

Module 2: Synchronous Learning

Zoom is an online conferencing service, where students and faculty interact using headsets and webcams at their own computer, anywhere in the world. All Fox Online classes include virtual class sessions, which help students and faculty connect, providing opportunities for collaboration, activity, and discussion that mimic strategies used in a traditional course. Fox is currently transitioning from using WebEx to Zoom for our online conferencing service. This module will provide you with a detailed look at Zoom, including its value in online courses and important tools and features.

Module 2 Objectives

- OBJECTIVE 1 Identify Zoom Training Session tools and features
 - OBJECTIVE 2 Identify strategies for collaborative learning online using Zoom
 - OBJECTIVE 3 Attend a synchronous Zoom session
-



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Synchronous Zoom Training Session

Objective 1: Identify Zoom tools and features

Getting Started with Zoom

What is Zoom?

Zoom is a web conferencing service, where students and faculty interact using headsets and webcams at their own computer, anywhere in the world. All Fox Online classes include virtual sessions, which help students and faculty connect, providing opportunities for collaboration, activity, and discussion that mimic strategies used in a traditional course.

What are the benefits for faculty?

By offering regular Zoom sessions, faculty experience more flexibility in the types of activities they can use to enhance their course. For instance, faculty can meet with students as a group to discuss problems, cases, and questions about the course, or use the Zoom break-out room feature, where students can divide into small groups to collaborate on projects or problems, and then share their results with the whole group at the end of the session.

What are the benefits for students?

Zoom allows students to “meet” their professor and peers face-to-face, even if they live across the country, or across the globe. This level of interaction allows online courses to be as engaging as possible, while maintaining the flexibility of an online environment.

This objective will provide you with a series of guides and step-by-step instructions to prepare you to use Zoom technology for online synchronous class sessions. You must review all four topics to complete this objective.



Zoom Training Interface

The Zoom Interface

There are three main areas in the Zoom meeting window:

1. The control menu along the bottom of the screen.
2. The large presentation window on the left side of your screen, which displays content that the presenter is sharing.
3. And on the right side of the screen is the participant and chat panel, where you can see a list of meeting participants.

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MODULE 2 | OBJECTIVE 1

The Zoom Interface

There are three main areas in the Zoom meeting window:

- 1 The control menu along the bottom of the screen
- 2 The large presentation window on the left side of your screen, which displays content that the presenter is sharing
- 3 And on the right side of the screen is the participant and chat panel, where you can see a list of meeting participants

Zoom Meeting ID: 475-876-444

Talking:

Meeting Topic: Jennifer McNiven's Zoom Meeting

Host: Jennifer McNiven

Invitation URL: <https://temple.zoom.us/j/475876444>

Copy URL

Participant ID: 13

Join Audio

Computer Audio Connected

Share

Invite Others

Mute Start Video Invite Manage Participants Share Chat Record Closed Caption Breakout Rooms End Meeting

Participants (1)

Jennifer McNiven (host, me)

yes no go slower go faster more clear all

Mute All Unmute All More

Zoom Group Chat

To: Everyone type message here...

Participants Panel

The participants panel can be toggled on and off by selecting “**Manage Participants**” from the Zoom control bar.

Additional options available by hovering over a participant’s name include:

- Mute
- Chat
- Ask to start video
- Make host or co-host
- Allow to record
- Assign to type closed captions
- Rename
- Put in waiting room
- Remove

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MODULE 2 | OBJECTIVE 1

The Zoom Interface

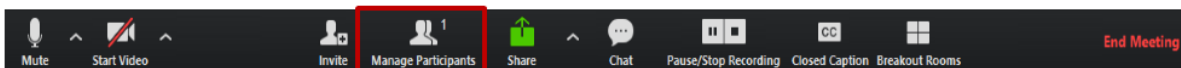
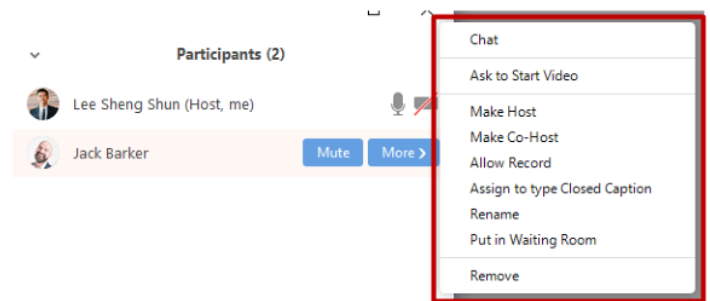
Participants Panel

Let’s take a look at the participant panel:

This panel can be toggled on and off by hitting “Manage Participants” from the control panel on the bottom of the screen.

Microphone and video camera icons next to each name will indicate if they are connected via audio or video.

Hovering over a name will allow you to control certain aspects of their participation, or open a direct chat with that participant.



Participants Panel: Settings

Adjust Participant Settings:

On the bottom of your participant panel you will see options to ***Mute All***, ***Unmute All***, and select from ***More*** options.

Under ***More*** you will see these additional options:

- Mute participants on entry
- Allow participants to unmute themselves
- Allow participants to rename themselves
- Play chime for enter/exit
- Lock meeting

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MODULE 2 | OBJECTIVE 1

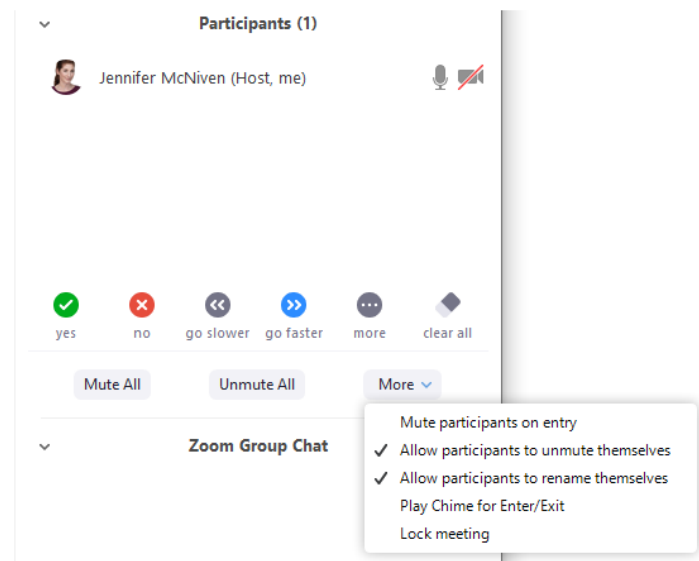
The Zoom Interface

Participants Panel: Settings

Adjusting Participant Settings:

On the bottom of your participant panel you will see options to ***Mute All***, ***Unmute All***, and select from ***More*** options.

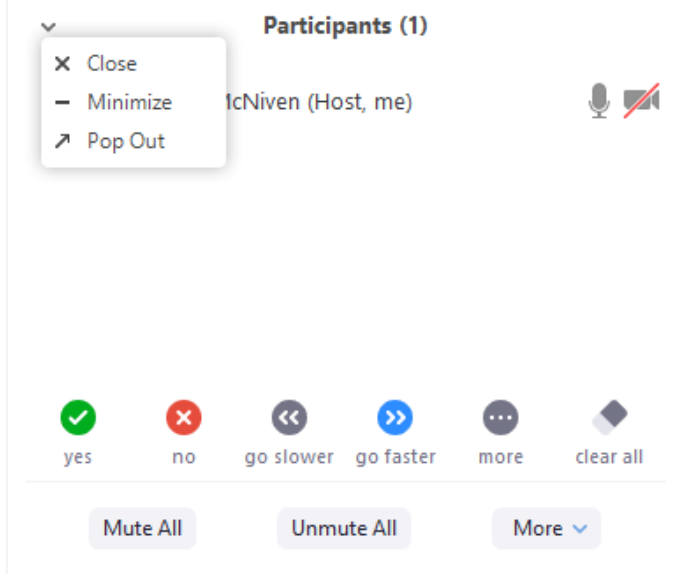
These options include muting attendees on entry, allowing participants to unmute and rename themselves, playing a chime when someone enters or exits, and locking the meeting (which prevents anyone else from entering it).



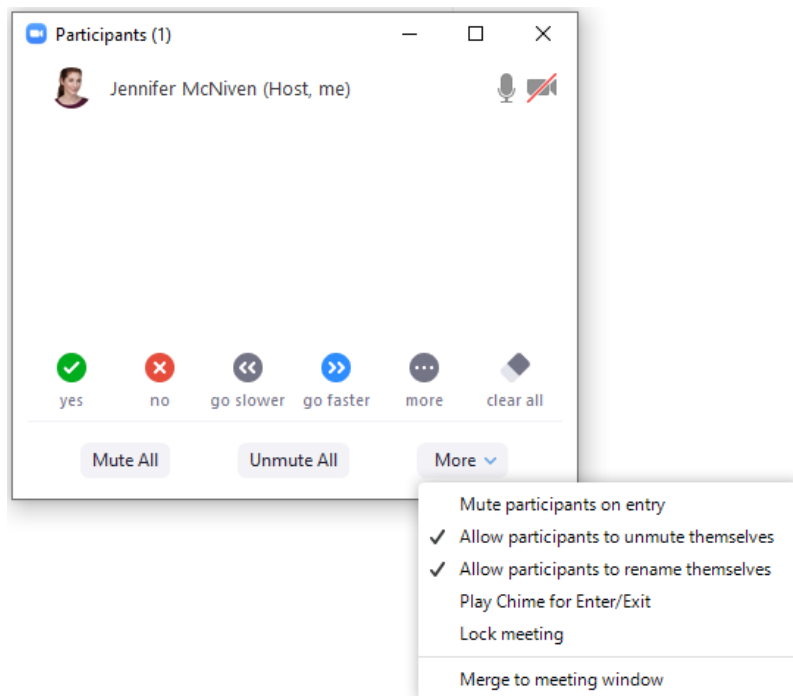
Participants Panel: Pop-Out

The Participant panel can be separated from your Zoom meeting screen and relocated elsewhere on your screen.

The chevron on the top-right corner of the participant panel allows you to minimize, close, or separate (**Pop Out**) the participant panel from the rest of the Zoom window.



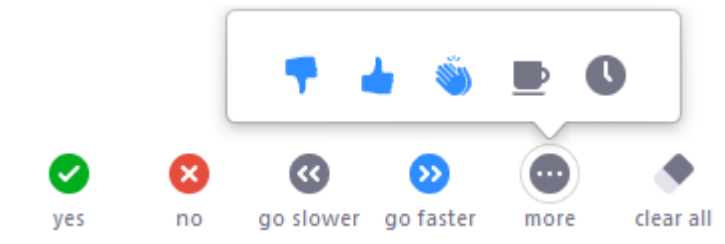
You can now drag your participant panel elsewhere on your computer screen. If you want to return it to the main Zoom window, select **More** from the bottom of the participant window and hit **Merge to meeting window**.



