

# How to Facilitate a Live Zoom Class Meeting

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## Planning Committee & Presenter Declarations

There are **no relevant personal or financial relationships** with any commercial interests pertaining to this activity.



## Accreditation/Certification Statements



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The University of Rochester School of Medicine and Dentistry designates this live activity for a maximum of 1.0 *AMA PRA Category 1 Credits*<sup>™</sup>. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

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ACCME Standards of Commercial Support of CME require that presentations be free of commercial bias and that any information regarding commercial products/services be based on scientific methods generally accepted by the medical community. When discussing therapeutic options, faculty are requested to use only generic names. If they use a trade name, then those of several companies should be used. If a presentation includes discussion of any unlabeled or investigational use of a commercial product, faculty are required to disclose this to the participants.



# Learning Objectives

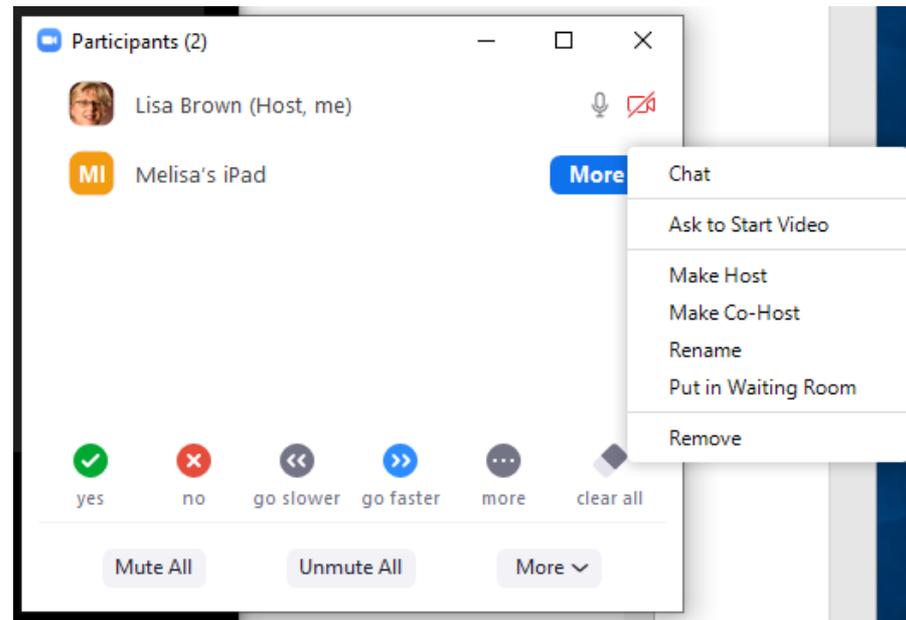
## Participants will be able to...

- Describe Best Practices for Security within a Class Session
- Record the Session
- Give a Lecture using Zoom
- Use Interactivity Options in Zoom
- Provide a Recording to Students



# Avoid Zoom-bombing

- Only share your Zoom link in your Blackboard course
- Know how to **Remove a Participant**



<http://rochester.edu/online-learning/disruption/privacy-in-zoom.pdf>



Additional Tips

# **THINGS YOU CAN DO BEFORE THE MEETING**



# Within Meeting Settings

- Meeting Password
- Require meeting password  **Require a Meeting Password** ←
- Meeting Options
- Enable join before host **Disable Join before Host** ←
  - Mute participants upon entry 
  - Enable waiting room **Enable a Waiting Room** ←
  - Only authenticated users can join
  - Breakout Room pre-assign
  - Record the meeting automatically on the local computer

<https://rochester.zoom.us>



# Within Meeting Options

## Meeting Options

Enable join before host

Mute participants upon entry 

Mute Participants Upon Entry



## Video

Host  on  off

Participant  on  off

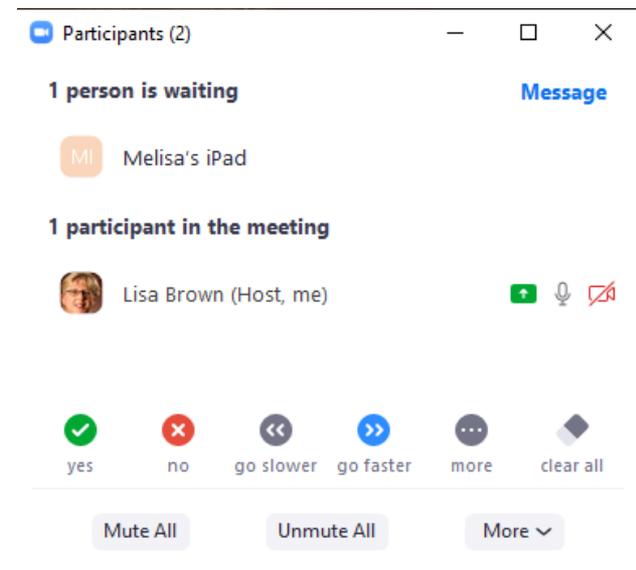
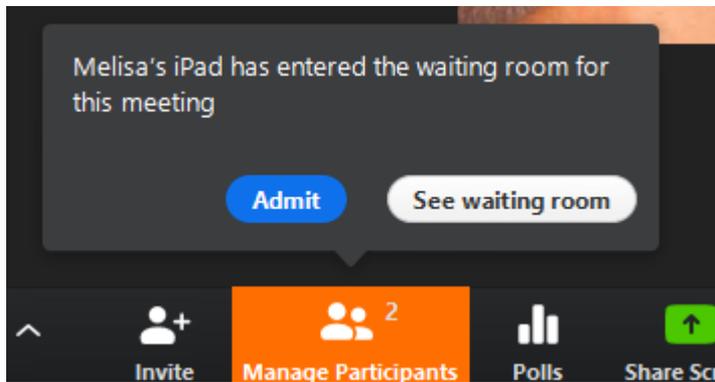
Disable Participants Video Upon Entry



