How to Facilitate a Live, Interactive Zoom Class or Meeting

Eric Fredericksen, EdD
Associate Vice President for Online Learning
Professor in Educational Leadership

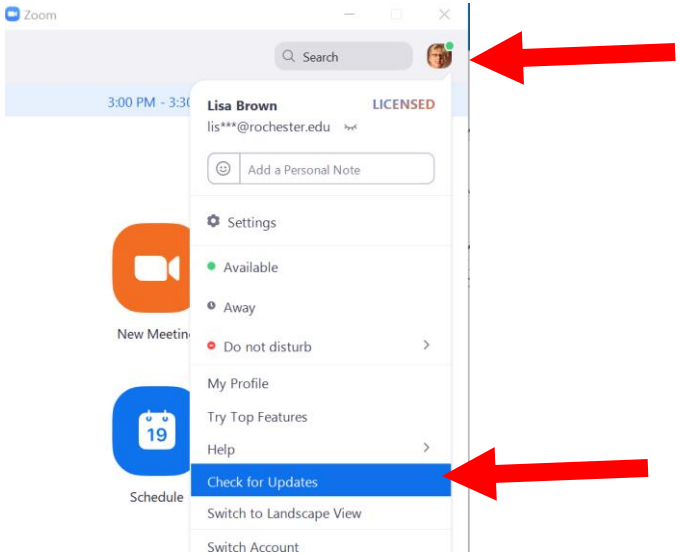
Lisa Brown, EdD
Assistant Director
University IT & URMC Institute for Innovative Education

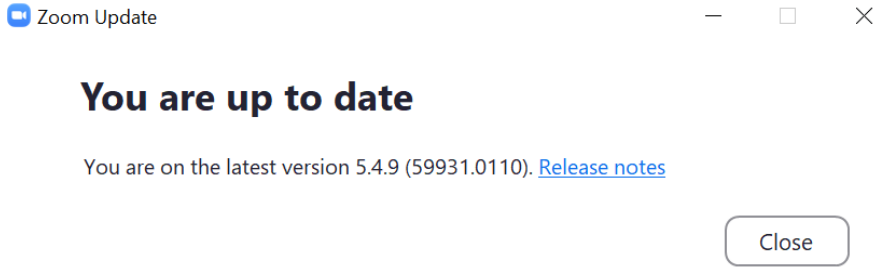
Learning Objectives
Participants will be able to…

- Describe Best Practices for Security within a Class Session
- Use Interactivity Options in Zoom
  - Chat and Reactions
  - Annotation and/or Whiteboard
  - Breakout Rooms
  - Polling
- Provide a Recording to Students