Participants Panel: Interactions

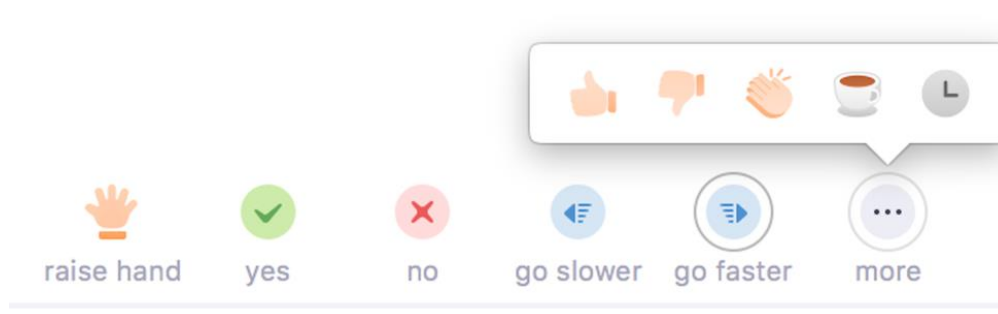
The bottom of your Participant panel will have a series of icons that can be selected to be displayed next to your name in the panel for all participants to see. These interactions can help attendees communicate with the rest of the class and, of course, their instructor.

Host View



The **Host View** is slightly different from the Participant view. Note the addition of the **Clear All icon**, this will clear the feedback currently showing for all participants.

Participant View



Icons visible through Participant View:



yes



no

Yes/No Icon:

The yes/no icons are used to acknowledge agreement or disagreement to a prompt. They will appear next to the attendee's name in the participants panel after they have selected their answer. A best practice is to encourage engagement/participation through knowledge checks, using these icons.



raise hand

Hand Icon:

The hand icon indicates a raised hand and is an effective way for your students to call your attention. Attendees who raise their hand will have the hand icon located next to their name in the Participants panel. In addition, when a participant raises their hand it will make a noise to prompt the panelist to identify the attendee.



go slower



go faster

Go Slower: Attendees can select the *go slower* icon to indicate that the presenter's pace is too fast. This will notify the presenter that an attendee has requested for them to slow the pace of the content being presented.

Go Faster: The *go faster* icon is used to indicate that the pace is too slow and to proceed with session content.

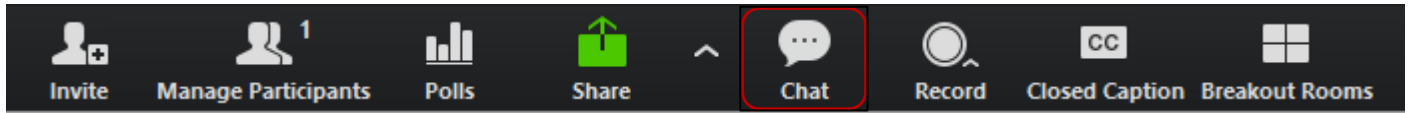
**More:**

Selecting the "More" option allows attendees to choose from several more personalized feedback options. They can like, dislike, clap, or indicate they have stepped away and will be temporarily inattentive.

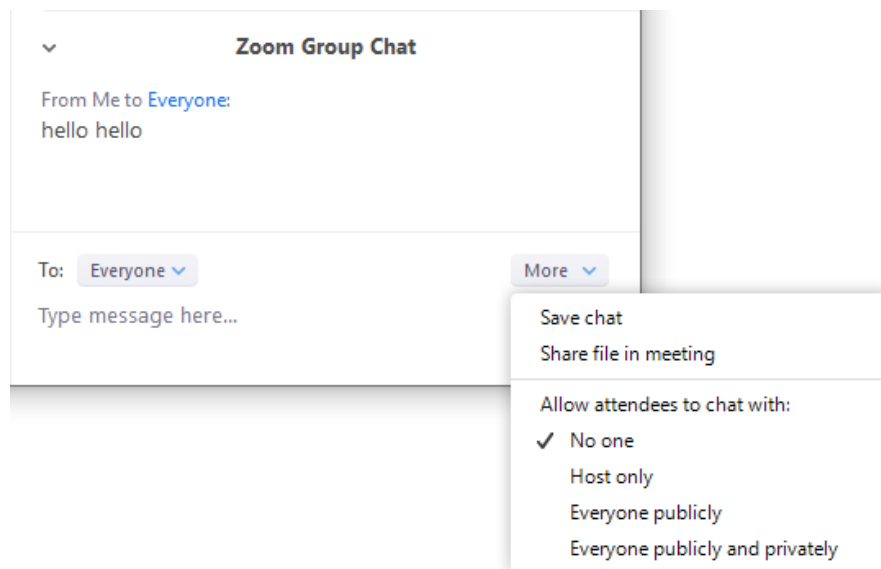
Participants Panel: Chat

The Chat section of the panel features an in-session instant message tool:

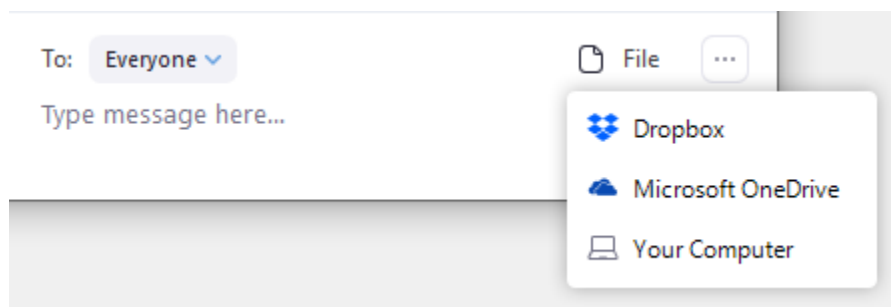
The Chat panel can be toggled on and off by selecting Chat from the Zoom control bar.



Hosts can delineate who attendees can chat with.



Files can be uploaded and shared with the meeting by selecting the File icon in the chat box. Attendees can view and download files shared with them in the chat.



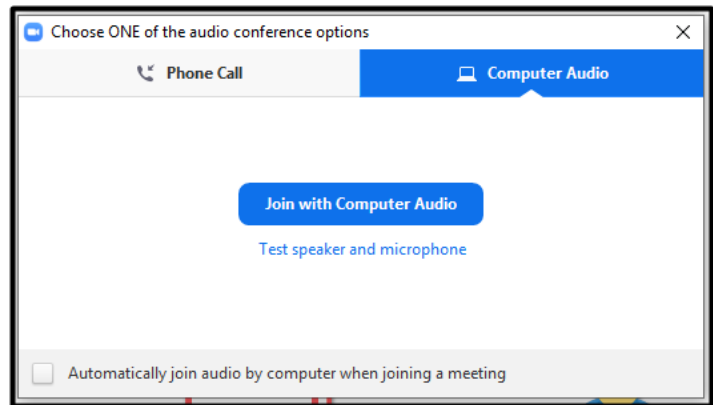
The Zoom Interface: Audio and Video

Starting your Meeting:

When beginning your meeting you will be asked how you would like to join the conference. Select *Join with Computer Audio*.

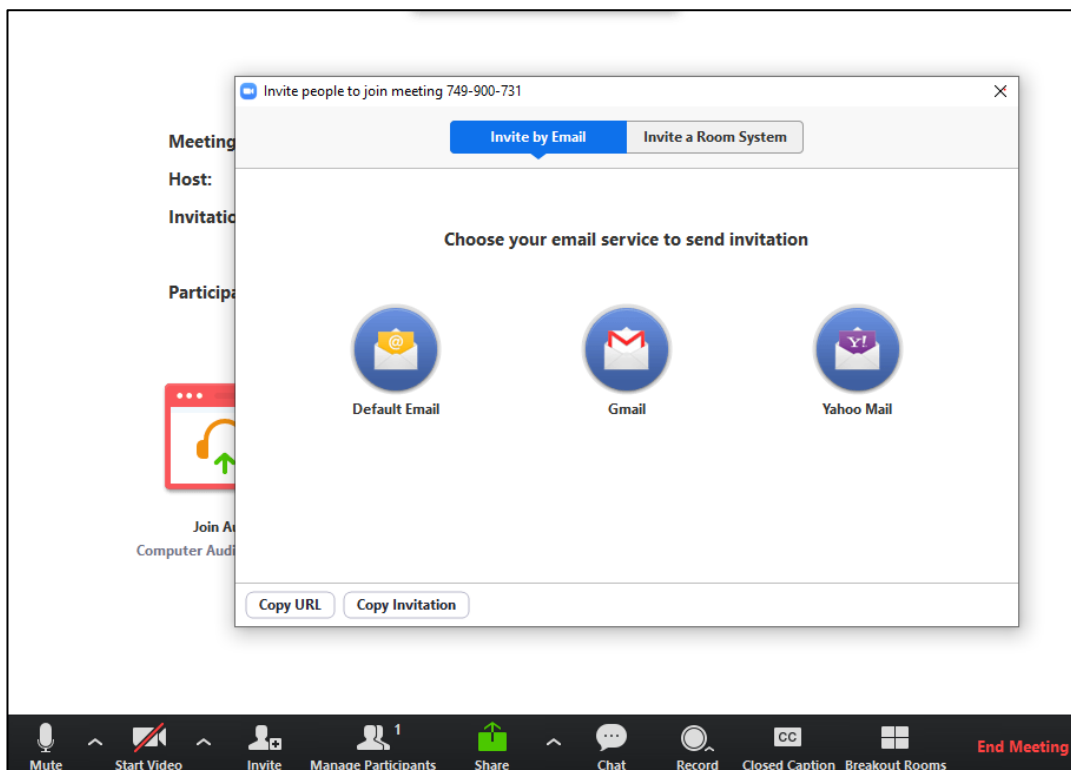
You can turn your video camera on by clicking on the *Start Video* icon on the bottom-left of the control panel.

Audio and video settings can be accessed by clicking on the chevrons next to the Audio and Video icons.



The Zoom Interface: Inviting

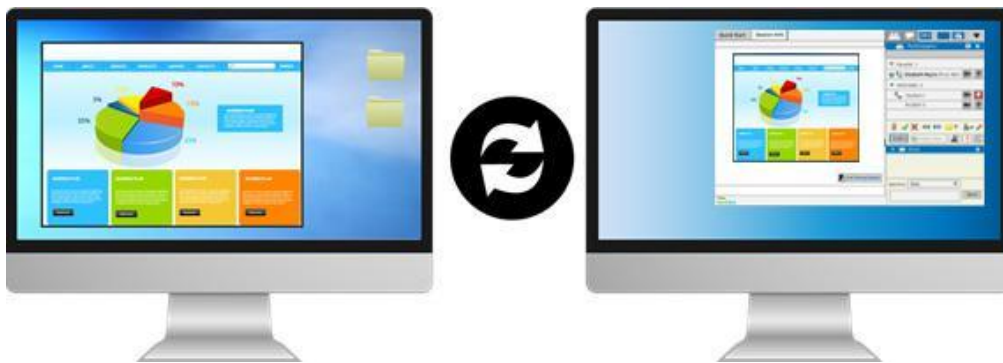
The control panel "Invite" icon opens a pop-up with options for inviting people to your Zoom session.



Sharing in Zoom

In Zoom, you have several options for sharing content within a meeting. Users can easily share their desktop screens to deliver presentations, work together on documents, and demonstrate any application or multimedia--you can share anything that is displayed on your screen for everyone in the session to view. You can also limit what is being shared to a specific file, website, monitor, or even a simple whiteboard.