<https://rochester.zoom.us>



# Using a Waiting Room

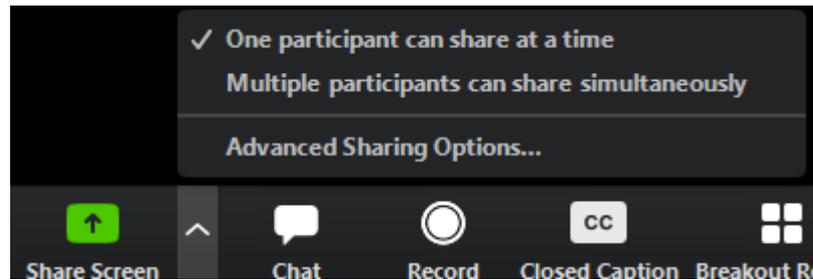


Additional Tips

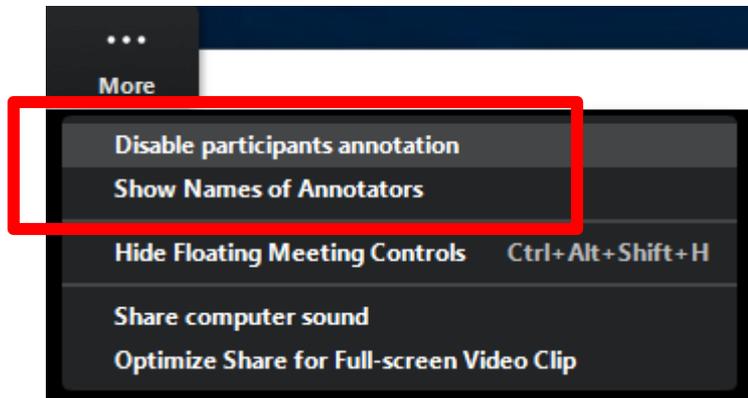
# **THINGS YOU CAN DO DURING THE MEETING**



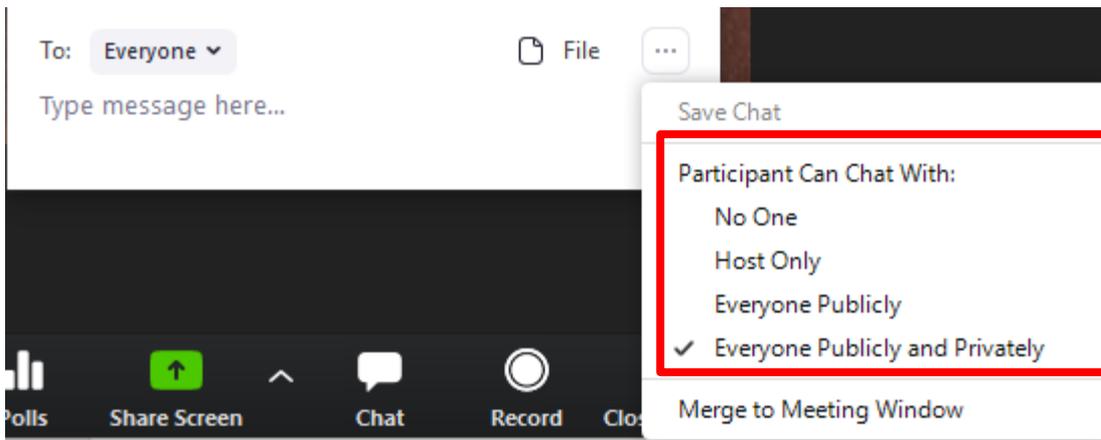
# Limit Screen Share to Host Only



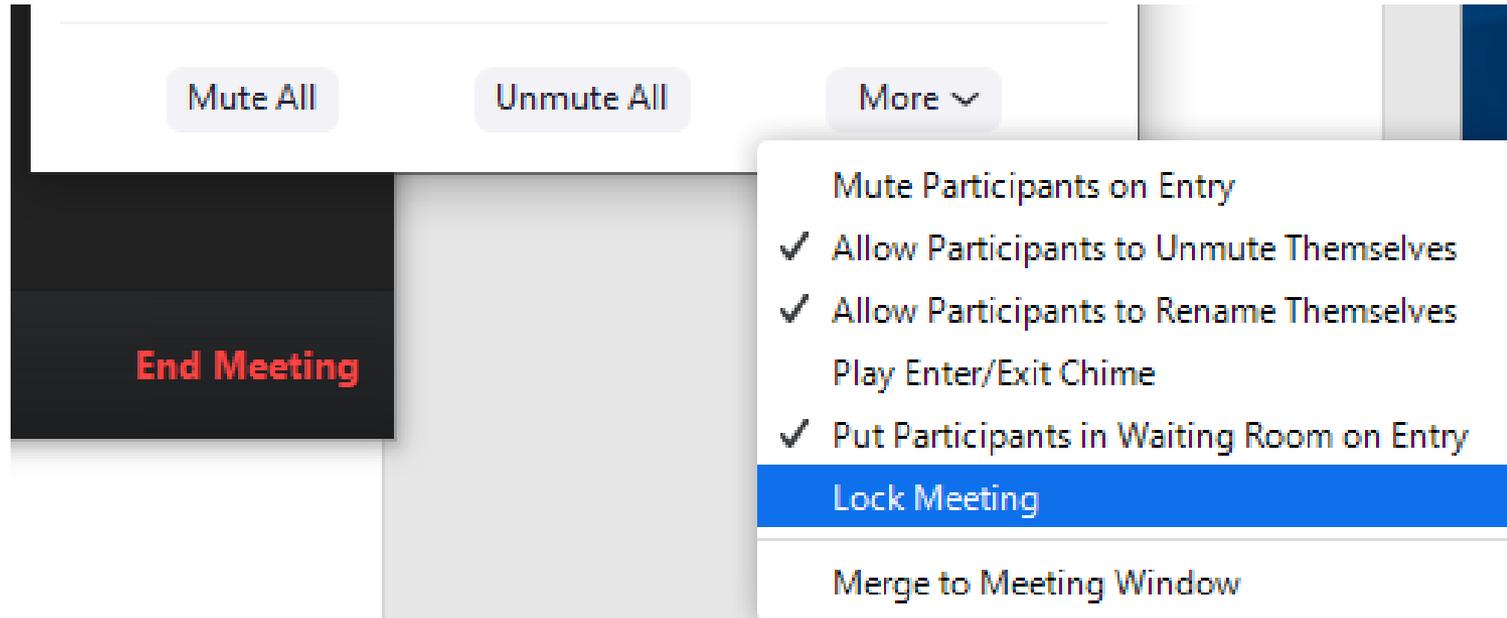
# Disable Attendee/Participant Annotation



# Manage Chat Communication



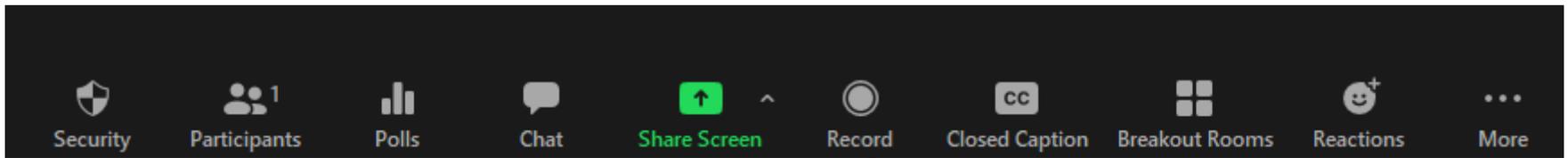
# Lock your Meeting



# RECORDING YOUR SESSION



# Record Sessions for Playback



Start the recording

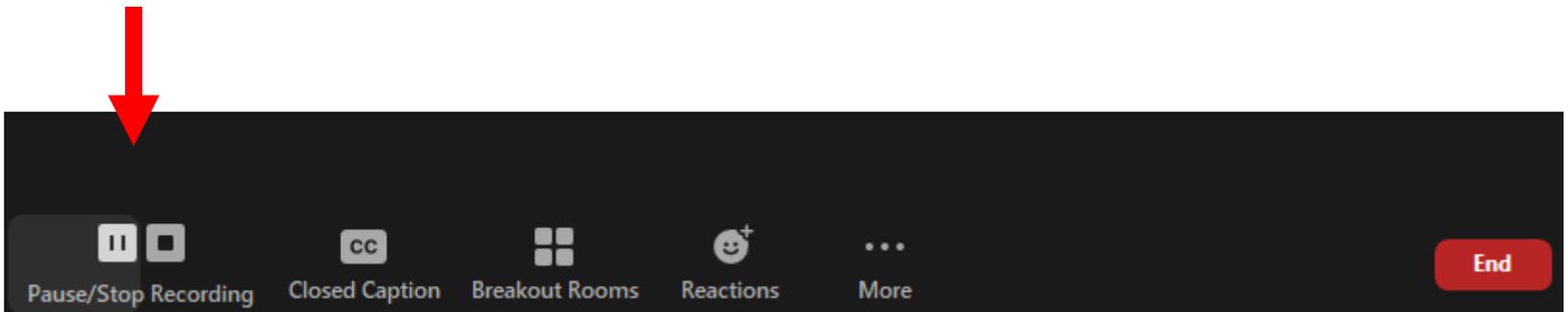
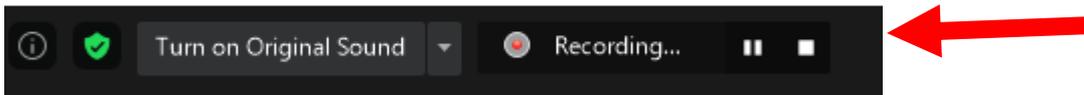
Note: Only a meeting host or co-host can record, or assign others to record.



# How to Pause/Stop Recording

- Use **Pause** to temporarily suspend recording
- When you are done, click **Stop** recording button.