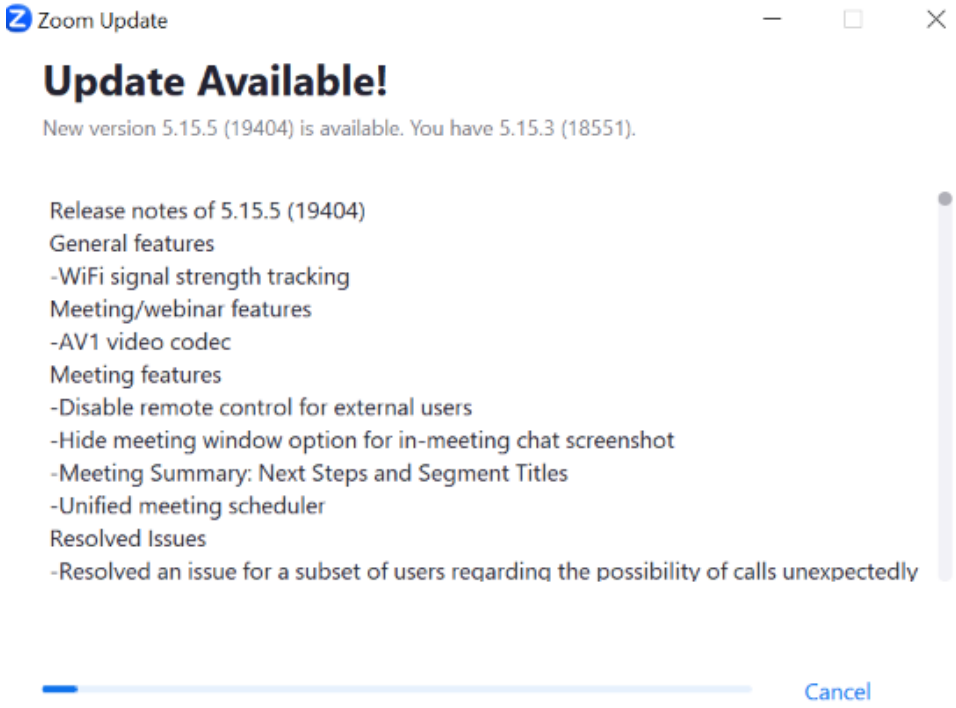
Before We Start

- Keep Zoom up to date
- Remind students to stay up to date



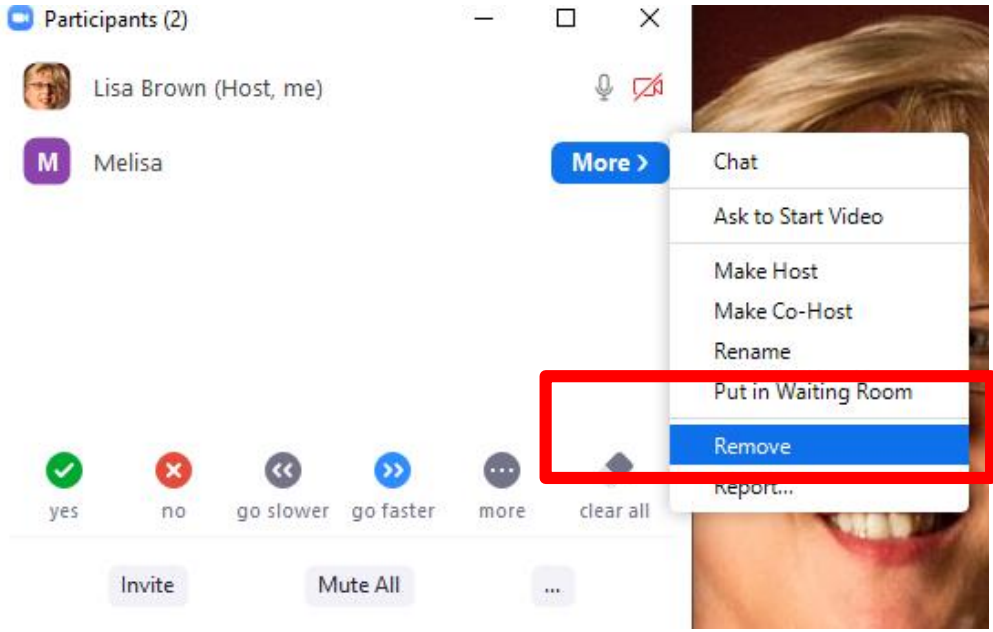


Update Available



Avoid Zoom-bombing

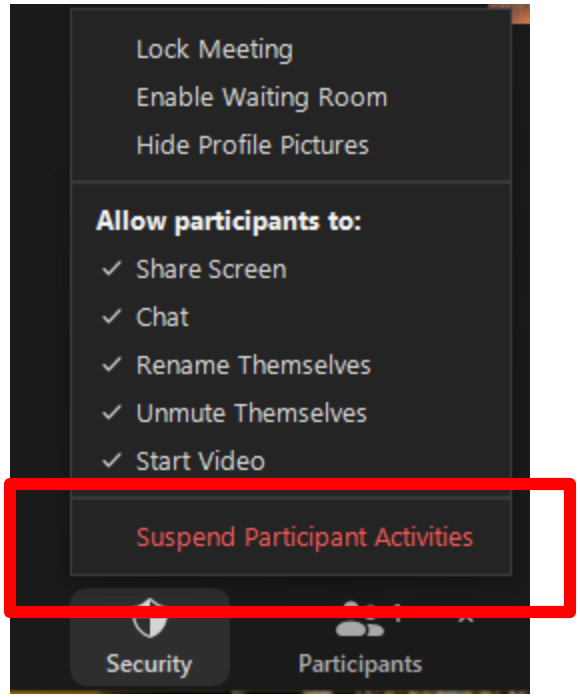
- Only share your Zoom link in your Blackboard course
- Know how to **Remove a Participant**



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

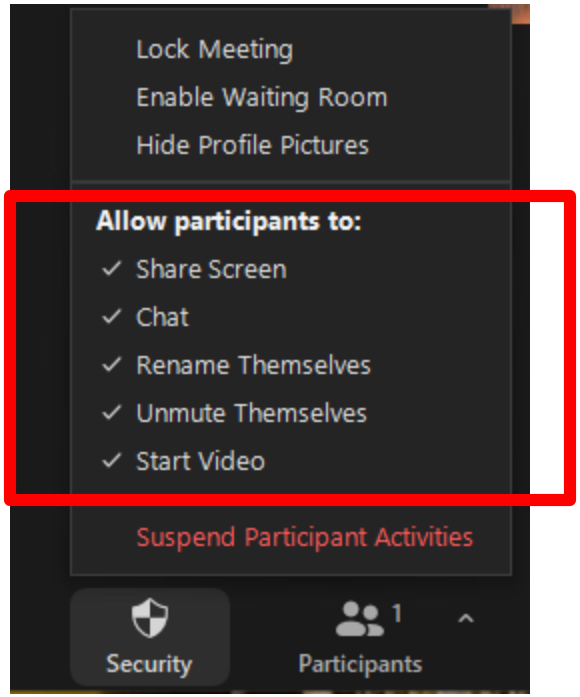
Understand Security Options

All video, audio, in-meeting chat, annotation, screen sharing, and recording during that time will **stop**, and Breakout Rooms will end.



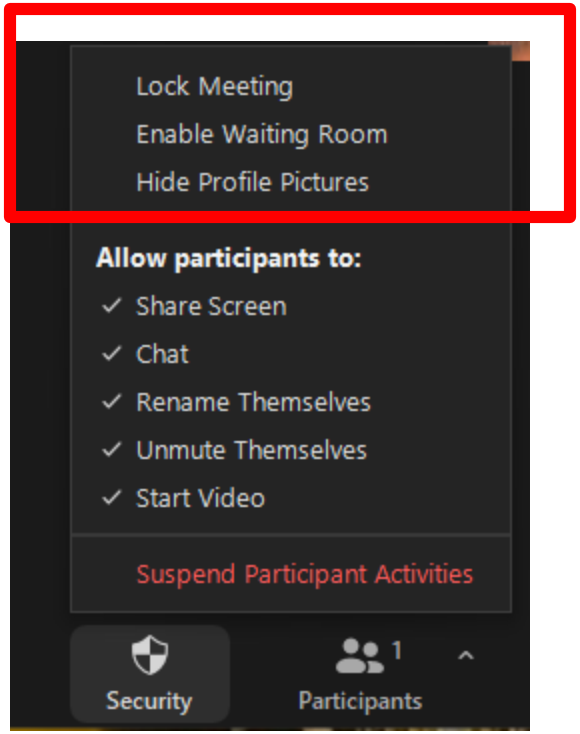
Understand Security Options

Change settings during the meeting for what participants can and cannot do.



