

Remote Teaching Tips- Zoom

Please visit the [Learning and Teaching Commons Canvas Shell](#) for more information.

A good rule is to keep all “new” learning to asynchronous work and reserve synchronous time for processing and applying learning. This means that lectures, readings, films, and other content that students consume for the first time should be offered asynchronously, so the learner has sufficient time to review the material prior to “putting it into practice” in the classroom. This approach also makes best use of your skill and expertise as you can devote your time to guiding students to understand, what they’ve learned, what they might have missed and where they need to focus their attention to improve.



RECORDING YOUR LECTURES

You can capture live lectures delivered in Zoom by hitting “record” and choosing “upload to the cloud” so you don’t have to store large files on your computer. When you schedule and record via Canvas, students will get a notification when the video is ready. You can also pre-record your lectures, which limits the amount of synchronous Zoom time you’re taking up with relatively passive learning.



MAKING A ZOOM APPOINTMENT WITHIN CANVAS

When you create a Zoom meeting in Canvas, all enrolled students will receive a notification. If you would like to create meetings for separate seminar groups, you can label the meetings and then communicate with students so they know which one they need to attend. You can also go to your account at <https://evergreen.zoom.us/> to create small group or one-on-one meetings.



SHARING VIDEO DURING A SYNCHRONOUS SESSION

You can show video through the shared screen option in Zoom. But watching full-length films through Zoom takes a lot of bandwidth, which some students may not have access to. Please contact the library about what other options may be available to you—librarians are sometimes able to order titles through a streaming service like Kanopy so that students can watch on their own.



WHITEBOARD

The Whiteboard tool is a lot of fun, but it’s relatively difficult to control the cursor in order to draw diagrams/equations. Allowing students to use the stamp or cursor to mark existing images tends to work better. If you have a hand-drawn image you really want students to view clearly, it might make sense to draw it on a sheet of paper and take a picture.



ZOOM SECURITY

Academic Computing staff have created a terrific guide to Zoom security issues. When choosing settings for your own meetings, you may also want to consider:

- requiring students to sign in to Zoom using their college email address
- establishing an expectation with your students that they will NOT share Zoom links
- only allowing registered students or contracted guest speakers into your meeting
- limiting/turning chat off altogether
- allowing students to use virtual backgrounds if they have concerns about being harassed or identified



MANAGING ZOOM CHAT

Students often enjoy the kind of informal dialogue chat makes possible, but it does divide students’ attention (which is hard for some neurodivergent students). Many faculty choose to disable chat entirely during lectures and guest presentations, or to limit private chat between students. If you choose to allow chat, it makes sense to have a separate chat facilitator, and if you choose to allow private chat, you may want to remind students that these conversations are still visible to the host when saving the chat.



TRACKING ATTENDANCE

Canvas-Zoom integration makes it relatively easy to track attendance for any meetings scheduled through Canvas. Please see the Pedagogy tip sheet for a short discussion of other ways to think about participation, apart from attendance at synchronous class sessions.