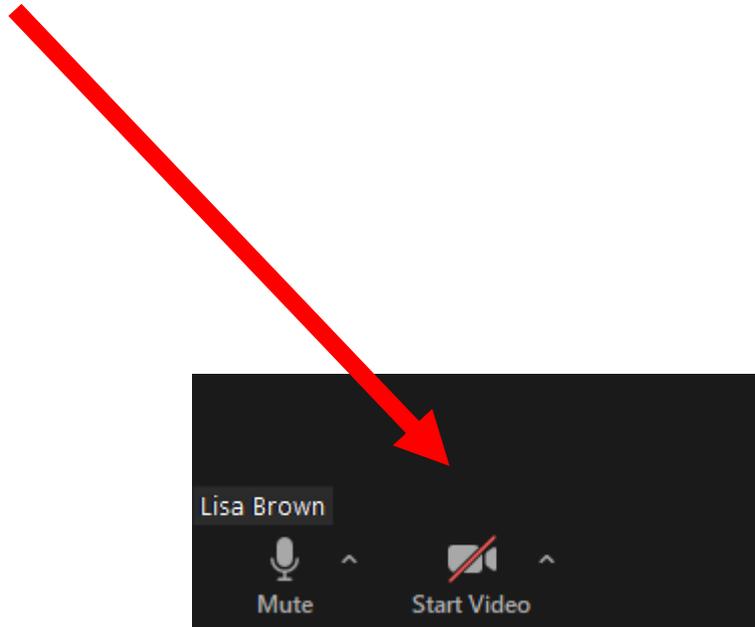
Zoom Meeting



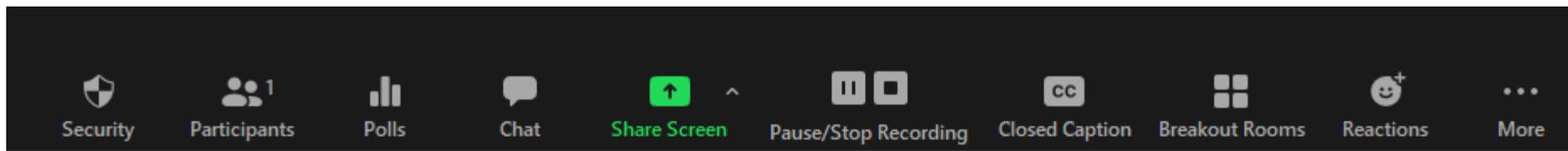
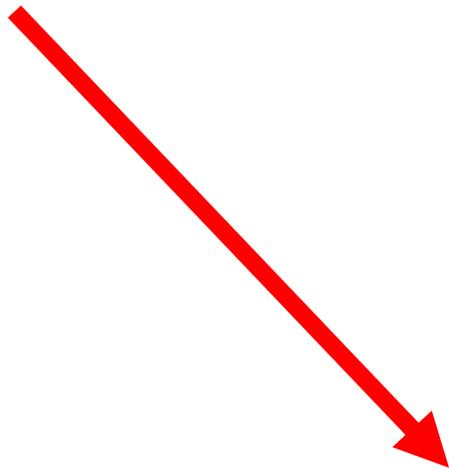
# GIVING A LECTURE



# Have your Video On



# Share your screen



# Choose What to Share

If you are sharing something with sound, be sure to enable computer sound



Select a window or an application that you want to share

Basic Advanced

Screen 1 Screen 2 Screen 3 Whiteboard

iPhone/iPad

Facilitate Live Zoom Class Sessio... Capture Copied Inbox - lisa.brown@rochester.ed... Grant excerpts for Yvonne and Sa...

Share computer sound  Optimize Screen Sharing for Video Clip

Share

The screenshot shows the Zoom sharing selection interface. At the top, it says 'Select a window or an application that you want to share'. There are two tabs: 'Basic' and 'Advanced'. Below the tabs are several options: 'Screen 1', 'Screen 2', 'Screen 3', 'Whiteboard', 'iPhone/iPad', 'Facilitate Live Zoom Class Sessio...' (with a PowerPoint icon), 'Capture Copied' (with a yellow circle icon), 'Inbox - lisa.brown@rochester.ed...' (with an Outlook icon), and 'Grant excerpts for Yvonne and Sa...' (with a Word icon). At the bottom, there are two checkboxes: 'Share computer sound' and 'Optimize Screen Sharing for Video Clip'. A blue 'Share' button is in the bottom right corner.

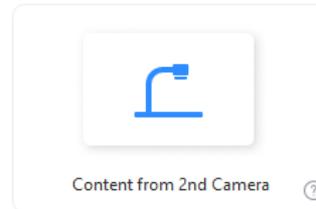
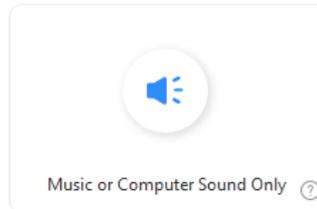
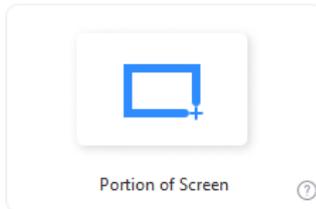
# Advanced Sharing Options

Select a window or an application that you want to share



Basic

Advanced

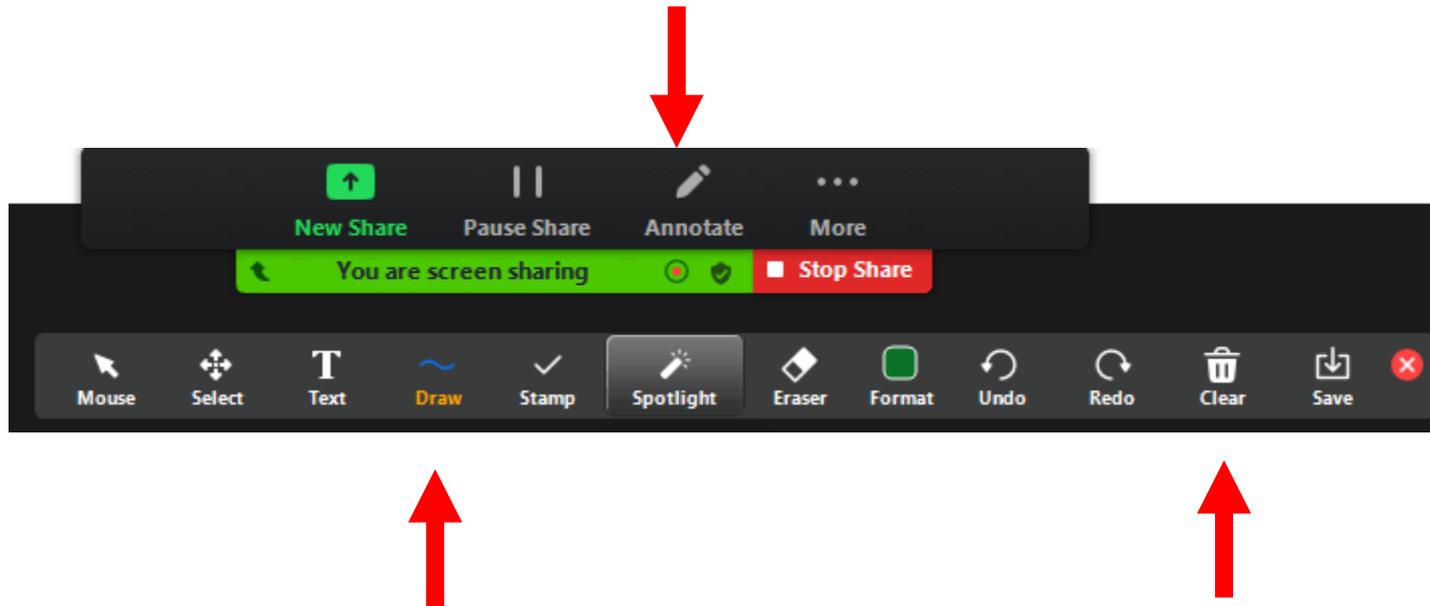


Share computer sound  Optimize Screen Sharing for Video Clip

Share



# Annotate if Needed



In-class interactivity

**USE THE WHITEBOARD**



# Share the Whiteboard

Select a window or an application that you want to share

Basic Advanced

Screen 1 Screen 2 Screen 3 Whiteboard

iPhone/iPad

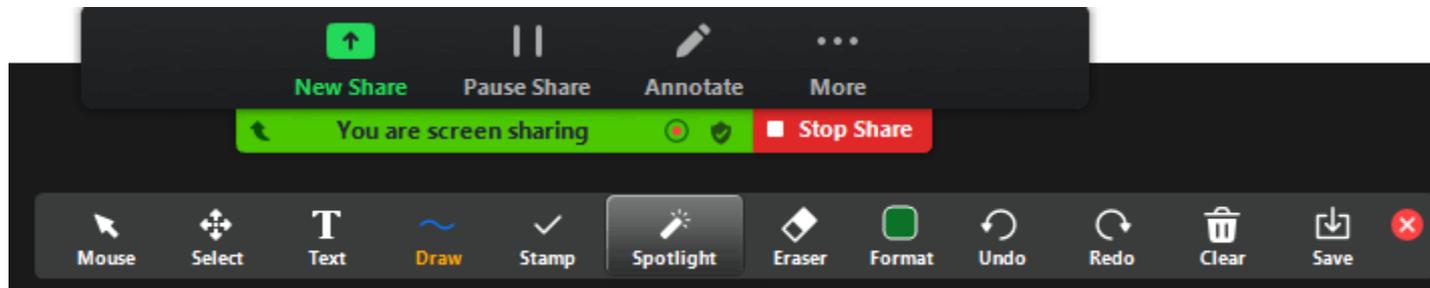
Facilitate Live Zoom Class Sessio... Capture Copied Inbox - lisa.brown@rochester.ed... Grant excerpts for Yvonne and Sa...