Understand Security Options

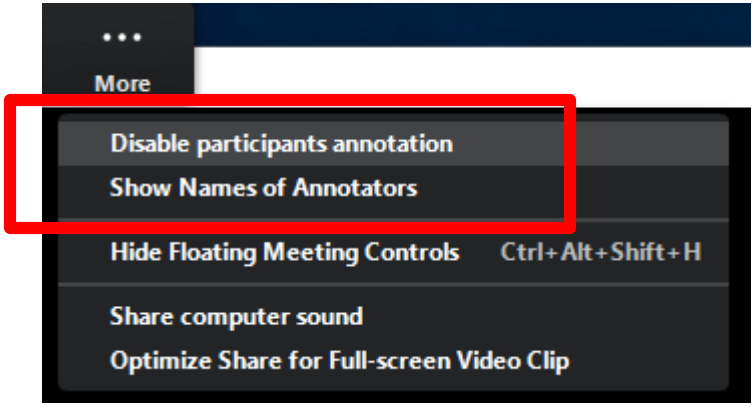
Control who can enter the meeting and when



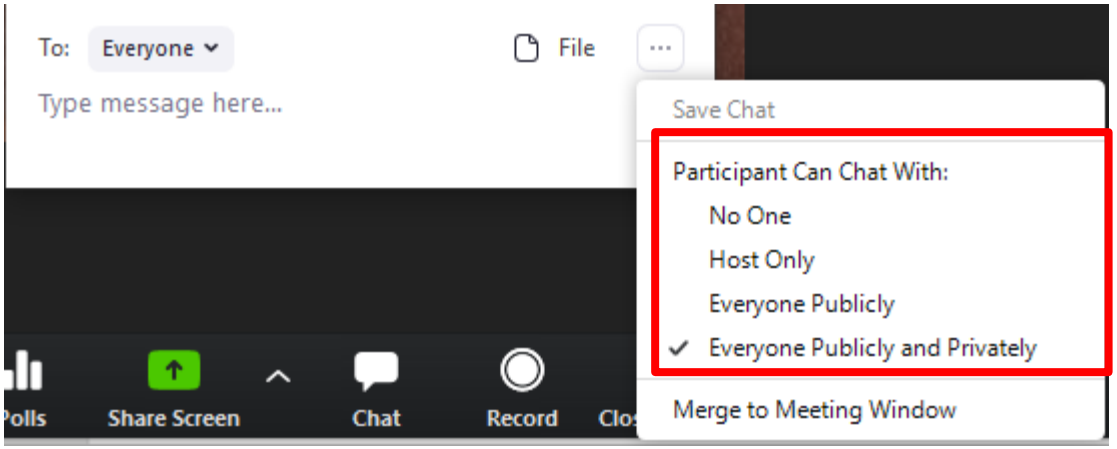
Additional Tips

OTHER THINGS YOU CAN DO DURING THE MEETING

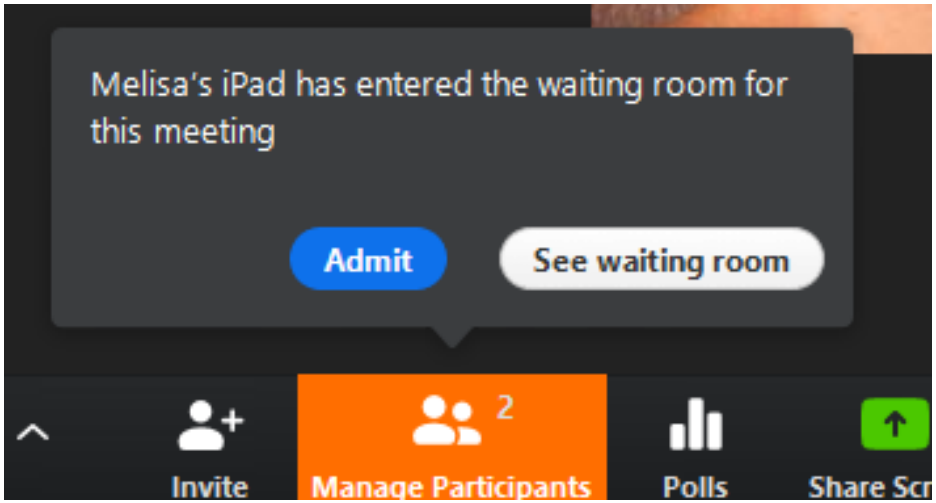