IMPORTANT: Using the Desktop share feature will share ALL content on your desktop. Make sure to close all non-session related programs and materials (including your email, Canvas Gradebook, personal alerts, etc). Turn off any alerts you do not wish students to see as well.

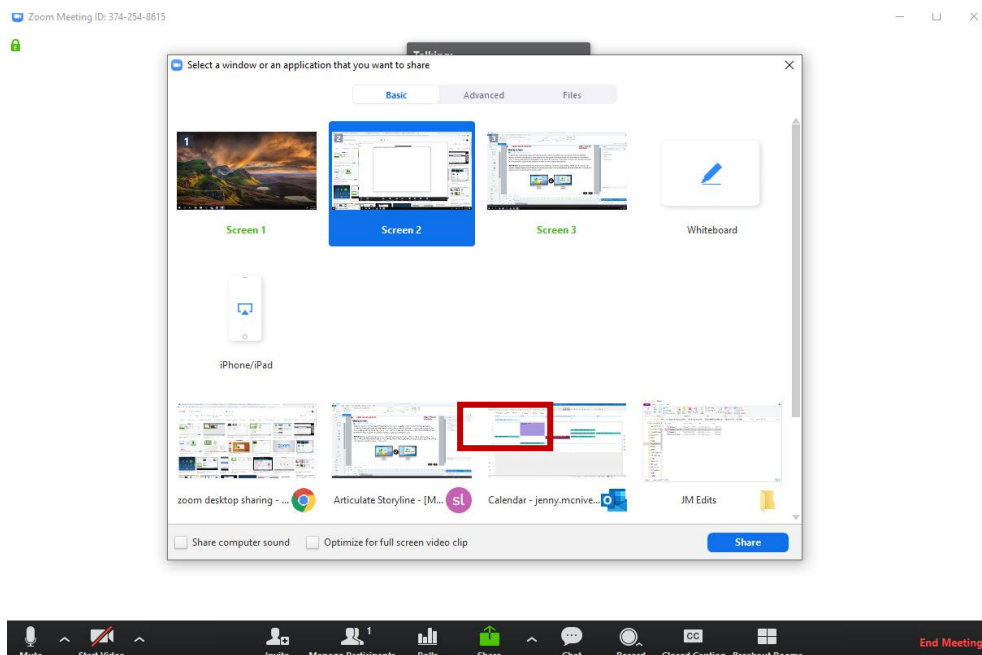


Desktop Sharing

You can share your desktop during a meeting by selecting “Share” from the control panel.

This will open a pop-up allowing you to select what you would like to screen share. Your options from this window are:

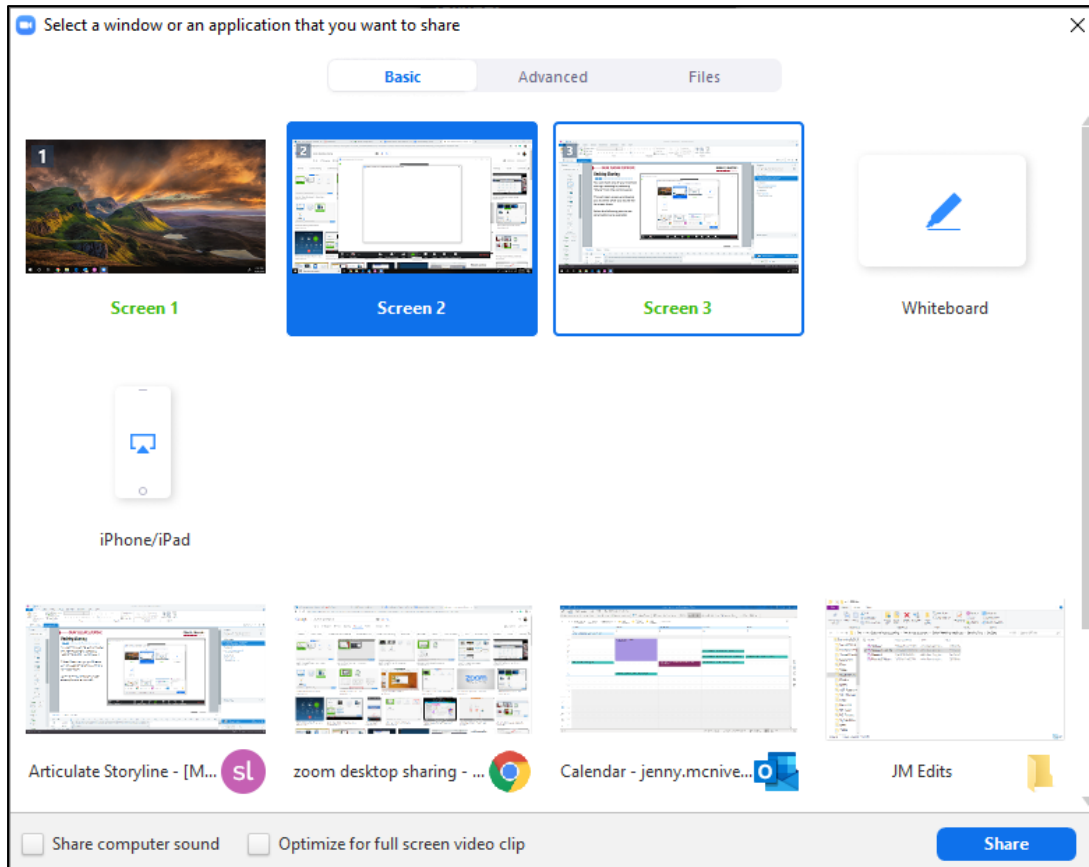
1. Basic
2. Advanced
3. Files



Basic Sharing Options

These options include any screens/monitors you are using, your iPhone or iPad (if connected on those devices), and any individual programs or documents you have open on your computer, including browsers. You can also open a whiteboard from this screen.

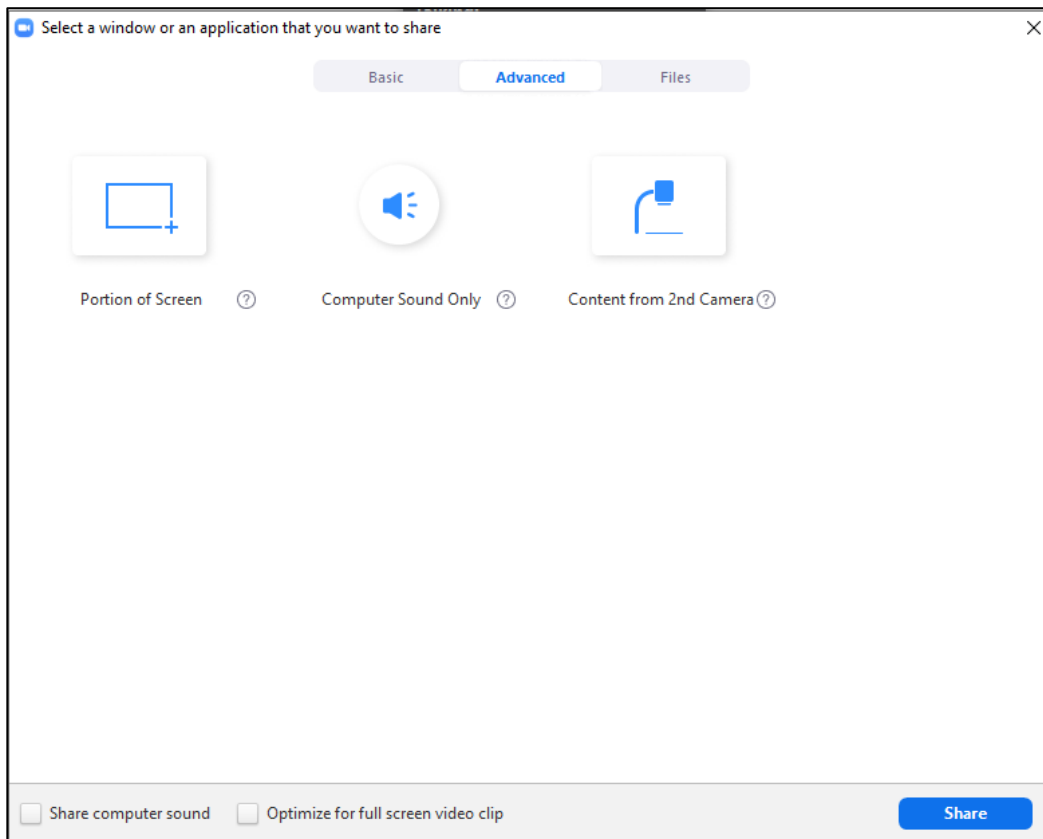
Note: the option to Share Computer Sound on the bottom of this pop-up.



Advanced Sharing Options

Advanced Sharing options include any portion of your screen, a second camera source, or just your computer sound.

Hit the **Share** button after selecting which source you want to share with the meeting.

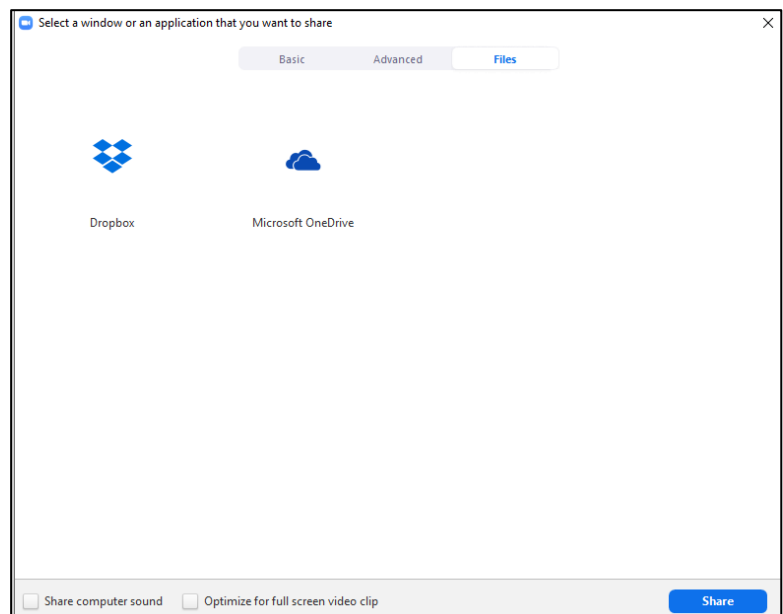


File Sharing Options

File Sharing allows you to retrieve files from Dropbox or OneDrive

If you wish to share a file from your computer, simply open it and then select the file from the **Basic** share menu

Note: This refers to files you wish to screenshare. You can also upload files to the chat box to make them available for others to download.