Share computer sound  Optimize Screen Sharing for Video Clip

Share



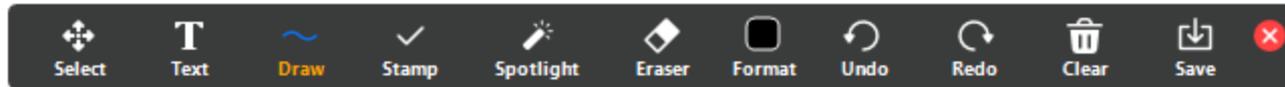
# Annotate the Whiteboard



# Add Pages to the Whiteboard



# Save the Whiteboard



# Writing on the Whiteboard

- Write using your mouse.
- Purchase a bamboo/wacom tablet
- Purchase a touch screen monitor



# Use an iPad or Surface Tablet

- Launch the Zoom app on this second device with all audio muted.
- Share the whiteboard from the tablet/iPad screen and draw or write on this.
- Do not host the meeting from your iPad as you will not be able to record your session.
- Continue to host the meeting from your desktop and record there.



# Powerpoint as an Alternative to the Whiteboard

- Use animations to simulate writing progression in Powerpoint
  - Create the equations directly on the slide using the text features of Powerpoint and animate the adding of new information to the slide as if you were writing in chunks.
  - You can write out the equations for the full slide on paper, take a picture and add it to the slide as one whole screen and then cover the portions of the slide with “blocks” of white and animate removing them to reveal the equations as if writing.

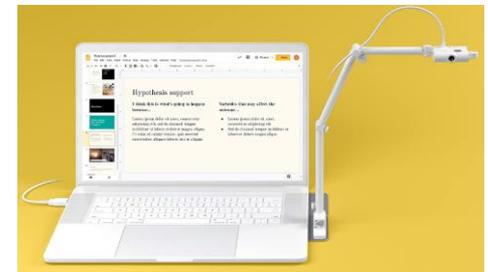
**Note: Annotation from Zoom is ALSO available when using this option**



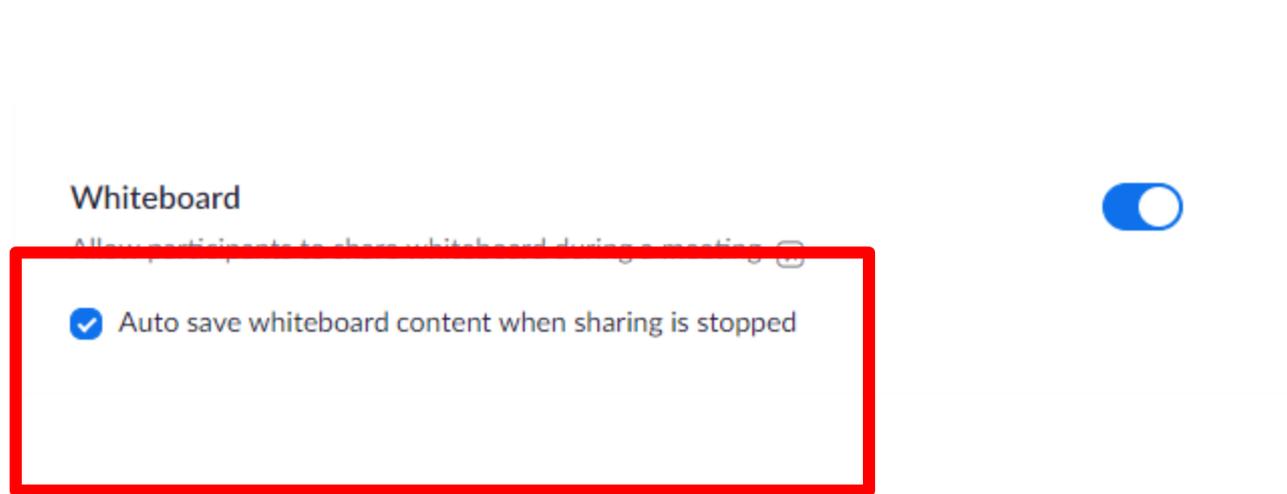
# Camera Alternatives to the Whiteboard

- Point a camera (either your primary or a secondary) at a real whiteboard and use markers the old-fashioned way. Be sure that you have mirroring set properly. If using a secondary camera, use the Advanced Sharing second camera option
- Purchase a document camera device and write directly on paper, projecting through Zoom using the Advanced Sharing second camera option.

**Note: Annotation from Zoom is NOT available when using these options**



# Auto-Save Whiteboard



<https://rochester.zoom.us>

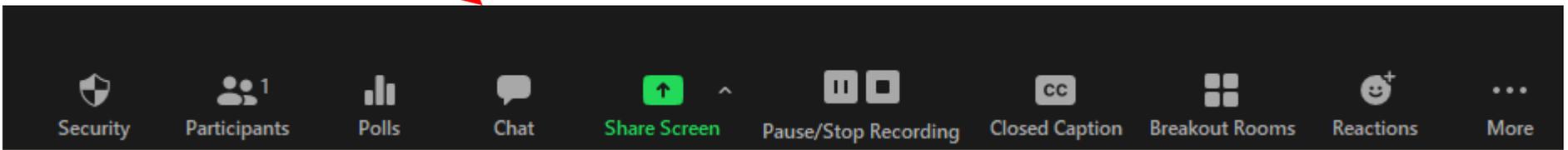
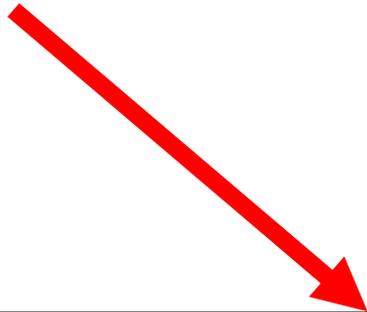


