



Teaching with Zoom: A Faculty Guide

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What is Zoom?

Zoom is BdREN's centrally supported, easy-to-use video conferencing platform that provides high definition, interactive collaboration tools to use for communication and collaboration.

Teaching with Zoom you can:

- [Share your screen](#) to show slides or other materials and ask students to share their screens to present
- [Annotate and mark](#) on the screen, or draw on a whiteboard
- [Break your class into groups](#) for discussions or projects using the Breakout Rooms feature
- [Use the chat feature](#) to answer questions or share learning resources
- [Record your class](#) so students can review materials
- [Poll your students](#) to check for understanding
- [Host](#) virtual office hours
- [Meet](#) with students
- [Engage](#) with small groups or project teams

[Frequently Asked Questions about Zoom](#)

How do I host my class using Zoom?

Zoom makes holding live (synchronous) classes and meetings online possible. As BdREN's centrally supported, easy-to-use video conferencing platform, Zoom provides high-definition, interactive collaboration tools to use for hosting your classes.

Access and launch Zoom directly from BdREN URL: Click on your Zoom link (as pictured below).

For online class don't use your Personal Meeting ID (PMI). Always schedule a new meeting for every group of students. This is because, if anything goes wrong with your PMI it doesn't affect all scheduled classes, and make your online class more secure.

HOW to SCHEDULE A NEW MEETING?

1. Login to your zoom profile, go to <http://bdren.zoom.us> and sign in
2. Click **Schedule a New Meeting** button
3. **Topic:** Write Topic Name. *E.g. 1st Year: English Class*
4. **TIME:** Setting time is totally optional. Zoom meeting time doesn't work. You can access your meeting id anytime unless you delete it.

Recurring: Never select "Recurring" meeting, cause it's not required.

5. **Registration:** Scheduling a meeting that requires registration will allow you to have your participants register with their e-mail, name, other questions, and custom questions. You can also generate [meeting registration reports](#) if you want to download a list of people that registered.

Registration option will help you to control your participants, you can find out participant details if any unwanted situation occurs in your class. It makes your meeting/class more secure. To know more visit: <https://bit.ly/2YiCa6y>

6. **Meeting ID:** Select "**Generate Automatically**"
7. **Meeting Password :** Select Meeting Password
8. **Video:** we recommend turning off Video for **participants**. Video off consumes less bandwidth.
9. **Audio:** leave it as it is
10. **Meeting Options:**
 - a. Enable join before host -- Disable
 - b. Mute participants upon entry -- Enable
 - c. Enable waiting room -- Optional (By Enabling it give you one layer security)
 - d. Only authenticated users can join -- Optional
 - e. Breakout Room pre-assign -- Optional
 - f. Record the meeting automatically -- Disable
11. SAVE
12. Copy **Invite Link** <https://bdren.zoom.us/j/xyz> and share with students.

The screenshot shows the Zoom Meeting Management interface. On the left is a sidebar with 'PERSONAL' and 'ADMIN' sections. Under 'PERSONAL', there are links for Profile, Meetings (highlighted), Webinars, Recordings, and Settings. Under 'ADMIN', there is a link for ADMIN. The main content area has tabs for 'Upcoming Meetings', 'Previous Meetings' (selected), 'Personal Meeting Room', and 'Meeting Templates'. There are buttons for 'Schedule a New Meeting' and 'Join a meeting from an H.323/SIP room system'. A 'Get Training' link is in the top right. Below the tabs is a table of meetings:

Start Time	Topic	Meeting ID	
Today 12:00 AM	Dhaka University Zoom meeting room	180-233-149	Start Delete
Today 12:00 AM	English 1st Year	328-763-274	Start Delete

For students, they will be able to join class via Zoom Link.

The screenshot shows the 'Invite Attendees' screen in Zoom. It features a 'Join URL: <https://bdren.zoom.us/j/180233149>' and a 'Copy the invitation' button.

