

How to use Zoom for online RCR teaching

This document is work in progress. It has been modified from one used for teaching at UC San Diego so that it is (hopefully) generalizable to most other settings. Elements below are extracted from zoom.us, Canvas help files, edtech.ucsd.edu, keepteaching.ucsd.edu, and trial and error.

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1. How to get set-up on Zoom

- If available, consider Zoom Pro accounts for all faculty, staff, and enrolled students.
- Consider downloading Outlook Add-in for Zoom: [Zoom download](#)
- Depending on your Zoom account, it may be possible to allow someone else to schedule your Zoom meetings: [UCSD instructions](#)
- To use Zoom to teach about using Zoom (e.g., in the first meeting of a course), it would be useful to share your Zoom screen. To do so, activate settings in two places: (1) Select option for “Show Zoom in windows during screen share” in online Zoom account Settings and, if using desktop app, (2) Select “Share Screen” option and check “Show Zoom windows during screen share” in desktop app Settings (accessed through “gear”).

2. How to avoid Zoombombing

- Share your Zoom meeting link only privately with students in your course.
- Require a meeting password: [Zoom instructions](#)
- Set-up a waiting room feature so you control admittance of students: [Zoom instructions](#)
- Allow only authenticated users to attend your Zoom meeting: [Zoom instructions](#)
- Manage screen sharing options. In Zoom, change screen sharing to “Host Only”: [Zoom instructions](#)

5. How to train students in Zoom use

- Consider starting your first session by sharing your Zoom screen and showing options
- Options for student engagement (demonstrate if to be used): [Raise Hand](#), [Reactions](#), [Nonverbal Feedback](#), [Chat](#), [Polls](#), [Mute/Unmute microphones](#), [Breakout Groups](#)
- Consider having students “rename” themselves (if needed) so their screen name coincides with the name by which they would like to be called.
- Consider discussing Video policy concerns (possible bandwidth issues, when to turn on, reminder that you’re sharing what’s behind you as well)
- Tools in Zoom for engaging students:

3. How to record Zoom sessions and let students know

- Announce (both in writing and in class) that sessions are to be recorded for class use only.
- Unless you set-up recording to start automatically, remember to start (and stop!) recording at appropriate time.
- Set Zoom to require consent: [Zoom instructions](#)
- Create Zoom waiting room with announcement that session is being recorded [Zoom instructions](#)

4. How to access Zoom menus

- When you first start your Zoom meeting, you will see your menu options (mute, video, etc.) at the bottom of the screen.
- After a short while, those options will disappear. They will reappear if you move your cursor to the bottom of the screen.
- If you are sharing your screen, including showing a PowerPoint presentation, the options will disappear. They will reappear if you move your cursor to the *top* of the screen.

6. How to get attendance in Zoom

- Option 1: Select “Participants” from menus at bottom of page. This should display everyone in alphabetical order (except for hosts and whoever is speaking, who will show up first)
- Option 2: Generate post-meeting report if participants required to [register](#): [Zoom instructions](#)

7. How to use Zoom Polls

- Creating and launching a poll: [Zoom instructions](#)
- It appears that you cannot launch and share a poll if you are sharing your screen for a PowerPoint presentation. One workaround is to designate someone else as the host and they can launch and share poll results while you’re still sharing your PowerPoint presentation.

8. How to use Zoom Breakout Rooms

- [Zoom instructions](#)
- Within the same Zoom meeting, the groups can be re-opened by returning to the breakout window and selecting “Open all rooms”
- Host can visit individual breakout rooms by clicking Join button for the room/group, and can broadcast a message to all rooms by choosing “Broadcast message to all”
- To assign groups in advance: sign into Zoom through browser, select meeting in question, scroll to bottom and select “Edit this meeting,” towards bottom under Meeting Options choose “Breakout room pre-assign”, and use option to upload a csv file with email, first name, and last name, which you be used to pre-assign groups
- Only if you allow in your settings, breakout groups can choose to record their session.