In-class interactivity

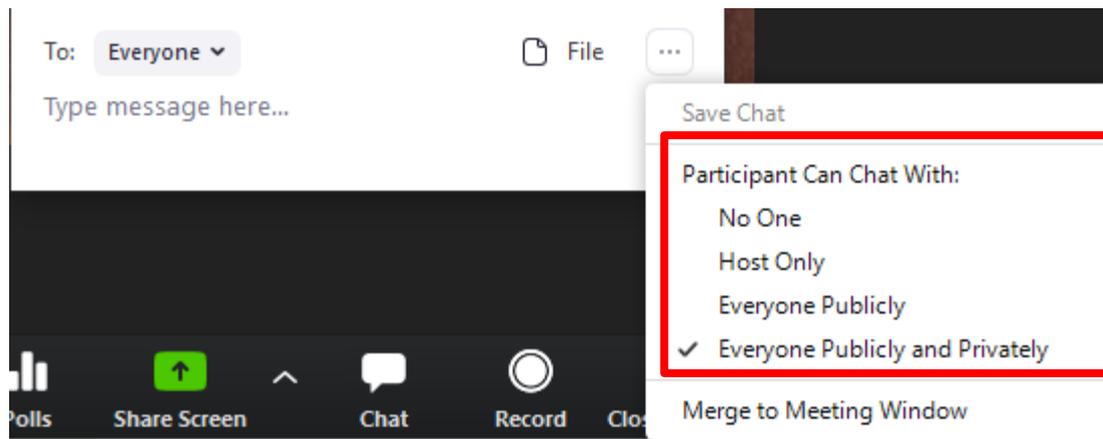
# USING CHAT



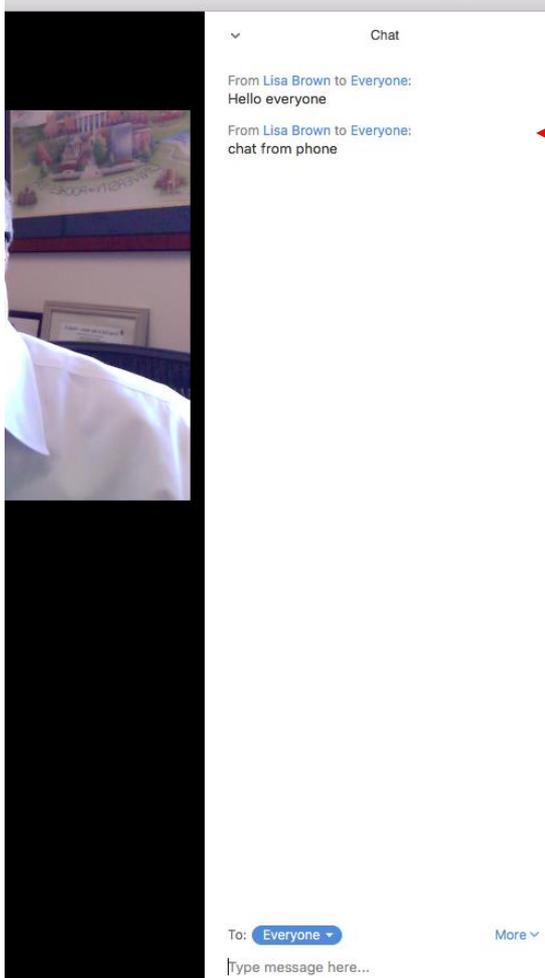
# Managing Chat



# Chat Options



# Managing Chat



Student can  
ask questions here



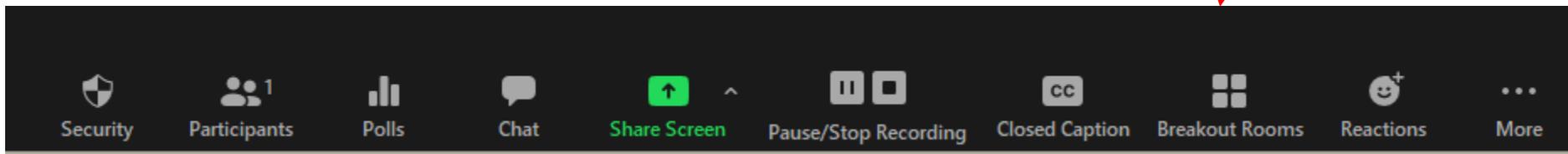
In-class interactivity

# **USING BREAKOUT ROOMS**

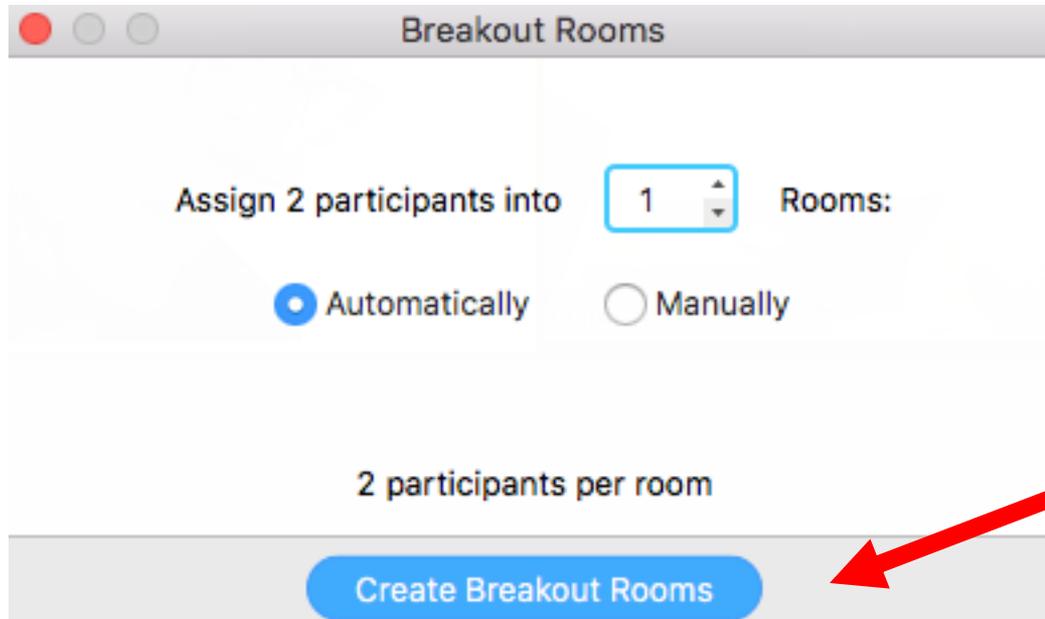


# Breakout Rooms

Note: Only the meeting host can open/close/manage breakout rooms



# Creating Breakout Rooms



A screenshot of a web interface titled "Breakout Rooms". The interface includes a header bar with three window control buttons (red, grey, grey) and the title "Breakout Rooms". Below the header, there is a section for configuration. It starts with the text "Assign 2 participants into" followed by a dropdown menu showing the number "1". To the right of the dropdown is the label "Rooms:". Below this, there are two radio button options: "Automatically" (which is selected) and "Manually". Further down, the text "2 participants per room" is displayed. At the bottom of the configuration area, there is a large blue button labeled "Create Breakout Rooms". A red arrow points from the right side of the screen towards this button.

## Options during Breakout Rooms

- Turn off your audio and video
- Pause Recording



# Automatic Breakout Rooms

Breakout Rooms - Not Started ×

▼ Breakout Room 1	1
Lisa Brown	
▼ Breakout Room 2	Assign
▼ Breakout Room 3	1
Melisa's iPad	<span>→</span> Move to <span>↔</span> Exchange

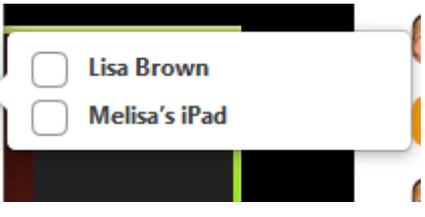
Recreate ▼ Options ▼ Add a Room Open All Rooms



# Manual Breakout Rooms

Breakout Rooms - Not Started

Breakout Room 1	Assign
Breakout Room 2	Assign
Breakout Room 3	Assign



Recreate ▾ Options ▾ Add a Room Open All Rooms



# Breakout Rooms Options

Breakout Rooms - Not Started ×

▼ Breakout Room 1 2

Lisa Brown

Melisa's iPad

- Move all participants into breakout rooms automatically
  - Allow participants to return to the main session at any time
  - Breakout rooms close automatically after:  minutes
  - Notify me when the time is up
  - Countdown after closing breakout room
- Set countdown timer:  seconds