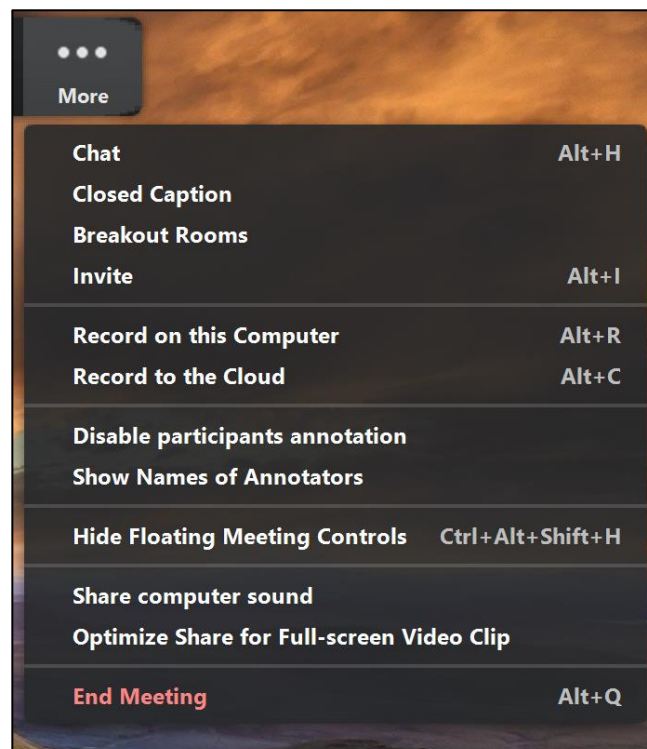
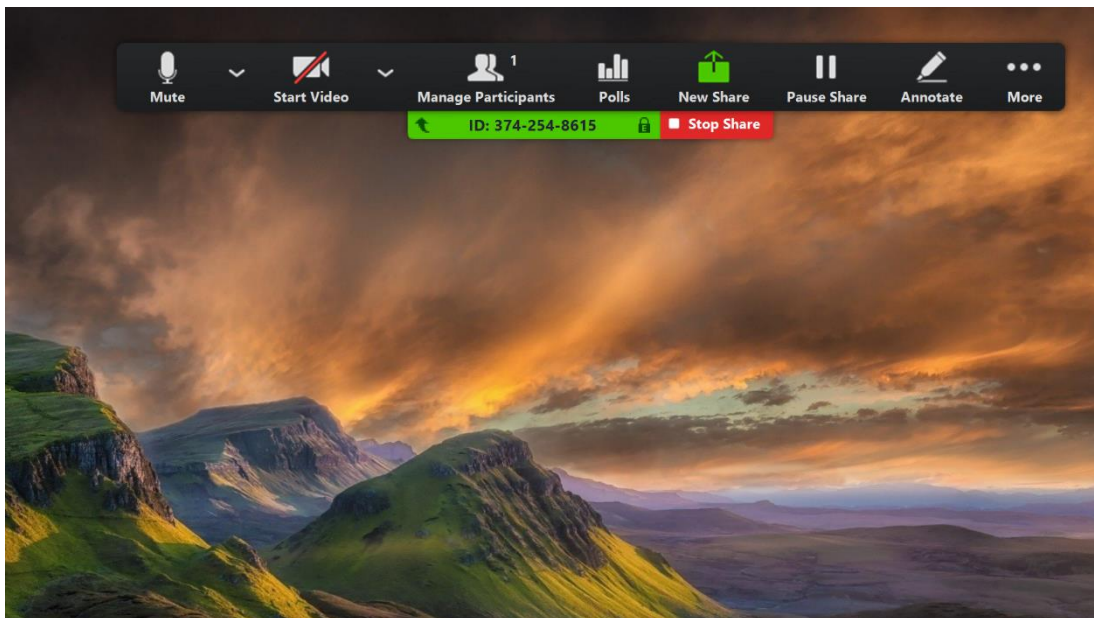


Sharing Controls

When you screenshare, session controls become available in a floating menu at the top of your screen. You can drag this control bar anywhere on your screen.

Many of these options are the same as found on your general meeting control bar. You will find some of the missing features and several other settings under the “**More**” dropdown.

Note: to stop sharing your screen at any time, hit the red **Stop Share** button on the bottom of the control bar

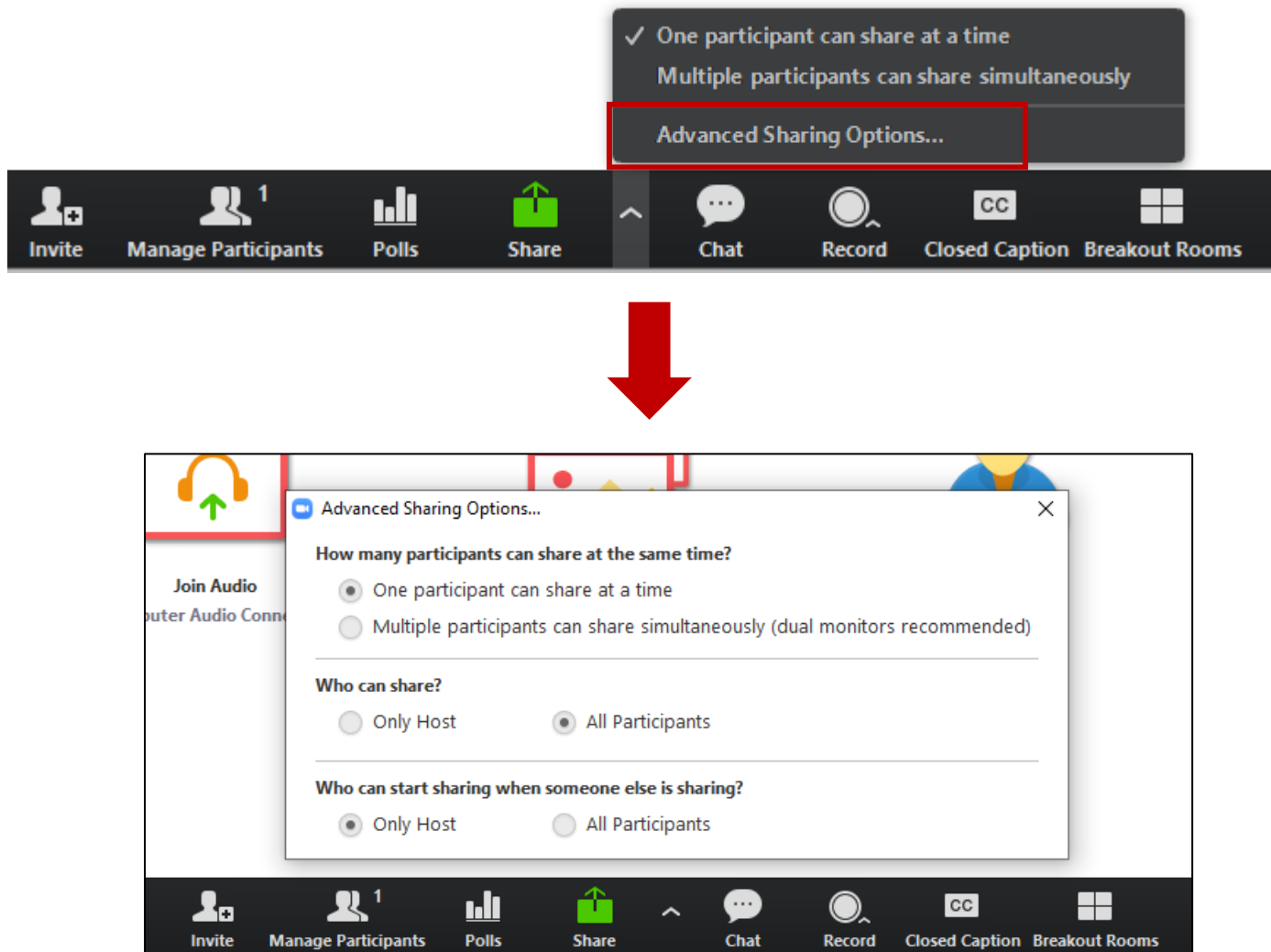


Attendee Sharing

Did you know?

Attendees can also share their screens and documents during a session without being a presenter. There is a simple setting which gives all meeting participants sharing privileges.

Selecting the **chevron** next to the **Share** button will allow you to access sharing permissions in Zoom.



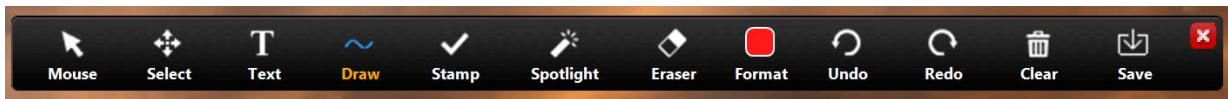
Whiteboards

Open a white board from the Share screen

Whiteboards are a great opportunity to demonstrate practical application of learning materials and engage students.

- In Zoom, both host and attendees can annotate a whiteboard together
- The annotation controls will open along with the whiteboard
- Whiteboard work can be saved and shared with the meeting

Remember, you can disable attendees' ability to annotate from the Screen Share control bar under the **More options dropdown**



Polls

Creating and Sharing Polls in Zoom

Polling is a great option for gauging attendee knowledge or opinion on topics during your live Zoom sessions. It can give you material for further discussion or review, as well as engage students and give them a glimpse at how their classmates responded. Polls can be created in your Zoom account ahead of time OR while in a meeting.

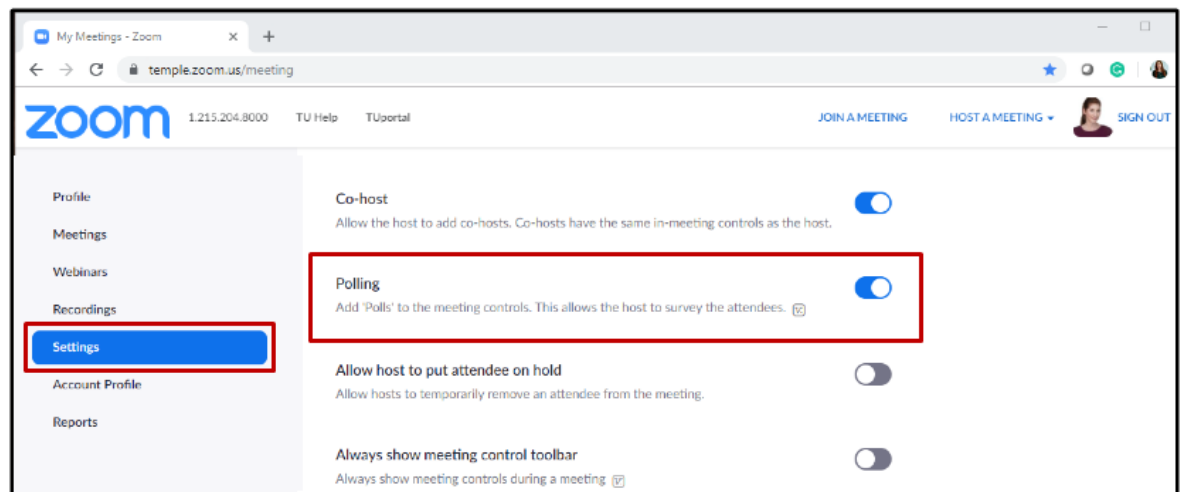
1. Zoom Settings

If you'd like to use polls in your Zoom sessions, make sure that you have polls enabled in your Zoom account settings.