Disable Attendee/Participant Annotation

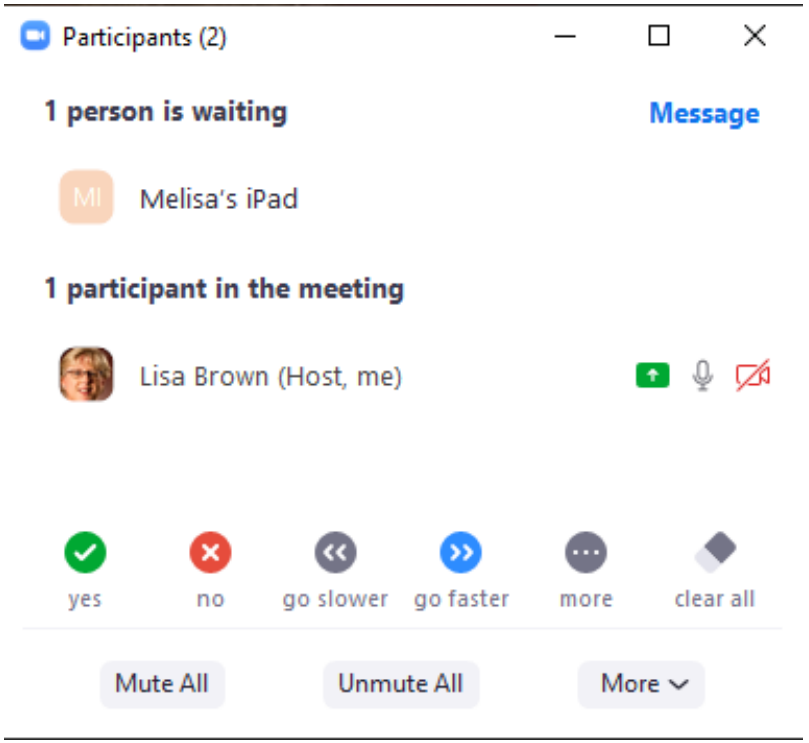


Manage Chat Communication

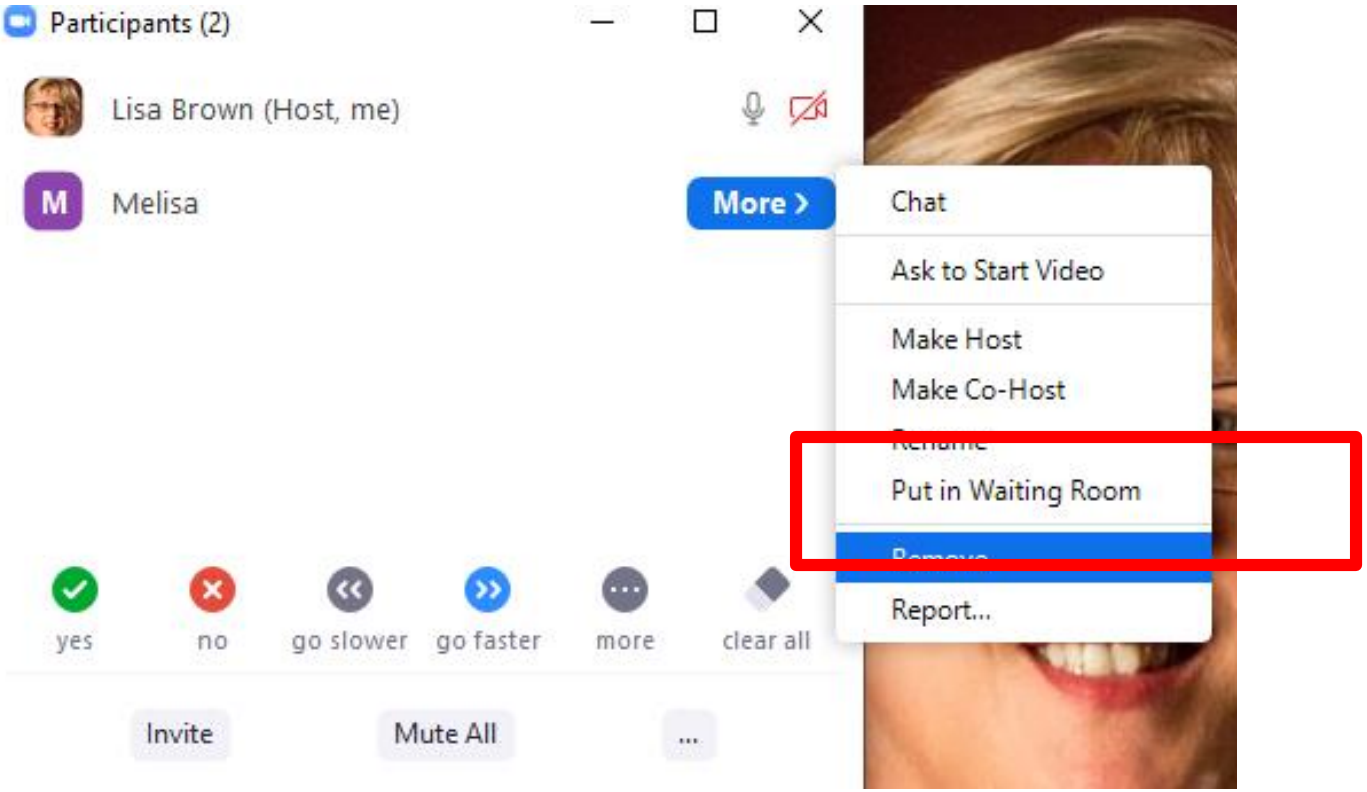


Using a Waiting Room





Move Participant to Waiting Room



Additional Tips

THINGS YOU CAN DO BEFORE THE MEETING