Recreate ▼

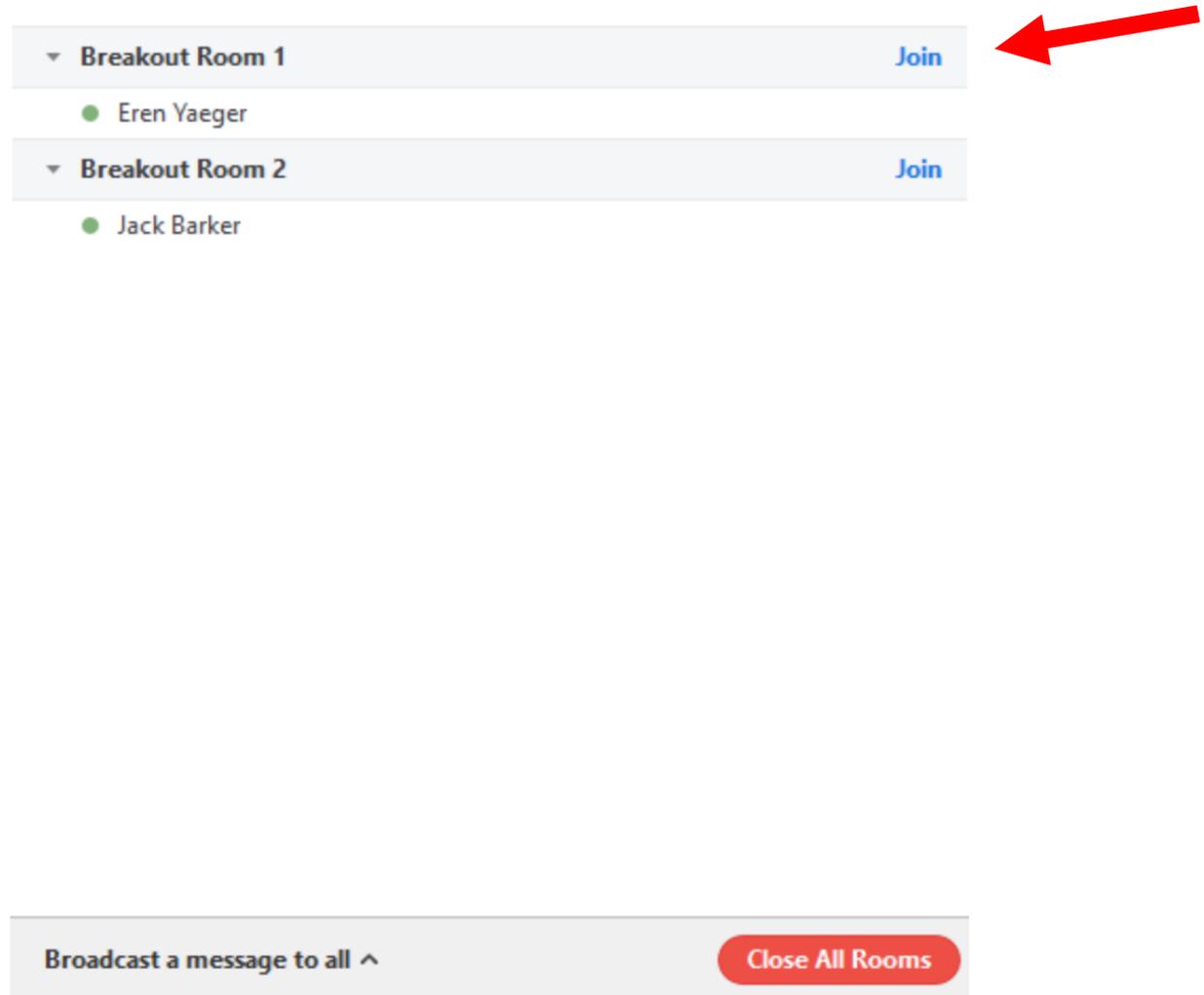
Options ▼

Add a Room

Open All Rooms



# Running Breakout Rooms



The screenshot shows a list of breakout rooms. The first room, 'Breakout Room 1', has a 'Join' button highlighted by a red arrow. Below it, 'Breakout Room 2' also has a 'Join' button. At the bottom, there is a 'Broadcast a message to all' option and a 'Close All Rooms' button.

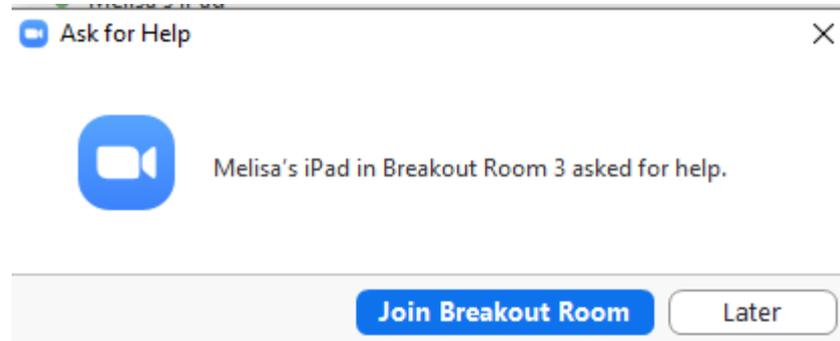
- ▼ Breakout Room 1 [Join](#)
- Eren Yaeger
- ▼ Breakout Room 2 [Join](#)
- Jack Barker

Broadcast a message to all ^

Close All Rooms



# Students Request Help



# Closing Breakout Rooms

- ▼ Breakout Room 1 [Join](#)
  - Eren Yaeger
- ▼ Breakout Room 2 [Join](#)
  - Jack Barker

Type your message here

[Broadcast](#)

[Broadcast a message to all ▼](#)

[Broadcast a message to all ^](#) [Close All Rooms](#)



In-class interactivity

**USE POLLING**



# Make Sure Polling is ON

## Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees.



<https://rochester.zoom.us>



# Add Questions to your Meeting

Poll Live Streaming

You have created 1 poll for this meeting.

Title	Total Questions	Anonymous	
▼ Poll 1:Sample question	1 question	No	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Want a webinar instead of a meeting? [Convert this Meeting to a Webinar](#)

Note: Only the meeting owner can add/edit polling questions to a meeting. A host/co-host can run an existing poll.

<https://rochester.zoom.us>



# Create Individual Poll Questions

Add a Poll ×

Enter a title for this poll.

Anonymous? ?

1.

Type your question here.

Single Choice  Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

[+ Add a Question](#)



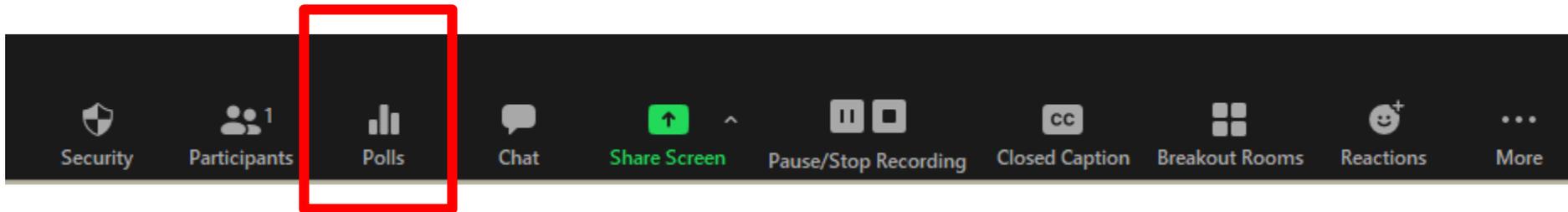
# Multiple Questions Setup

You have created 7 polls for this meeting.

Title	Total Questions
✓ Poll 1:W1 - Online courses	1 question
✓ Poll 2:W1 - Steps Review	1 question
✓ Poll 3:W2 - Communication	1 question
✓ Poll 4:W2 - Collaboration	1 question
✓ Poll 5:W3 - Find in repository	1 question
✓ Poll 6:W3 - Tool	1 question
✓ Poll 7:W3 - Recording	1 question



# Polling – During Meeting



# Choose Question and Launch

Windows window title: Polls

Header: Polling 1: W1 - Online courses

Buttons: Edit

Question: 1. Have you ever taken an online course?

Options:  Yes,  No

Bottom Button: Launch Polling

Right Panel List:

- ✓ Polling 1: W1 - Online courses
- Polling 2: W1 - Steps Review
- Polling 3: W2 - Communication
- Polling 4: W2 - Collaboration
- Polling 5: W3 - Find in repository
- Polling 6: W3 - Tool
- Polling 7: W3 - Recording



# Poll – In Progress

The screenshot shows a Blackboard Poll window titled "Polls". The poll is titled "W2 - Collaboration in Progress" and has a timer of 0:04. Below the title, it states "Attendees are now viewing questions" and "0 of 0 (0%) voted". The poll question is "1. Which collaboration tools are you most interested in using?". The poll options are:

Blackboard Wikis	(0) 0%
Google Docs	(0) 0%
Box Notes	(0) 0%
Blackboard Journals	(0) 0%
Blackboard Blogs	(0) 0%

At the bottom of the poll window, there is a blue button labeled "End Polling" which is highlighted with a red rectangular box.