> Go to your Zoom account

> Select **Settings** from the side

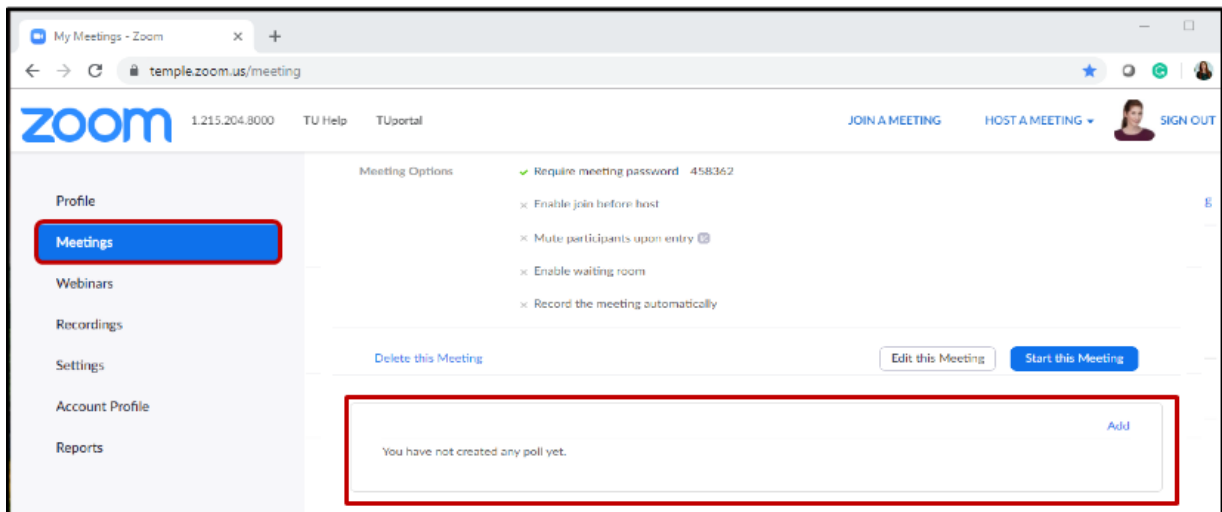
> Scroll down to find **Polls** and toggle to **On**



2. Adding Polls to Meeting

To create polls ahead of time for your class, select the meeting session from your **Upcoming Meetings** list in the Zoom **Meetings** tab

- > Select the meeting
- > Scroll down the page
- > Select **Add** in the Polling box at the bottom of the page

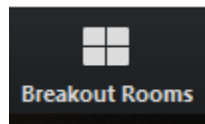


Breakout Rooms

Breakout Rooms enable small groups of individuals to meet separately from the main session to brainstorm, collaborate, discuss, solve problems, or work on group projects and presentations.

Within a Breakout Room, participants can share information and content, chat, annotate, and work on shared documents face-to-face (well, video-to-video). Once back in the main session, content from individual Breakout Rooms can be shared with the whole group.

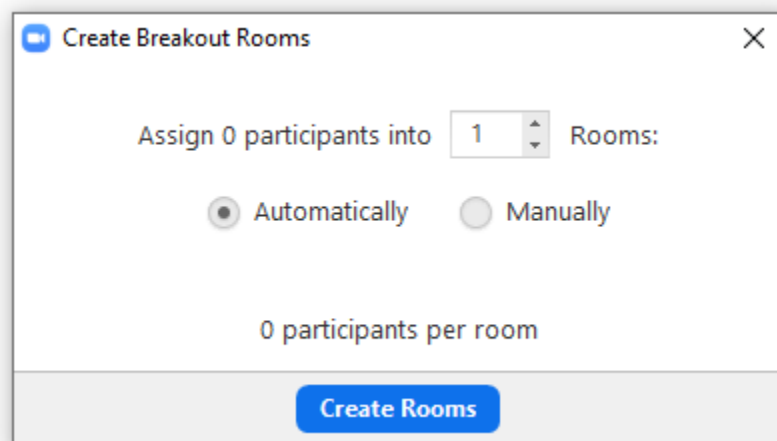
The benefit of using Breakout Rooms is that you can assign small group work and activities that promote collaboration and interaction just as you would in a traditional face-to-face classroom. As the instructor, you also get the chance to interact with your students on a more personal level.



Breakout Rooms

Breakout rooms should be enabled automatically for your Zoom sessions. If you do not see the Breakout Rooms icon on your meeting control bar, check your Zoom settings to ensure that the Breakout Room function has been toggled **on**.

Once your Zoom session has started, select the Breakout Rooms icon to set up and launch your Breakouts. The breakout groups that you create will be available to re-open through the rest of the session, if you wish. You can also choose to create new groups at any time.

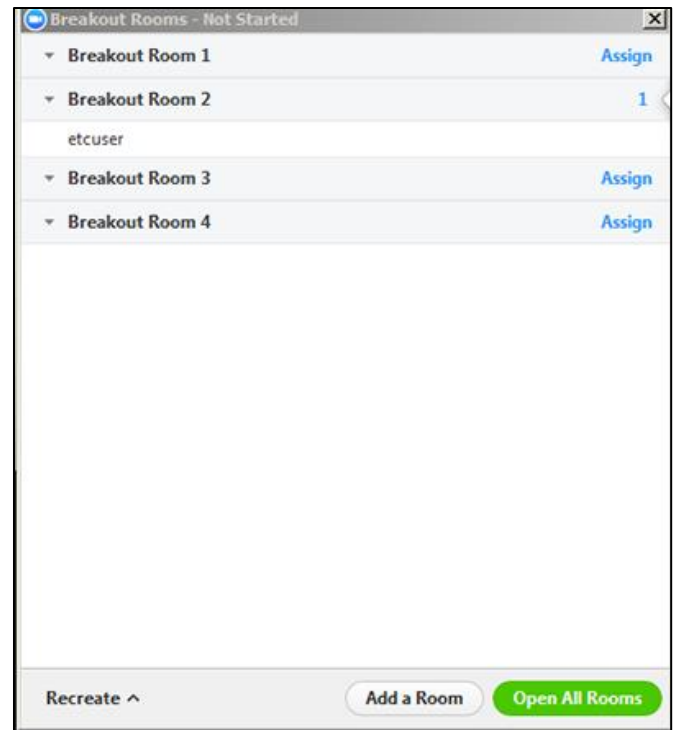


Breakout Rooms: Important Features

Automatic vs. Manual Room set up

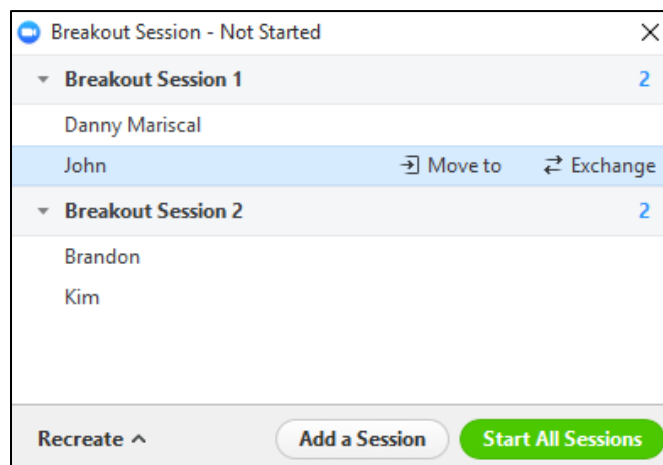
Auto: simply choose the number of rooms you need and select **Create Rooms**

Manual: choose the desired number of rooms, then select **Create Rooms** to assign participants using the blue **Assign** prompt



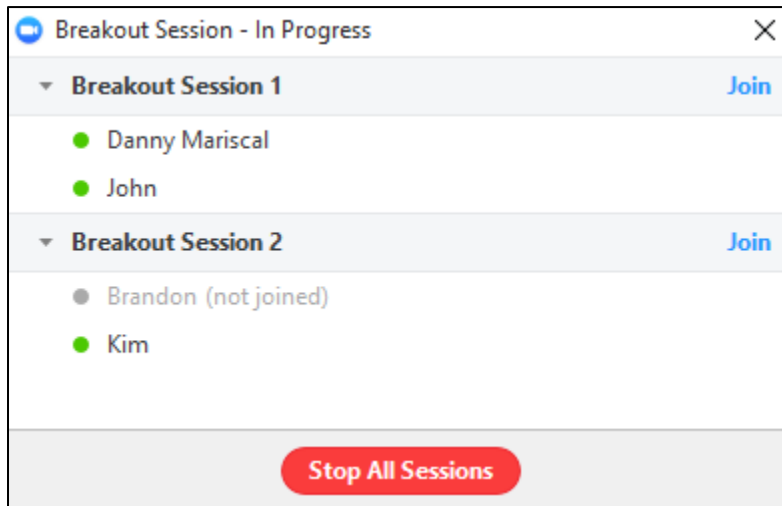
Move Participants Between Rooms

Hover over the name of a participant to move them to a different room. You can also *exchange* two students between rooms



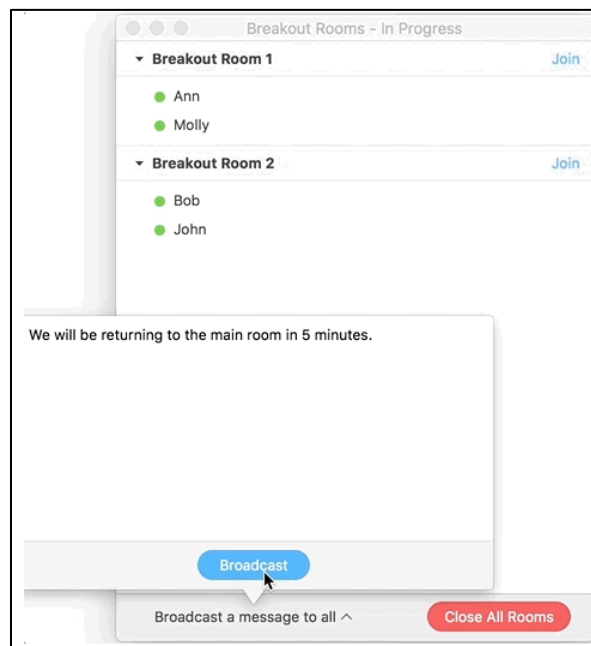
Easily Join Rooms

Select **Join** next to a room to join the breakout, then select **Leave** to return to the main session



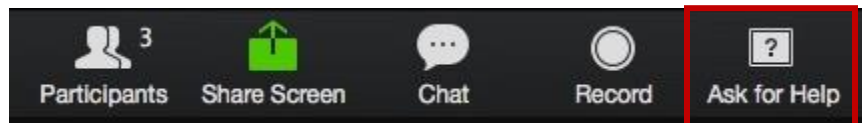
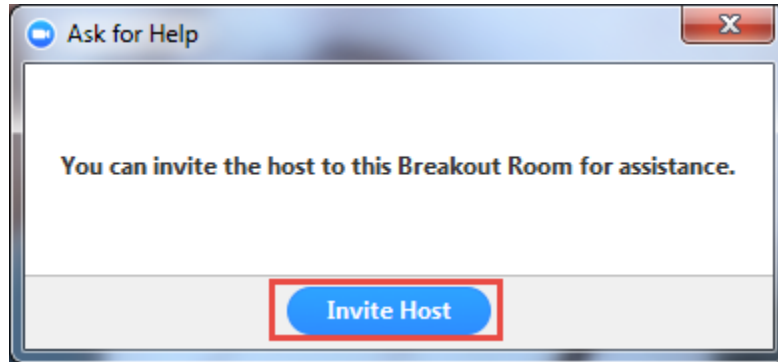
Broadcast a Message