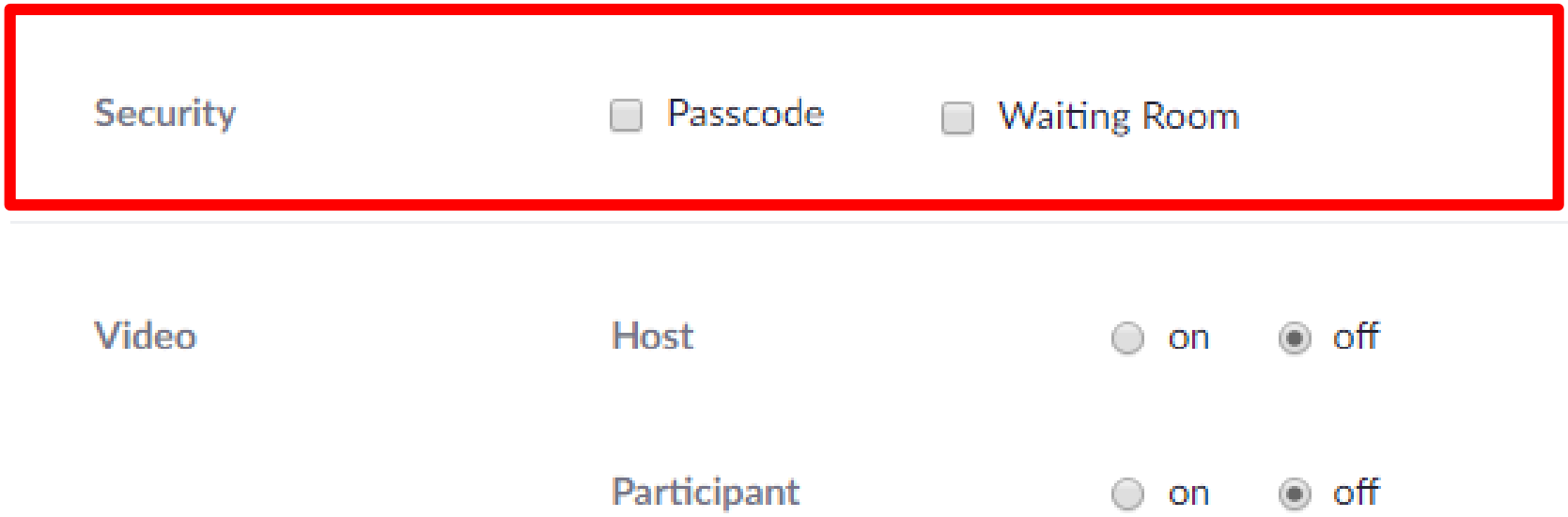
In Web Site

- http://Rochester.zoom.us
- http://urmc.zoom.us

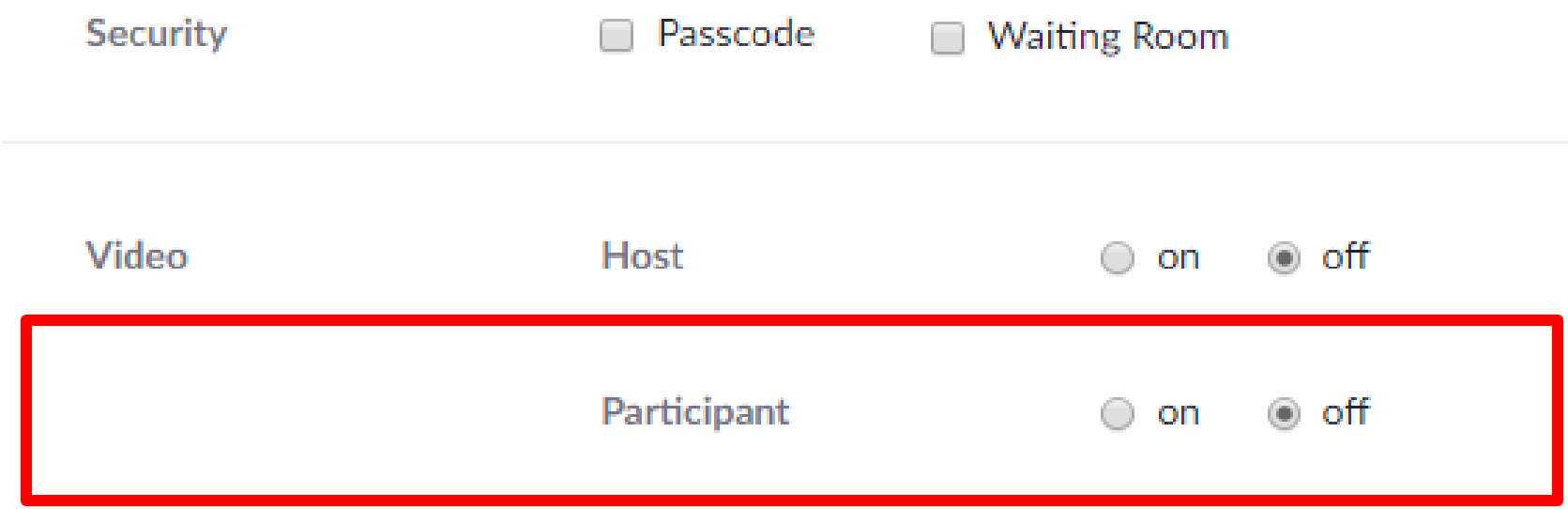
- Meeting already scheduled
  - Find your meeting and edit it to see the options.
- Use when scheduling any new meetings.