# Share Poll Results

Polling 7: W3 - Recording ▼ [Edit](#)

Polling is closed 0 voted

**1. Have you used any recording tools before?**

Panopto	(0) 0%
Zoom	(0) 0%
Both	(0) 0%
Neither	(0) 0%

[Share Results](#) [Re-launch Polling](#)



In-class interactivity

# **OTHER FEEDBACK**



# Non-Verbal Feedback

## Nonverbal feedback

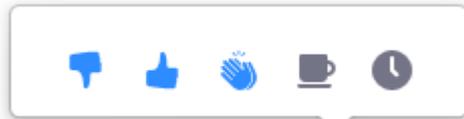


Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 

 Participants (1)



Lisa Brown (Host, me)



yes



no



go slower



go faster



more



clear all

Mute All

Unmute All

More 

<https://rochester.zoom.us>

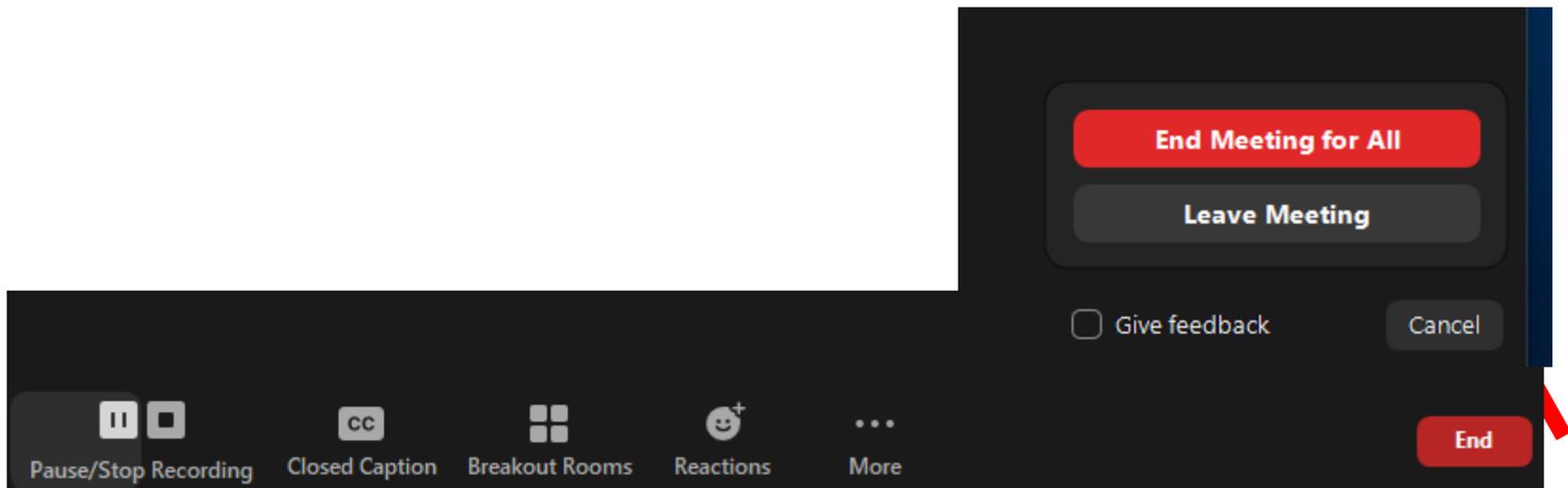


# OTHER TOPICS

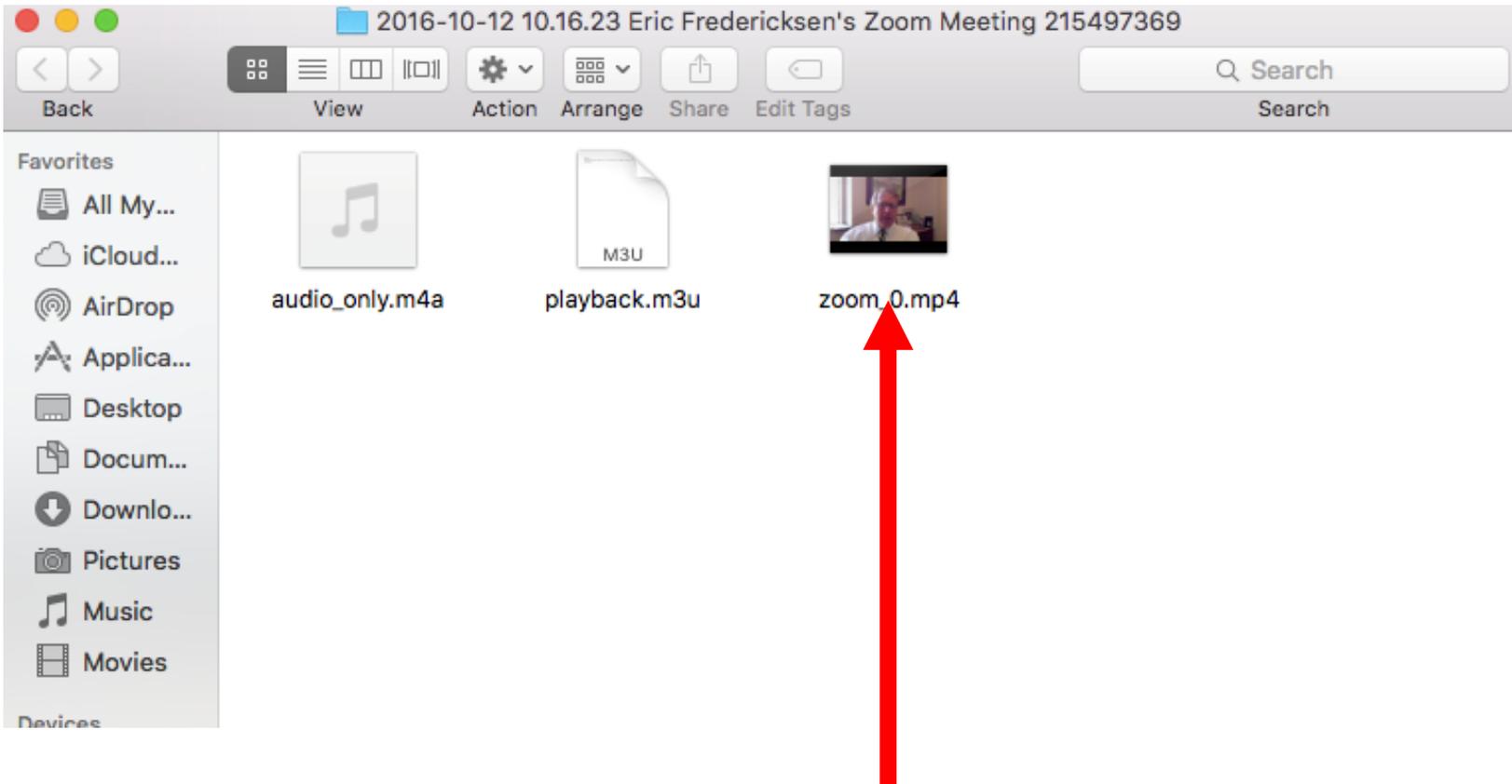


# End the Meeting

- For Recordings:
- When you End the Meeting, Zoom will create an mp4 file on your computer.



# File Created After Conversion

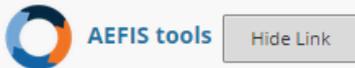


\*rename the video file on your computer before uploading



# Access to Panopto

## Tools



**AEFIS tools**

Hide Link

*View syllabus, evaluations, assessments and more.*



**Achievements**

Hide Link

*Achievements*



**Announcements**

Hide Link

*Create and view Course Announcements.*



**My Grades**

Hide Link

*Displays detailed information about your grades.*



**Panopto Content**

Hide Link

*Panopto Content*



**Piazza**

Hide Link



# Upload Media

CLIN TCHNG HLTH ED:INST MTHD - 2020SPRING EDU581.2020SPRING.48629 Course Panopto Content

Panopto Content

Search in folder "EDU581.2020SPRIN..."

Create ▾

- Record a new session  
Record from your Mac or Windows PC
- Upload media  
Create new sessions by uploading video or audio
- Playlist  
Create a new video playlist
- New Folder  
In EDU581.2020SPRING.48629: CLIN T...