From the Breakouts pop-up you can select **Broadcast a message to all** to write a message to share with all rooms at once



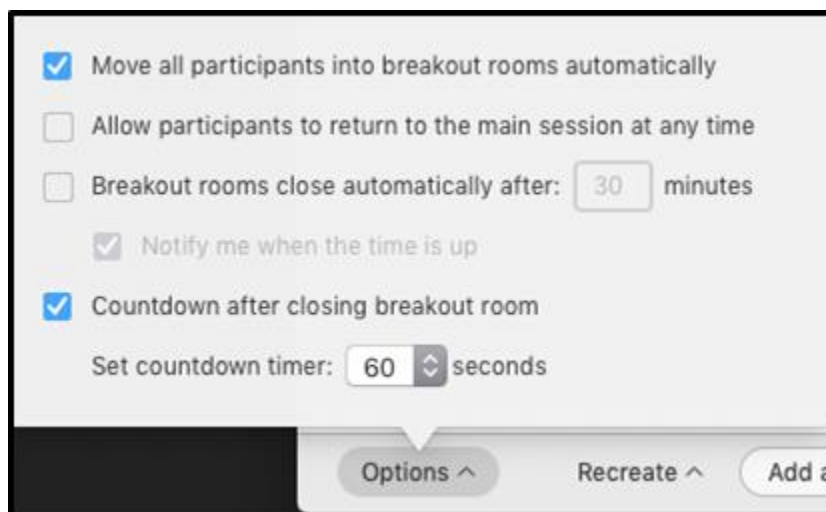
Ask for Help

Participants can send a message to the host asking for help from within a Breakout Room by hitting **Ask for Help**



Breakout Room Options

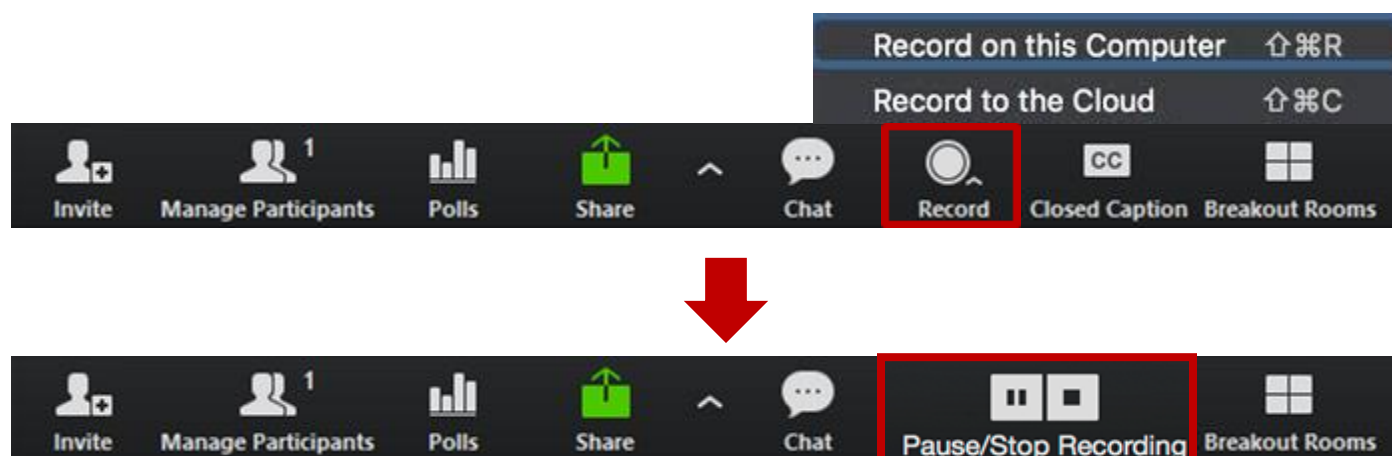
Select **Options** from the bottom of the breakout room pop-up to control additional aspects of your breakout rooms



Zoom Recordings

Record your Zoom Session

- To begin recording your Zoom session, select the **Record** icon located on the meeting control bar.
- Choose whether to record to your computer or to the Cloud. We recommend recording to the cloud.
- Once recording, you will see **pause** and **stop** icons on the control bar. You may pause and re-start the recording during the session without splitting the recording into different files.



Locating your Recordings


Zoom recordings are automatically created in MP4 format.

Local Recordings are saved in a Zoom folder in your computer's Documents

- Zoom creates two MP4 files so you can have both video and an audio only file
- From your Zoom account you can locate and play your local recordings from the **Recordings tab > Local Recordings**
- This option does not create a streaming file or sync to your Canvas course if you have the Zoom LTI Integration

Cloud Recordings are stored in your Zoom account under the Recordings Tab

- Locate your desired session
- Hit **Share** to open your sharing options
- Copy to Clipboard to share the recording URL
- OR hit the **MORE** dropdown next to your recording to download the MP4 files.
- These options are also available if you click on the session title and open the recording page

 1.215.204.8000

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Cloud Recordings

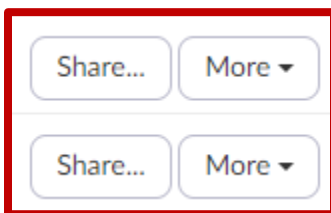
Local Recordings

From 09/17/2019 To 10/18/2019 All Status

Maximum duration: 1 Month

Search by ID Search Export

<input type="checkbox"/>	Topic	ID	Start Time
<input type="checkbox"/>	Jennifer McNiven's Zoom Meeting	749-106-554	Oct 9, 2019 12:20 PM
<input type="checkbox"/>	Jennifer McNiven's Zoom Meeting	149-004-382	Sep 19, 2019 04:34 PM



Share this cloud recording

Share Settings

Share this recording

☒ Publicly

☐ Internally (account members only)

Viewers can download

☒

On-demand(Registration Required)

☐

Password protect

☐

Recording Link Information

Topic: Jennifer McNiven's Zoom Meeting

Start Time : Oct 9, 2019 12:20 PM

Meeting Recording:

<https://temple.zoom.us/recording/share/bTypEgShtgGlmKG6fhwbJfSCXLO0lSeilKyxxj-NyoawlumekTziMw>

Select, copy and paste recording links.

Copy To Clipboard

Close

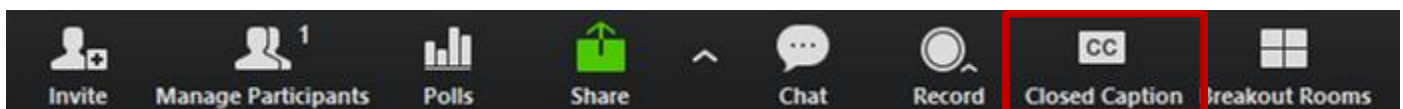
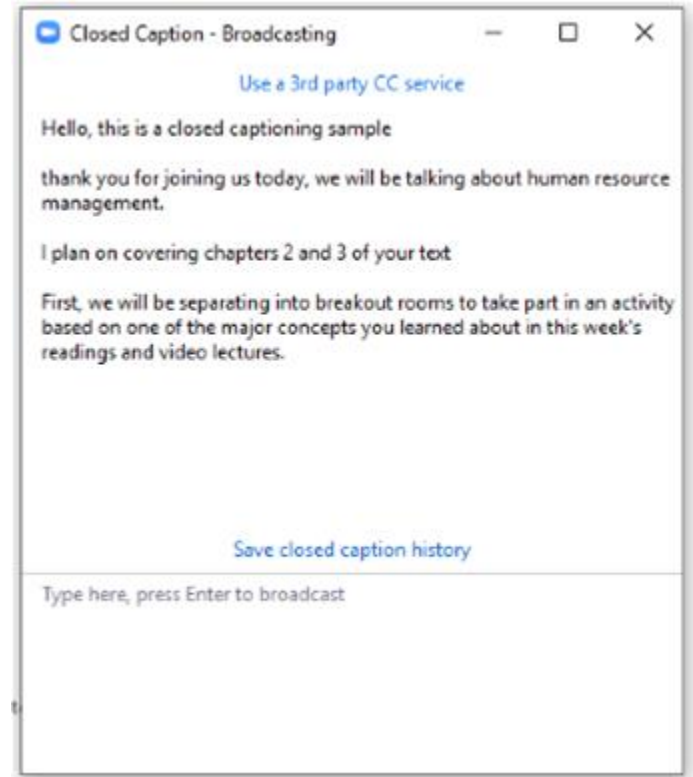
Transcripts and Closed Captioning

Zoom provides options for captioning a live session and transcribing the session recording

Closed Captioning

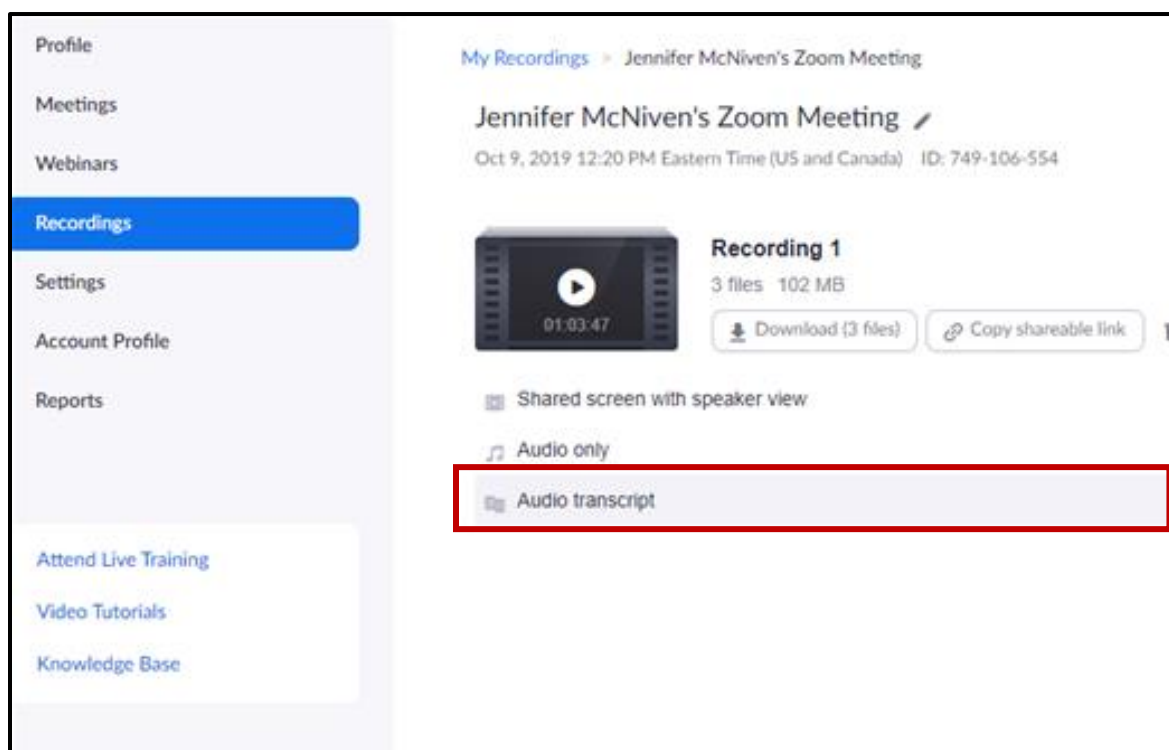
Select the CC icon in your control bar to choose who will be captioning the session.