Securing your Meeting Link

It's recommended that you disable join before host, it will not allow students to join the class before you and/or to create a waiting room for them. This also will prevent students from accessing your class link while you're using it for another class. Select the **Meetings** from the disable the "Join before host" setting and "Enable waiting room," per the below.

The screenshot shows the 'Meeting Options' settings in Zoom. The options are:

- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically on the local computer

What equipment do I need to get started?

At the most basic level, all you and your students need to have a computer or mobile device, so that you can use the full capabilities of Zoom.

The following equipment will enhance your experience but is **not** necessary:

- Stable Internet Connection:** We recommend wired connection over WiFi
- Web camera (Turn it on!)**

A camera will increase your connection with your students by allowing you to see each other face-to-face. You will still be able to participate in the other features of the Zoom class.

- Headset with a microphone**

This will let you hear and be heard more clearly. This does not need to be fancy equipment, it can be the same as the headphones you might use with your phone.

4. Dual monitors

If you have two monitors you can have your video feed on one screen and your shared screen on the other. If not, it will look similar to picture-in-picture on your TV.

5. Charger

Charging your device during your class will ensure you do not have an unexpected power outage interrupting your instruction.

What do I need to tell my students to get them started?

Below is a sample message that can be sent to students who contact you directly with questions about accessing the course:

Our class is currently meeting on Zoom at the regularly scheduled time. You can access the Zoom course by Zoom links. Further instructions are available in a [student Zoom guide](#).

What if something goes wrong?

It might.

And it's going to be okay.

Here are the top three problems that make up the majority of Zoom issues and how you can address them before they happen:

- I can't see.
 - [Testing Your Video](#)
- I can't hear.
 - [Testing Your Audio](#)
- There's background noise or feedback.
 - [Solutions for Audio Echo](#)

Your best first stop for tech support?

Your students.

Let's put that critical thinking to work.

If you're still experiencing trouble, The BdREN Helpdesk is available to assist you 24 hours a day, 365 days a year. You may reach them anytime via:

- [BdREN 24x7 NOC](#)

When contacting support, please be prepared to provide:

- The full name and University Name
- A summary description of the problem
- Detailed, step-by-step instructions to reproduce the problem

Tips:

- Test your **audio, video** and equipment **well before the start of class and do not conduct these tests from a classroom**. If you experience a low bandwidth signal, shutting off your video will help. If you experience wifi connectivity issues, you can use wired connection.
- **Share your screen** to show slides or other materials and ask students to share their screens to present.
- **Annotate and mark** on the screen, or draw on a whiteboard.
- **Break your class into groups** for discussions or projects using the breakout rooms feature.
- Use the **chat feature** to answer questions or share learning resources.
- **Record your class** so students can review materials.
- **Poll your students** to check for understanding.
- **Host** virtual office hours. meet with students and engage with small groups/project teams

What do I do at the beginning of class?

Just as in an in-person class, it is important to have procedures to get started and set expectations with your students.

At the beginning of class, remind your students of basic Zoom etiquette:

- ask them to turn on their cameras
- look at the camera in order to make eye contact when they're talking
- mute their mics when they aren't contributing

[How to mute all participants at once](#)

Assign students roles to help you host the meeting so you can focus on teaching such as:

- Technology Troubleshooter - Help others with their technology
- Chat Monitor - Monitor the chat window for questions or shared resources
- Note Taker - You can have a student typing closed captions for the class if there are students that need that accommodation. [Getting Started with Closed Captioning](#)
- Note Taker's Note Taker - If you are having a student do live closed captioning, ask another student to share their notes with the Note Taker so they don't miss out on learning.

[Select a Video Layout that is best suited for your class.](#) The more students can see you and each other, the more connected they feel as a class and the more likely they are to stay on task. You can view up to **25 students** at a time in Gallery view.

Consider recording your class so that students can rewatch and review what they learned after class. [Guide for Recording in Zoom.](#)

What do I do during a Zoom class?

[Credit to the University of Minnesota Information Technology Department](#)

No one wants to sit through a straight lecture session for 60 minutes, and in fact, such a class session design doesn't leverage the fact that you have all your students there and present. You can use the features of Zoom to guide different types of interactive activities. These activities offer variety to break up a long class session, and they offer different means of expression, a universal design principle.