Sort by: Name Duration Date ▾

Add folder

EDU581 Zoom Mar 4 days ago 1:02:40

EDU581 Zoom Feb 24 2020 18 days ago 1:24:32

EDU581 Zoom Feb 10 2020 a month ago 1:13:27

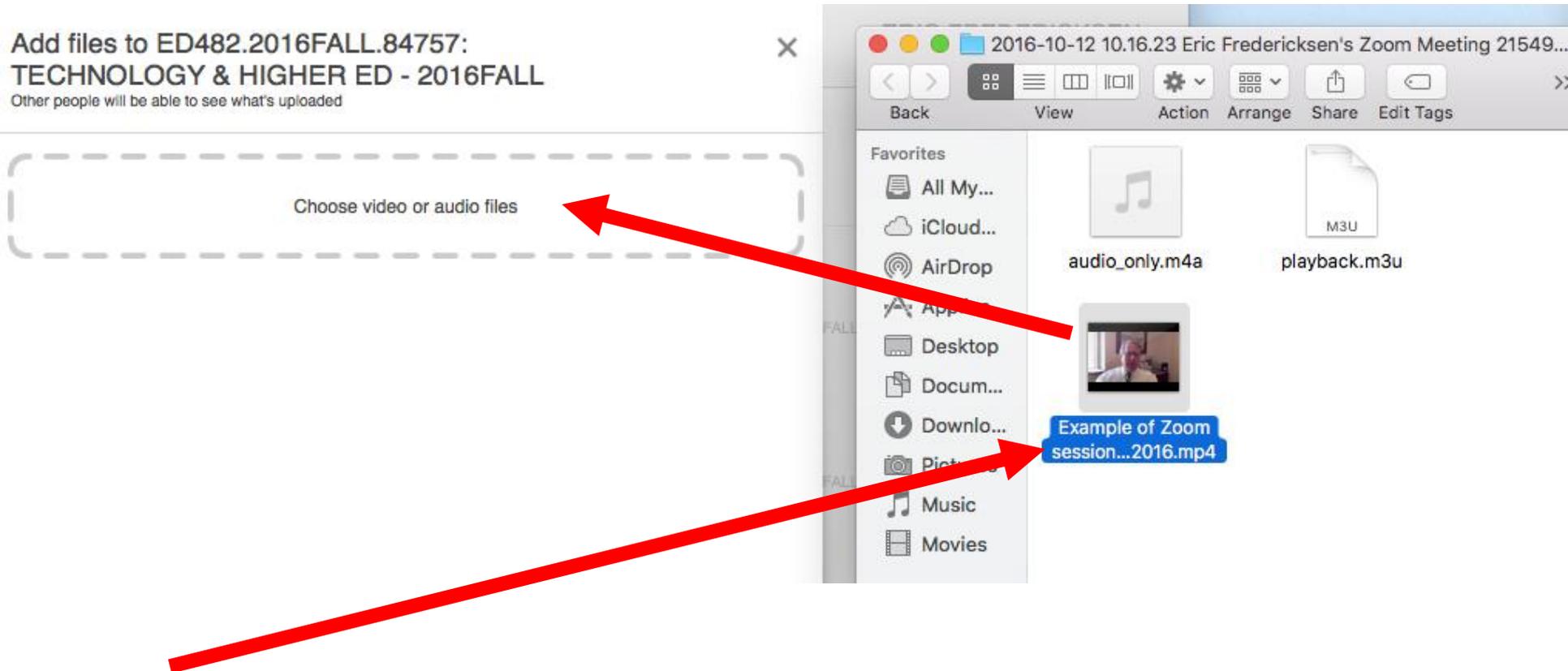
Module 2: Bedside Teaching and Effective Feedback  
EDU 581  
February 10, 2020

CLIN TCHNG HLTH ED:INST MTHD - 2020SPRING (EDU581.2020SPRING.48629)

- Course Home Page
- Announcements
- Syllabus
- Course Schedule
- Learning Modules
- Quickly Attendance
- Course Evaluations
- Assignments
- Journal
- Yellowdig
- MNE Student Teaching
- Groups
- Faculty Resources
- Student Services
- Grades
- Course Tools



# Drag or Choose Your File



\*rename the video file on your computer before uploading



# Use Panopto Video Link

The screenshot displays the Blackboard interface for the course "DESIGNING ONLINE COURSES - 2020SPRING EDE486.2020SPRING.47358". The page is titled "Module 4 - Instructional Resources and Technology Tools". A navigation menu on the left includes options like "Course Home Page", "Announcements", "Course Schedule", "Assignment Checklist", "Syllabus", "Learning Modules", "Quickly Attendance", "Discussion", "Email", "Library Resources", "Textbooks", "Reserves", "Journals", and "Groups". The main content area shows a "Kahoot - Intro to Module 4" section with a "More Tools" button. A dropdown menu is open from the "Tools" tab, listing various tools: Discussion Board, Blogs, Journals, Groups, Tools Area, Panopto Video Link, Achievements, VoiceThread, and GoReact. A red arrow points to the "Panopto Video Link" option. Below this, a "Module Overview" section provides details about the module's focus on instructional resources and technology tools, and lists tasks for the two-week period, such as reading assigned articles and book chapters.



# Choose Your Video

Insert Panopto Video

\* Folder EDE486.2020SPRING.47358: DESIGNING ONLINE COURSES - 2020SPRING ▾

\* Lecture ✓ -- Select a Lecture --

\* Title EDE486 Zoom Jan 21 2020

Description EDE486 Zoom Jan 28 2020

EDE486 Zoom Feb 4 2020

EDE486 Zoom Feb 11 2020

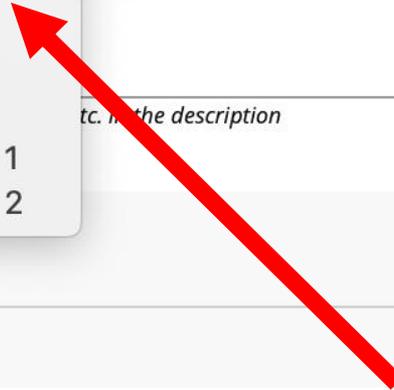
EDE486 Zoom Feb 18 2020

EDE486 Zoom Mar 3 2020 Part 1

EDE486 Zoom Mar 3 2020 Part 2

*etc. in the description*

Cancel Submit



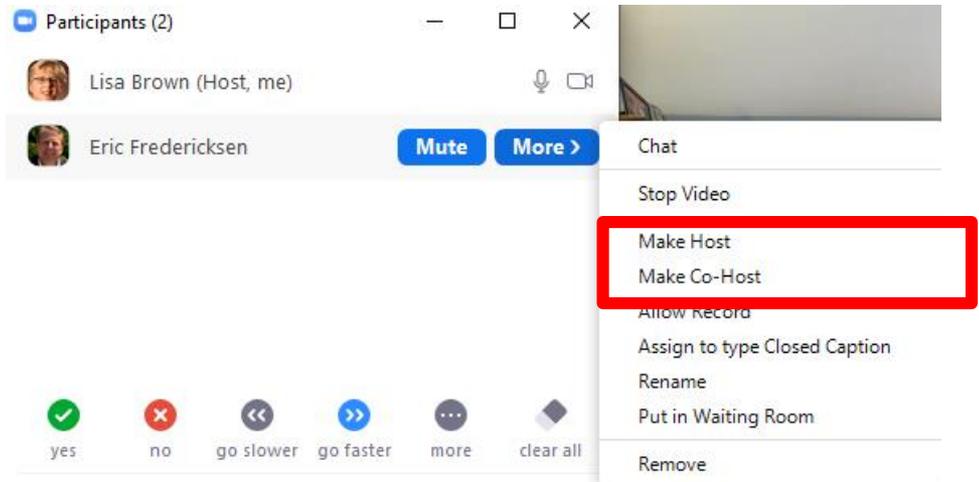
# Office Hours by Zoom

- For a single course?
  - Continue to use the Course meeting space in your Blackboard course
- Across multiple courses?
  - Create a new recurring meeting and provide this meeting id in all of your courses.
  - Also post this in Blackboard



# Multiple Instructors in Zoom

- Co-host or Host
- Alternate Host
- Separate Meetings



**Alternative Hosts**



**THANK YOU  
QUESTIONS?**



# Evaluation

- <https://forms.gle/NaSBqVMyKHHVe1VM6>



# More Workshops

<http://rochester.edu/online-learning>

- **How to Facilitate a Live Zoom Session**
  - Wednesday, July 15, 12noon
- **How to Record and Share Lectures with Students**
  - Monday, July 20, 12noon
- **How to Facilitate an Online Exam**
  - Friday, July 24, 12noon
- **How to Use Voicethread for Discussions**
  - Monday, July 27, 12noon
- **How to Facilitate Discussions**
  - Wednesday, July 29, 12noon
- **How to Manage the Grade Center**
  - Monday, August 3, 12noon



# Video Tutorials

- <http://rochester.edu/online-learning/disruption/index.html>

