetings based on the frequency you choose instead of creating one meeting for you. Choosing No Fixed Time allows you to be flexible with your meeting time. You can also use the same meeting for office hour.

You can always edit scheduled meetings. The Edit button is at the end when you click on a scheduled meeting.

SHARING YOUR MEETING INFORMATION

Once you schedule the meeting, it is recommended that you share it in multiple places so students (or yourself) who accidentally get disconnected from the meeting and find the meeting link as soon as possible.

- Email: Make sure you specify the email subject as “Zoom Info: Course Title Course Name” so this email can be searched out quickly.
- Canvas Email
- Canvas Announcement
- Canvas course navigation bar (by using the Redirect tool in the external app)

SETTINGS AND OPTIONS

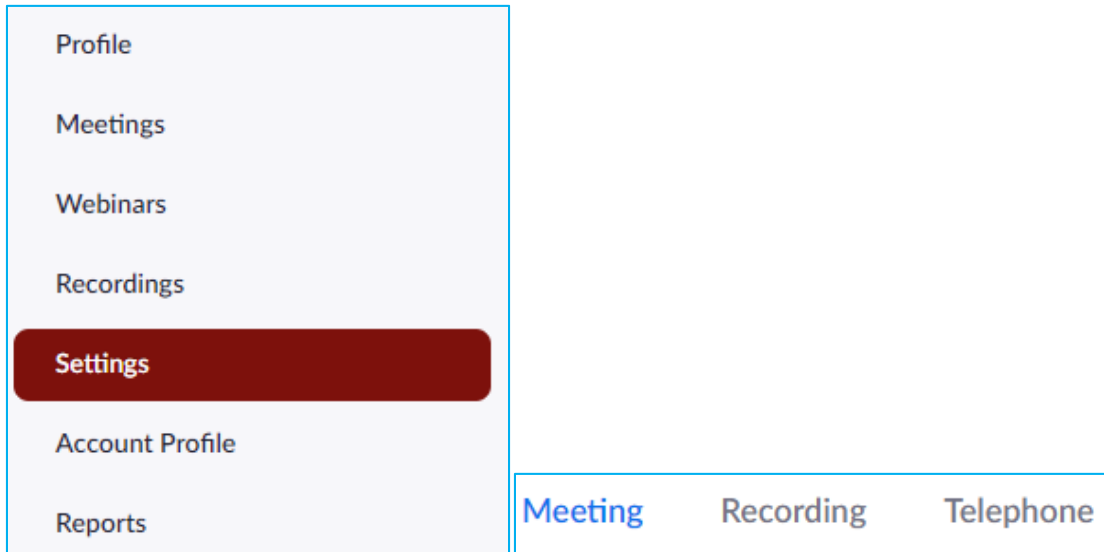
While you can set up meeting **options** for each meeting you schedule, PLEASE MAKE SURE TO REVIEW ALL THE DIFFERENT SETTINGS FOR YOUR ZOOM ACCOUNT IN GENERAL AT LEAST ONE TIME BEFORE YOU TEACH. You can set up settings for Meetings, Recordings and Telephone.

IMPORTANT SETTINGS TO REVIEW AND MAKE DECISIONS ON:

- Meeting Settings:
 - Chat Options: e.g. Do you want to allow private chat? Do you want to auto save chats?
 - Play sound when participants enter or leave meeting. Do you want all participants hear the course or only yourself?
 - Do you want to enable “Polling”?
 - Screen Share: who would you like to share the screen? The host only or other participants, too? Don't allow multiple participants to share screen the same time except you have a good reason.
 - Enable Annotation?
 - Enable White Board?



- Enable Breakout Room? **This is CRITICAL if you want to use Breakout room in your class.** You must enable this function or it will not show up on your control menu even if you log in as a host.
- Allow virtual background?
- Recording Settings
 - How do you record speaker and shared screen? (different combinations)



MEETING OPTIONS

For individual meetings you schedule, it is recommended that you make the following options:

- Password: Maybe not. One more block for students to enter the meeting.
- Video: off for both host and participants
- Audio: Both (in case a participant does not have access to internet)
- Enable join before host: *recommended*. This allows students who arrive early to communicate with each other
- Mute Participants upon entry: *Not recommended*. If you allow your participants to join before you enter, they may not realize they are muted at first. You can always mute all participants when you start the meeting.
- Enable waiting room: This is a cool function for office hour that needs privacy. However, if you enable it here, the option for “Enable join before host” would no longer work. If you need this function for office hour, it is recommended that schedule a different meeting from the class session.
- Only authenticated users can join. You need this function if you want to increase security of your meeting—in case your student share the meeting ID with people outside the class for various purposes. This will also allow you to tell student real names if they log in with IU account. If you want to take attendance, this is also important. In addition, if you want to use pre-assigned groups in breakout room, you also need students to log in with IU account.
- Record meeting automatically: Strongly recommended since the IU Provost asks all instructors to record their class sessions with Zoom for those who cannot attend the synchronous session for various reason. This would prevent you from forgetting to press the Record button when you start your class. You can always pause (not end) the recording if you have long time of non-activity during the class. You can also



edit the recording in Kaltura. If you choose automatic record in **cloud**, the recording will be available in your Zoom account as well as in your Kaltura account. You can then use Canvas and share your recording in **Kaltura Media Gallery**.

- You can assign another one to be your co-host. Co-host can help you manage participants. Co-host can record meeting and Breakout room they are in without permission. Co-host cannot put participants into breakout room but have some control once they are in the breakout room.

Cohost—cannot create Breakout room, can manage breakout room once in breakout room. Can start and end meeting, can record in the breakout room without permission

MANAGE ZOOM CLASS

HOUSEKEEPING FOR AUDIO

It is important to do some housekeeping for managing audio for the class. Please communicate your plan with the students so they know how to cooperate.

Recommended ways of managing audio for class focused on instruction presentation:

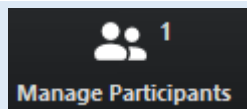
1. The host or co-host mute all participants' audio once the presentation starts.
2. When a participant needs to ask a question, the participant can press the SPACE bar on the keyboard to temporarily unmute themselves. Once they release the space bar, they will be muted again.

Recommended way of managing audio for conversation

- Everybody mute and unmute themselves when they are not speaking

It is highly recommended that all participants use noise cancelling headset to reduce background noise. For more information for managing audio in Zoom, please refer to the "Zoom Audio Best Practice" created by CeLT Audio/Video Specialist.

MANAGE PARTICIPANTS



When you click "Manage Participants", you can:

- View the list of participants and their status
- Mute or unmute all of them or one of them
- Give co-host role to one or more of them

SCREEN SHARING

Please note there are three ways of sharing your screen:

- Sharing white board
- Sharing Screen
- Sharing individual app



When you share “Screen”, you are sharing everything on the screen—everything you see on your screen, your participants see them. Disadvantage: you might share something unintentionally. Advantage: You don’t have to stop share or choose new share to share another app. You can freely open up Word, PPT, Browsers, etc. and share them. If you have more than one monitor, you need to choose which screen you share.

When you share an individual app, such as PPT, or Word, or a browser, you are ONLY sharing the particular app you choose, even if multiple things are open on your desktop. Advantage: you can control the sharing very well and the sharing is very clean. Disadvantage: you need to stop sharing Word before you start sharing PPT.

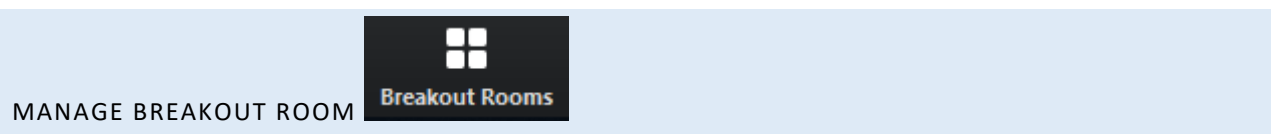
Sharing video/audio

Please make sure you check **Share Computer Sound** if you want to share a video clip either it is played from a video player or from streaming website such as YouTube.

Please try not to watch movie together with participants through Zoom. It is better that students watch a long movie on their own time.

Best Practices for Sharing:

- Open all the files you plan to share BEFORE the class
- Close all the files not needed for the session BEFORE the class
- Choose sharing “screen” when you need to share multiple applications. Choose to share individual application when you only plan to share one or two application.



Remember to go to Settings in your Zoom account to enable Breakout Room. Verify it when you enter the meeting to see if the Breakout room icon is there!

When navigating between the breakout sessions, always click the Breakout Room icon to see all the controls. You can easily jump from one group to another without leaving the breakout room.

After you complete the assignment, you need to click “Open All Room”.

Remind your students they can click the “Ask for Help” button when they need your help immediately. You can see the request immediately when you are in another breakout room.