- You can designate an attendee or choose to caption the session yourself
- You can also connect to a third-party captioning service
- A text window will appear for the captioner to begin recording the meeting's audio, this will be visible to the entire session
- A txt doc of the transcript will download to your computer automatically after the session closes



Transcripts

- Make sure you have the option **Audio Transcript** enabled in your recording settings
- You must record the session to have it transcribed
- After the session, you can download or share the transcript from your **Zoom** account
- Locate your session recording under **Zoom > Recordings** and you will see the video, audio, and transcript files available shortly after the session ends



Canvas LTI Integration

Zoom can be integrated into your Canvas course

Home

Announcements

Discussions

Grades

Zoom

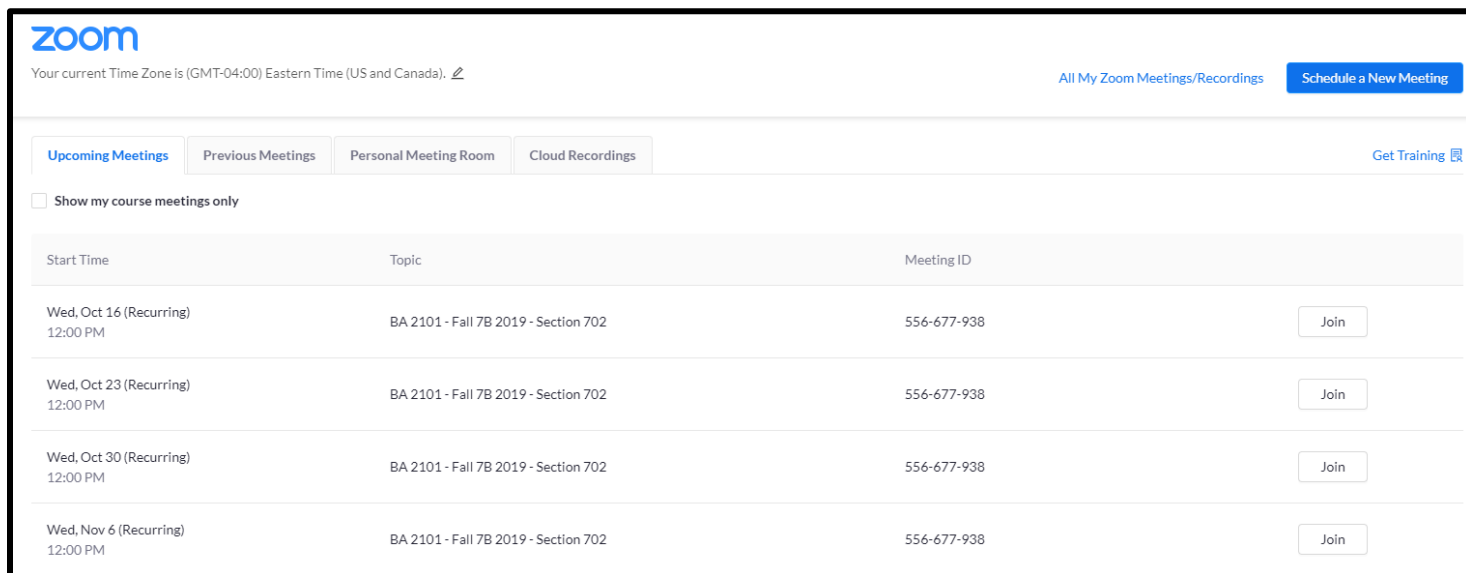
People

Library

A Zoom tab can be added to your course navigation, making it easy to schedule your class sessions from within Canvas. Students will be able to see and join all of their class sessions from the Zoom tab, as well as access your class recordings and transcript.

The Zoom screen in Canvas will have four main tabs:

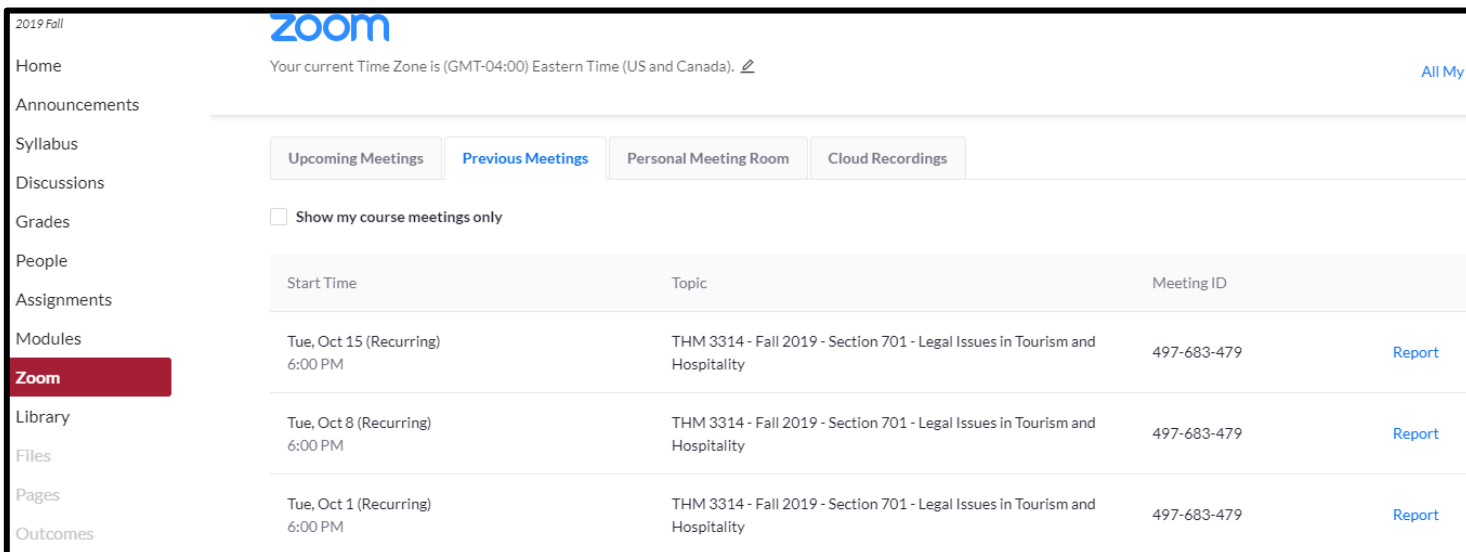
Upcoming Meetings: is where you will see all the Zoom meetings you have scheduled within this course. Students can see details of their class meetings from this screen and hit **Join** to enter their sessions.



The screenshot shows the Zoom interface with the 'Upcoming Meetings' tab selected. At the top, it says 'Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada)'. There are links for 'All My Zoom Meetings/Recordings' and a 'Schedule a New Meeting' button. Below the tabs, there is a checkbox for 'Show my course meetings only'. The main table lists four recurring meetings:

Start Time	Topic	Meeting ID	Join
Wed, Oct 16 (Recurring) 12:00 PM	BA 2101 - Fall 7B 2019 - Section 702	556-677-938	Join
Wed, Oct 23 (Recurring) 12:00 PM	BA 2101 - Fall 7B 2019 - Section 702	556-677-938	Join
Wed, Oct 30 (Recurring) 12:00 PM	BA 2101 - Fall 7B 2019 - Section 702	556-677-938	Join
Wed, Nov 6 (Recurring) 12:00 PM	BA 2101 - Fall 7B 2019 - Section 702	556-677-938	Join

The **Previous Meetings** tab will list all past meetings of the course. This is where you can access the **Report** for that session, which includes attendance and attentiveness reports for each student.



The screenshot shows the Zoom interface with the 'Previous Meetings' tab selected. On the left, there is a sidebar menu with options like Home, Announcements, Syllabus, Discussions, Grades, People, Assignments, Modules, Zoom (highlighted), Library, Files, Pages, and Outcomes. The main table lists three past meetings:

Start Time	Topic	Meeting ID	Report
Tue, Oct 15 (Recurring) 6:00 PM	THM 3314 - Fall 2019 - Section 701 - Legal Issues in Tourism and Hospitality	497-683-479	Report
Tue, Oct 8 (Recurring) 6:00 PM	THM 3314 - Fall 2019 - Section 701 - Legal Issues in Tourism and Hospitality	497-683-479	Report
Tue, Oct 1 (Recurring) 6:00 PM	THM 3314 - Fall 2019 - Section 701 - Legal Issues in Tourism and Hospitality	497-683-479	Report

You can also access your **Personal Meeting Room** through the tab in the Zoom LTI integration

The **Cloud Recordings** tab will provide access to recordings of all past sessions. Students can access streaming and downloadable links to the video recording with transcript, audio only recording, and chat messages.

Topic	ID	Start Time	File Size
BA 2196 - Fall 2019 - Sec. 730	256-873-398	Oct 8, 2019 18:24	3 Files (272 MB)
BA 2196 - Fall 2019 - Sec. 730	256-873-398	Oct 1, 2019 18:25	2 Files (358 MB)
BA 2196 - Fall 2019 - Sec. 730	256-873-398	Sep 24, 2019 18:24	2 Files (116 MB)
BA 2196 - Fall 2019 - Sec. 730	256-873-398	Sep 17, 2019 18:27	3 Files (311 MB)

Scheduling Zoom sessions within Canvas

Canvas LTI Integration

From the Zoom tab home screen, select **Schedule a New Meeting** in the top-right corner of the screen to see how to schedule your class meetings in Canvas.

Start Time	Topic	Meeting ID	Join
Wed, Oct 16 (Recurring) 12:00 PM	BA 2101 - Fall 7B 2019 - Section 702	556-677-938	Join
Wed, Oct 23 (Recurring) 12:00 PM	BA 2101 - Fall 7B 2019 - Section 702	556-677-938	Join
Wed, Oct 30 (Recurring) 12:00 PM	BA 2101 - Fall 7B 2019 - Section 702	556-677-938	Join
Wed, Nov 6 (Recurring) 12:00 PM	BA 2101 - Fall 7B 2019 - Section 702	556-677-938	Join

Scheduling in Zoom is easy, just set your name, date, and preferences. If you are creating a recurring session select the box, then set how often the session will be repeating and how long.