Edit the Meeting

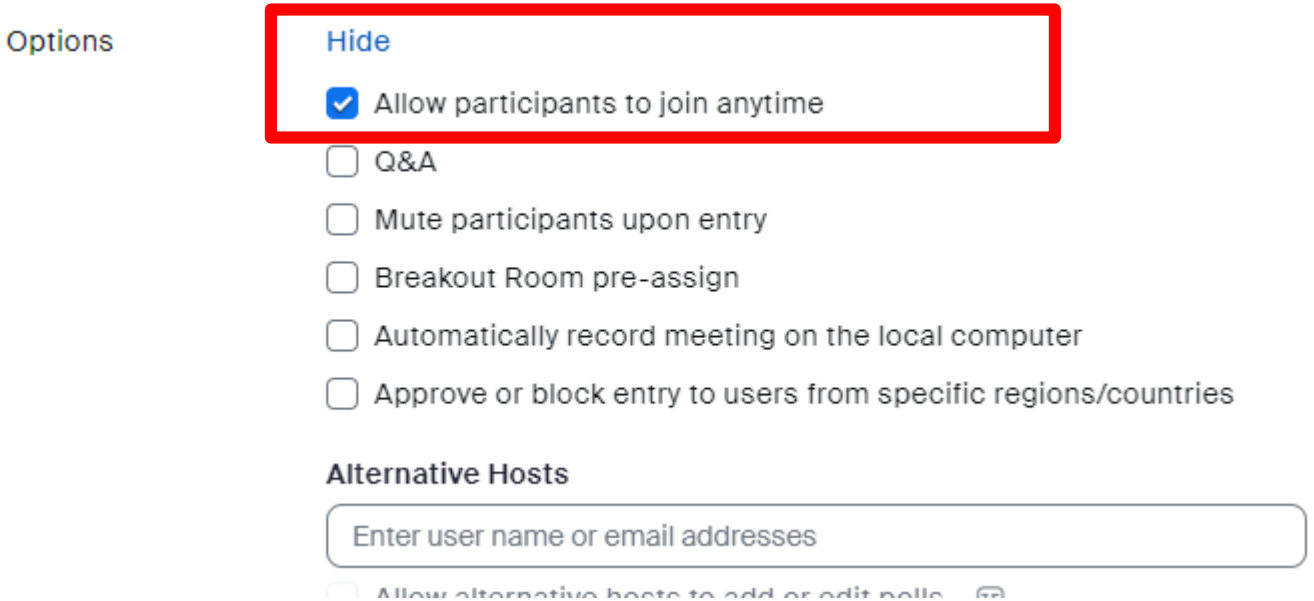
Security to Join



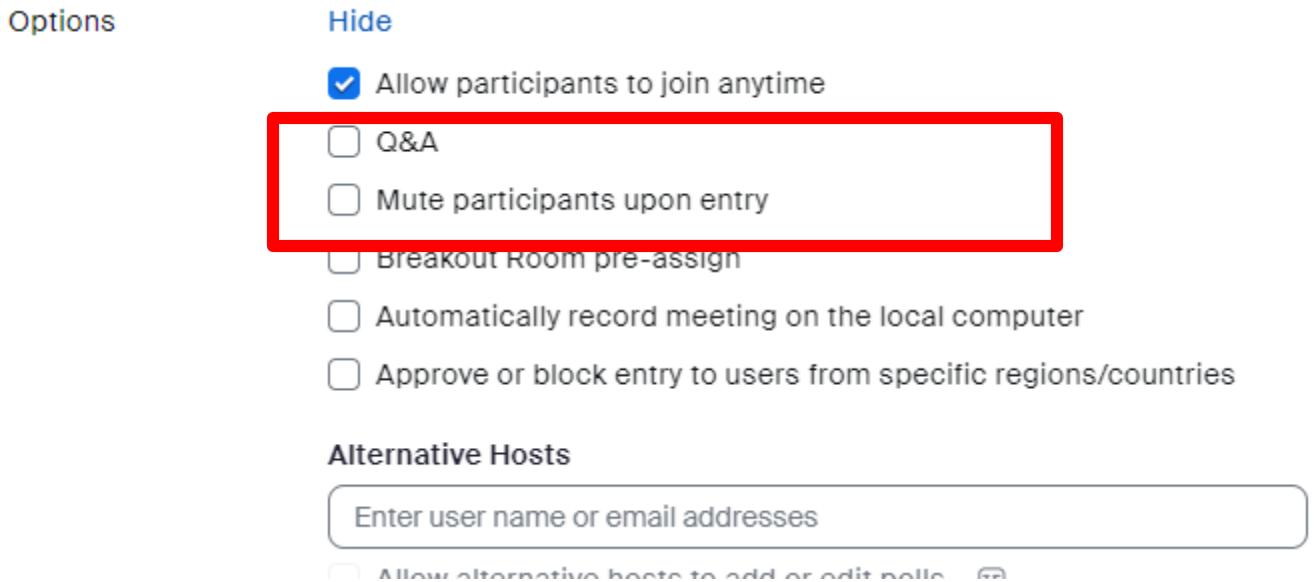
Participants Video Off



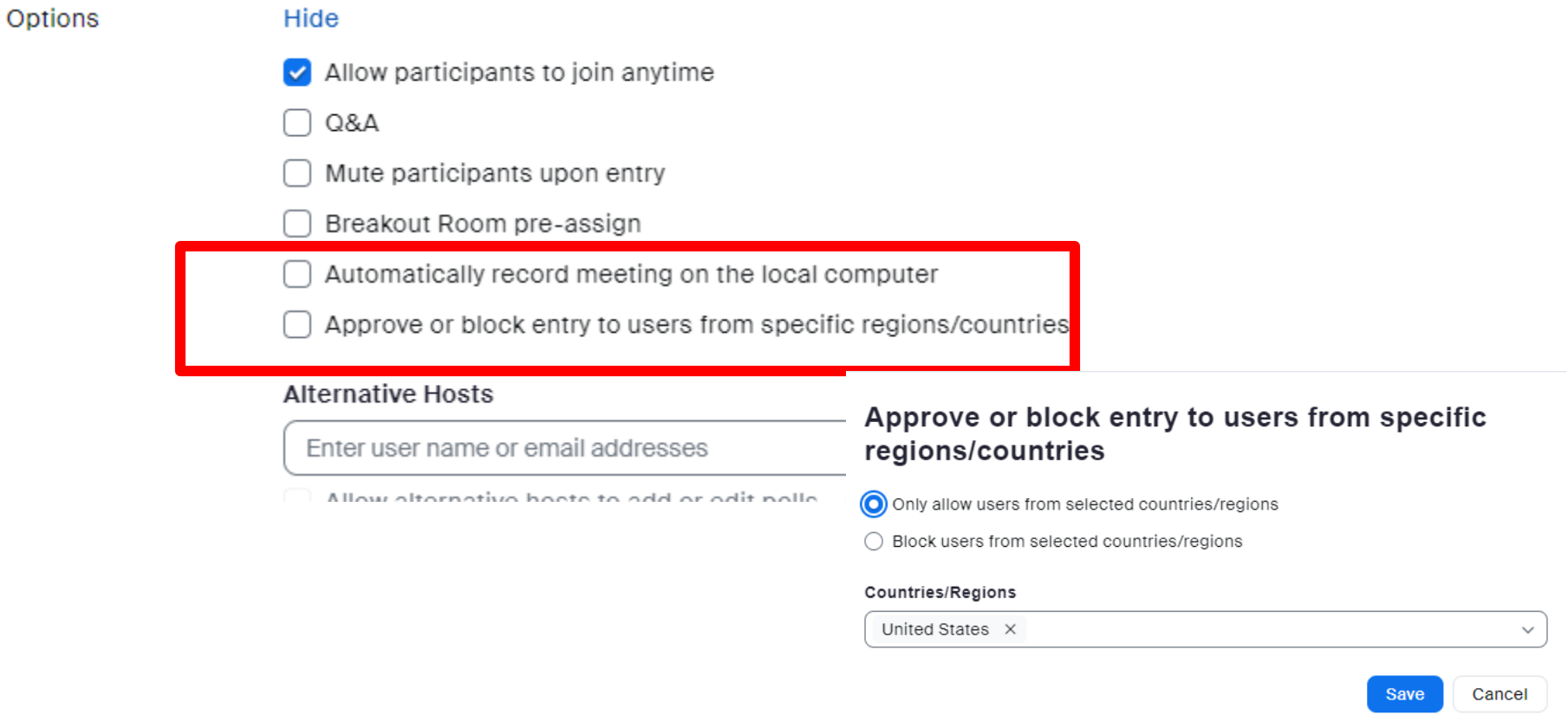
Disable Join Anytime



Mute participants when joining