You can broadcast message to all breakout rooms (at the bottom when you click the Breakout room icon). However, the message is not very obvious and can be easily ignored by students.

You can move participants to different breakout rooms even after they are in breakout rooms.

You can pre-assign participants in groups when you schedule the meeting. Choose the pre-assign option. This is helpful when you have many participants and you don’t want to randomly assign students into group.



Automatic recording only record the main room and follows the host when the host goes to a particular room. No easy way for Zoom to record all separate Breakout rooms. You can assign co-host in each breakout room and have the co-host record each room. The recording will be on the co-host local computer.

TAKING ATTENDANCE

Profile

Meetings

Webinars

Recordings

Settings

Account Profile


Reports

You can go to Zoom Report to get detailed information for student's participation. It records every instance of participants entering and leaving the Zoom meeting. Please be understanding though for students not being able to participate under special situation.

OTHER CLASS MANAGEMENT ISSUES

- Ask students to log in to IU Zoom account to join your meeting, especially if you need to take attendance, use pre-assign groups for breakout rooms, or simply want to make sure they are your IU students (for security reason).
- Ask your students to use laptop and desktop to join the meeting when the device is available. While students can join a class from their cell phone, the screen size makes it very hard for them to see clearly when you are sharing your presentation or a document. Of course, if the cell phone is the only device available to them, please allow them and let them know they can watch the recording later on a bigger screen. If you are only conducting conversation hour, cell phone is good enough.
- Chat: Pay attention to the Chat button when it changes color. It means you have a new chat message and it might be a question from your student. You can also designate a student to manage chat and speaks out when there is a question that needs to be answered.

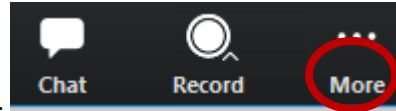
TROUBLE SHOOT ISSUES

- **I cannot find my Zoom window!** If you still see the Zoom icon  on your taskbar, it is still going on! Most likely your Zoom window is minimized. Hover the mouse over the minimized window and click the arrow to maximize the window.
- **I can't find the control menu.** It is usually hidden. Just hover the mouse over the screen and it will show again. When you share screen, some controls are at the top of the screen.





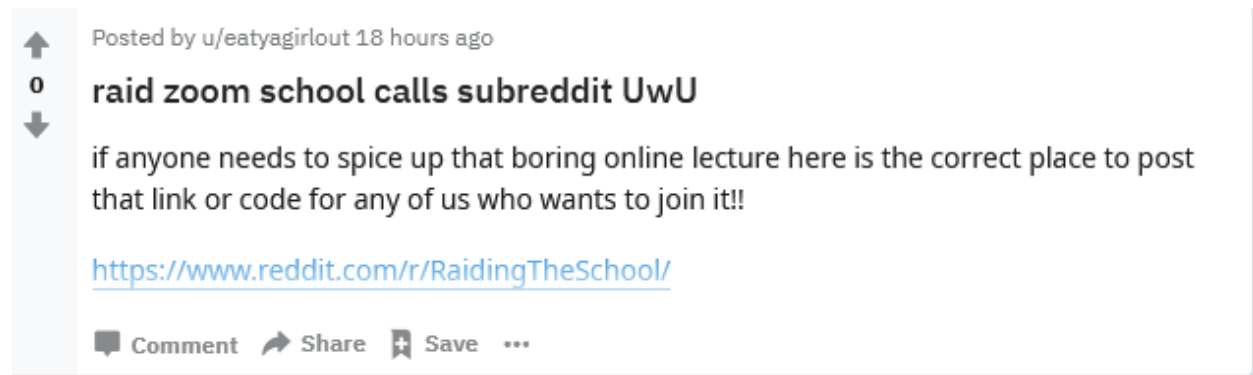
- **I can't find a specific control button (e.g Breakout room).** If you have already enabled it in your setting, and have logged in as a host, it is most likely hidden in the "More" button. When your screen is not big



enough, some controls are hidden in 'MORE'.

SECURITY ISSUES

Don't post your meeting information on social media and public space! Make it clear to your students that the meeting information cannot be shared with students outside the course and it is forbidden for them to post the meeting information on social media and public space. See the following screen capture to understand why:



You can require students to log in to Zoom. Only allow signed-in users to join.

In case of unwanted participants, as a host, you can remove that participant by clicking the managing participants button. You can also disable a participant's video.