Home

Announcements


Discussions

Grades

Zoom

People

Library



Course Meetings > Schedule a Meeting

Topic

Sample Meeting

Description (Optional)

Enter your meeting description

When

10/11/2019

4:00

PM

Duration

1

hr

0

min

Time Zone

GMT-04:00 Eastern Time (US and Canada)

☐ Recurring meeting

Registration

☐ Required

Video

Host

☐ on ☒ off

Participant

☐ on ☒ off

Audio

☐ Telephone ☐ Computer Audio ☒ Both

Meeting Options

☐ Require meeting password

☐ Enable join before host

☐ Mute participants upon entry

☐ Use Personal Meeting ID 3742548615

☐ Enable waiting room

☐ Record the meeting automatically

Alternative Hosts

Example: john@company.com, peter@school.edu

Save

Cancel

Recording Settings

Settings for your Zoom Recordings can be adjusted in your Zoom account (temple.zoom.us)

You can adjust your recorder settings from your Zoom account on the **Settings** tab > **Recording**

Here you can adjust:

- the recording view
- whether files are created for your chat messages and audio only recording
- if a **transcript** of the recording audio is created
- if attendees' names are included in the recording
- whether your session begins recording automatically
- when recordings autodelete



The screenshot shows the Zoom account settings interface. On the left is a sidebar with navigation options: Profile, Meetings, Webinars, Recordings, Settings (highlighted in blue), Account Profile, and Reports. Below these are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area has three tabs: Meeting, Recording (selected), and Telephone. Under the Recording tab, there are sections for Local recording, Cloud recording, Advanced cloud recording settings, and Automatic recording. The Local recording section has a description and a checkbox for 'Record active speaker with shared screen' which is checked. The Cloud recording section has a description and three checkboxes: 'Record active speaker with shared screen' (checked), 'Record gallery view with shared screen' (unchecked), and 'Record active speaker, gallery view and shared screen separately' (unchecked). The Advanced cloud recording settings section has five checkboxes: 'Add a timestamp to the recording' (unchecked), 'Display participants' names in the recording' (checked), 'Record thumbnails when sharing' (checked), 'Optimize the recording for 3rd party video editor' (unchecked), and 'Audio transcript' (checked). The Automatic recording section has a description and a checkbox for 'Record meetings automatically as they start' which is unchecked.

Meeting **Recording** Telephone

Recording

Local recording
Allow hosts and participants to record the meeting to a local file

Cloud recording
Allow hosts to record and save the meeting / webinar in the cloud

- ☒ Record active speaker with shared screen
- ☐ Record gallery view with shared screen ⓘ
- ☐ Record active speaker, gallery view and shared screen separately
- ☒ Record an audio only file
- ☒ Save chat messages from the meeting / webinar

Advanced cloud recording settings

- ☐ Add a timestamp to the recording ⓘ
- ☒ Display participants' names in the recording
- ☒ Record thumbnails when sharing ⓘ
- ☐ Optimize the recording for 3rd party video editor ⓘ
- ☒ Audio transcript ⓘ
- ☐ Save panelist chat to the recording ⓘ

Automatic recording
Record meetings automatically as they start

Objective 2: Identify strategies for collaborative learning online using Zoom

Collaborative Learning Online with Zoom

Many early attempts at virtual classrooms consisted of instructors merely delivering PowerPoint slides online, which removes the positive aspects of classroom teaching. At the Fox School of Business, Zoom technology provides a more authentic learning environment—one that demands the involvement of the learner through collaboration and meaningful interaction.

When preparing to teach in the virtual classroom, it is important to identify effective strategies that support the full range of communication and interaction necessary for effective learning. This includes not only planning student activities, but also identifying processes to encourage collaboration and interaction during virtual meetings.



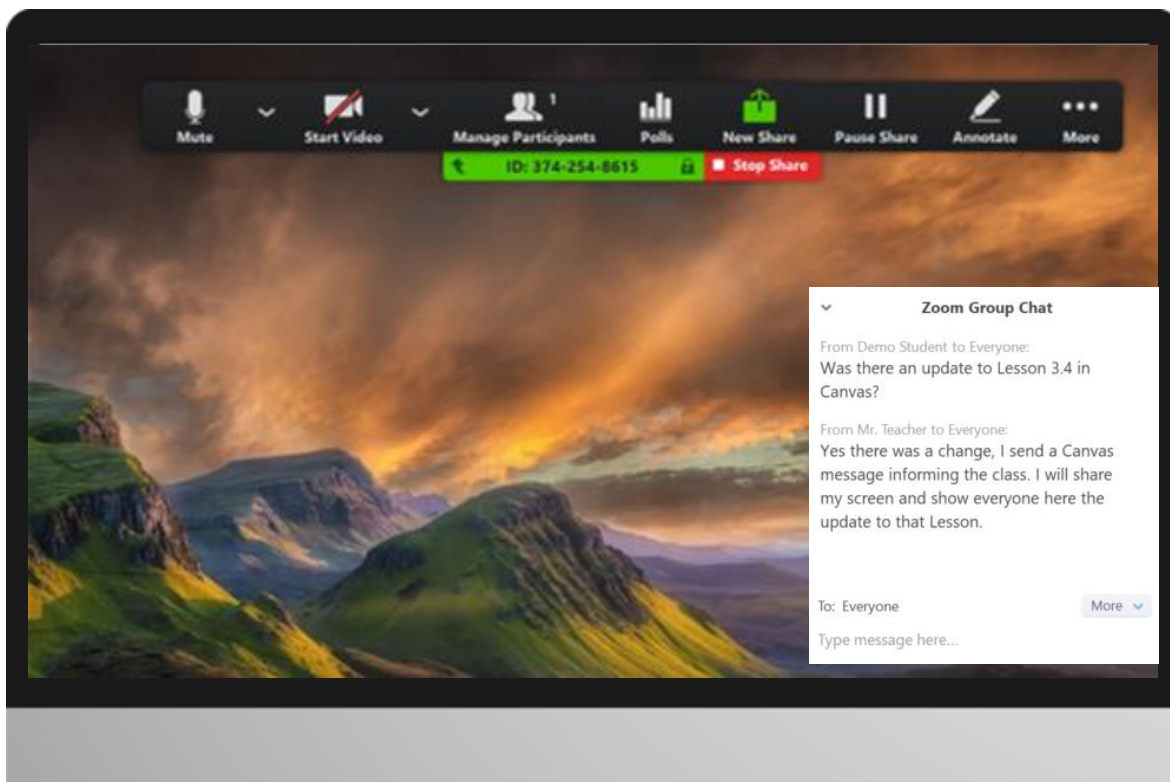
Zoom Preparation

The first step to creating interactive and engaging Zoom sessions is to prepare session content, activities, and materials in advance.

1. **Prepare Breakout Rooms** — Have any breakout groups that are not random prepared ahead of time. If you need to pre-assign breakout rooms, our Instructional Technology team can help you with that!
 2. **Assign materials in advance** — Make any materials (PDFs, files, etc.) available to students prior to the meeting start.
 3. **Log on early** — Log in to Zoom early and test your audio, microphone, and video before the session start.
 4. **Plan strategically** — Plan ahead to incorporate opportunities to engage students throughout the class. You should engage students at least every 4 minutes!
-

Multimedia Sharing

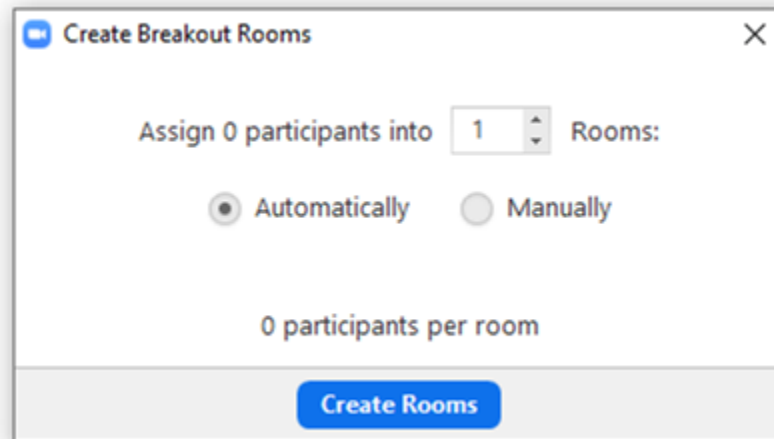
Keep your students engaged with the **Desktop Share** feature. Combine high-definition video, audio, content, and annotations to deliver stimulating lessons, demonstrations, and discussions.



Use the Breakout Rooms Tool

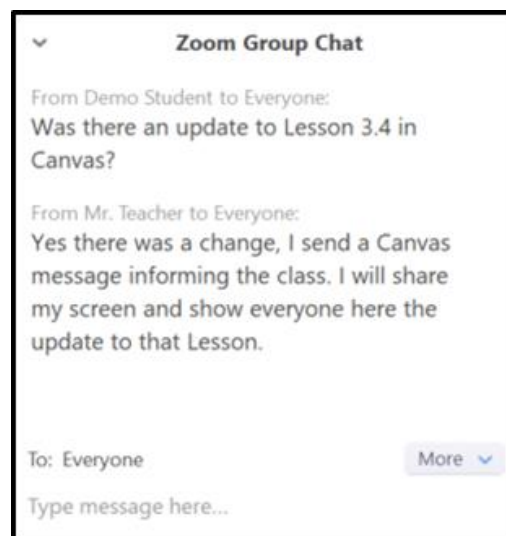
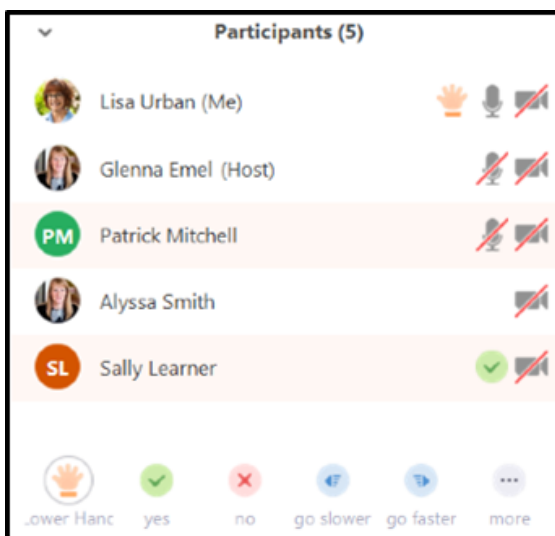
Facilitate group collaboration through Breakout Rooms. Break your attendees into smaller groups with instructions to achieve a specific purpose during the breakout period. Let them brainstorm, problem solve, collaborate, and work together.

Make sure to visit the Breakout rooms to observe and help them. This is a fantastic way to engage your students and enhance active learning.



Keep on Top of Questions and Issues with the Chat Tool and Interactions

Encourage discussions with participants through the chat box. This is an excellent way to manage and filter incoming questions from students. Keeping an eye on the interactive icons displayed next to each person's name in the participation panel will also give you valuable feedback.



Interactive Assessment

Measure class effectiveness and individual proficiency with polling tools



Segment Content

Divide the class content into 10 - 15 minute segments.

Why?

Because studies indicate that's about how long learners can pay attention before their minds begin to wander.



Objective 3: Attend a synchronous Zoom session



Synchronous Zoom Training Session

In order to get a better sense of Zoom technology, the activity for this unit will include participating in a live Zoom training session.

During the session, you will have the opportunity to explore the Zoom interface, ask questions, and spend some time familiarizing yourself with the various tools and functions.

Multiple sessions are offered throughout each semester. To register for an upcoming session, please follow the link below.

Please note that new Zoom session times and dates will be added to the calendar regularly. If you are unable to attend any of the currently scheduled sessions, please check back for future sessions.

[Register for a Zoom Account](#)

[Register for a Zoom Session](#)