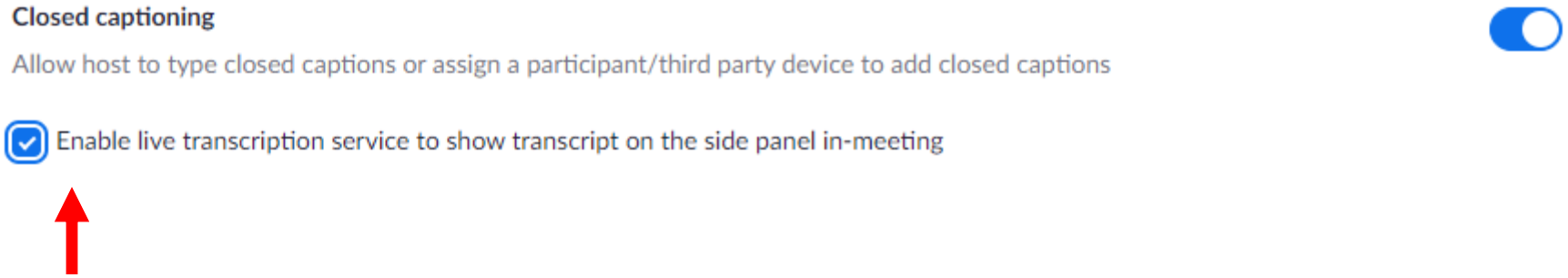


Approve/Block by Region



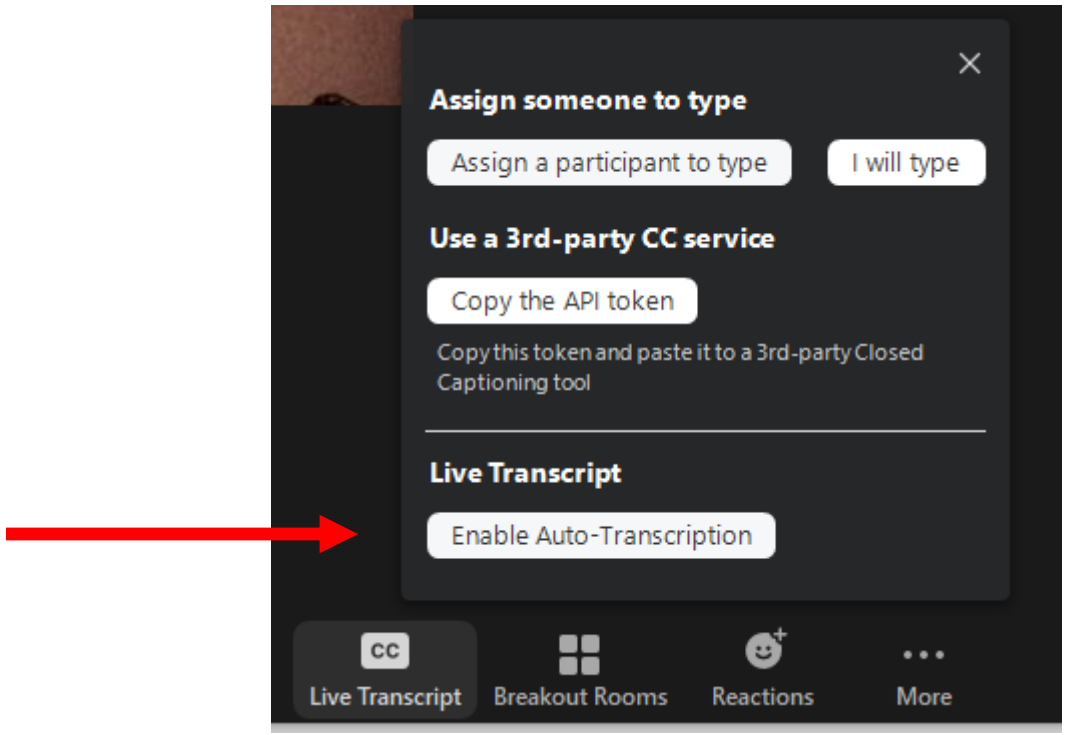
ACCESSIBILITY FEATURE

Closed Captions
Live Transcription



This feature is only available in the NetID Zoom account

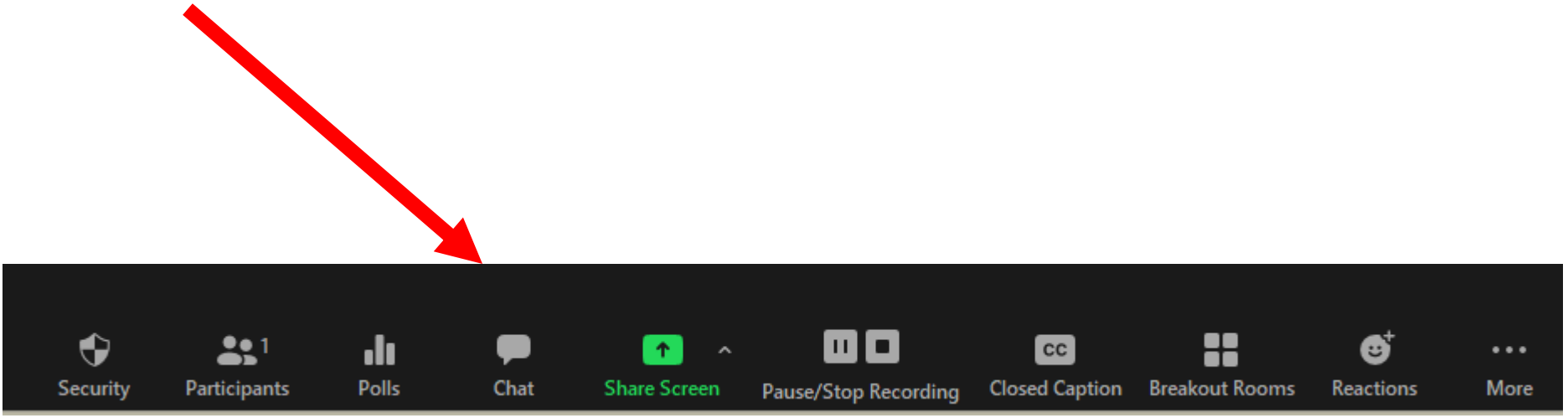