Whiteboard

[Draw on the whiteboard](#), or [ask students to contribute to a whiteboard](#) as a means of engaging them differently in the discussion.

Note: you'll need to take a screenshot of each whiteboard if you want to save it.

Screen Annotation

Zoom has basic annotation tools (text box, free form draw/pen, shapes, and highlighter) that you can use to guide students around a visual display (such as a website) or explain a concept. Access these from the Share Desktop function.

Note: screen annotations are not accessible for screen reader users. If you use this feature, be sure to use accessible presentation best practices: say exactly what you're doing while you're doing it, e.g., "I'm drawing a big red circle around the login button on this web page."

Polling

[Set up polls](#) in advance and launch them at specific times during your class session, the same way you'd use clicker questions to introduce a new section of a lecture.

Chat as Backchannel

Backchanneling refers to having a synchronous conversation while something else is happening. Using the [chat tool](#) as a backchannel can give students agency and encourage engagement by allowing more students to interact with the live activity, rather than just listening.

Some uses of backchannel:

- Collect questions, which you then answer at the end of the session. Elect 1 student to monitor the chat and curate questions as they come in.

- During your lectures, encourage students to log questions as small groups and elect 1 student to bring them forward for group conversation.

Notes:

- Backchannel activities can be overwhelming for some students, and are thus an accessibility concern. Therefore, it is recommended you offer this type of interaction as an option for students who thrive on this level of stimulation, but do not require it from all students.
- Backchannel can also be overwhelming for you to monitor while you're also trying to teach. Consider deputizing a student representative to monitor the chat if you use this feature, to make it easier for you to focus on teaching.
- You can download the full chat history at the end of class, if you want to keep this record.

Breakout Rooms

You can use Zoom's [breakout rooms](#) functionality to have students do group work. As the instructor, you can "travel" from one breakout room to the next, broadcast messages to various rooms, and end the breakout sessions when it is time to regroup. [More Details](#)

Sample Class Agenda Using Zoom

Plan for a synchronous course session just as you would plan for an in-person class. Here is a sample agenda for a 60-minute synchronous course session. You might want to share your agenda with students ahead of time, so they know what to expect.

Duration	Segment	Details	Prepare
5 min	Intro: Whiteboard activity	On entry into the virtual classroom, have students think about a question and write their contribution on the whiteboard.	Launch a whiteboard at start of class so it's the first thing students see, and add visible instructions.
2 min	Poll	Use the polling tool to ask a question that engages and determines personal relevance for the topic of the mini-lecture.	Set up the poll question in advance.
10 min	Mini-lecture	Share screen, launch PowerPoint, and deliver mini-lecture. Use Annotation features in Zoom to mark up your PowerPoint slides.	Learn about screen-sharing a PowerPoint presentation. Have the PowerPoint file launched already so you can get to it seamlessly. Practice annotating slides in advance to add visual interactivity.
2 min	Poll	Ask 1 or more questions for understanding.	Set up the poll question in advance.
10 min	Breakout Room Activity	Assign students into individual breakout rooms, discuss for	Practice hosting breakout rooms,

10 min	Debrief	<p>10 minutes, and create a collaborative Google doc (which you will then collect in the Canvas site).</p> <p>Ask each group to appoint a representative to summarize the main points of their discussion. Post these in the chat field, which you then read.</p>	<p>both manual and machine-assigned.</p> <p>Ask a TA or student to monitor the chat field for you, and bring the most relevant points to the fore. Consider assigning that person co-host privileges.</p>
2 min	Chat:	Ask students to contribute to chat where they are still confused.	
5 min	Debrief	Clear up misconceptions that were unearthed in the muddiest point chat.	
5 min	Closing	Summarize the activity of the session, set up expectations for follow-up activities, and dismiss.	
	Post-session	<p>You may choose to:</p> <ul style="list-style-type: none"> ● Download a list of attendees ● Download the chat transcript 	