Turn on Auto-Transcription



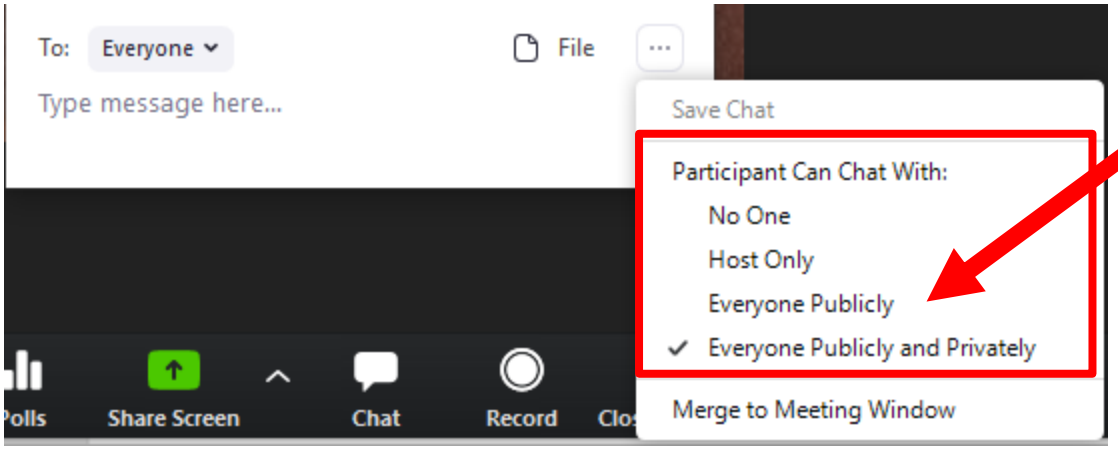
In-class interactivity

USING CHAT

Managing Chat



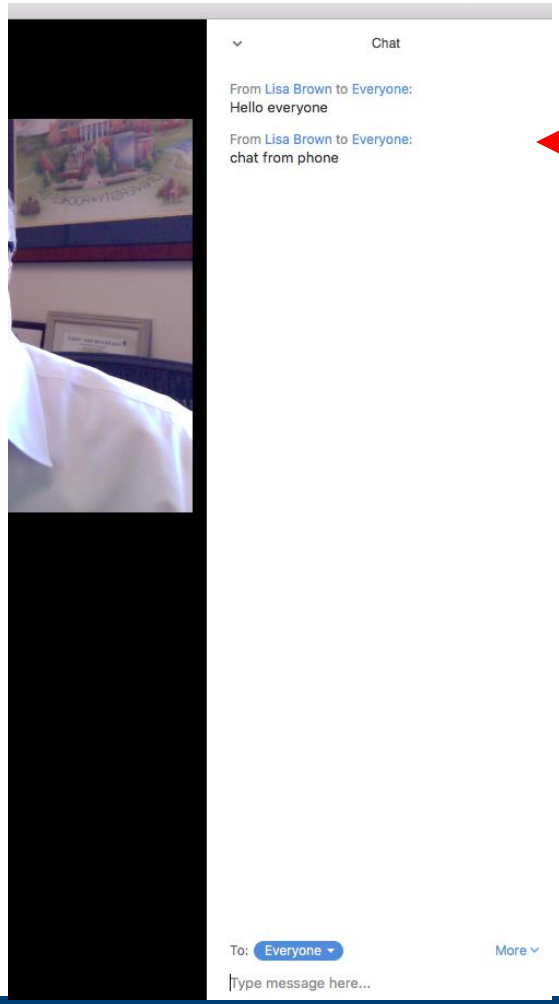
Chat Options



Allow students to see the public chat

Turn off private messaging if you like

Managing Chat



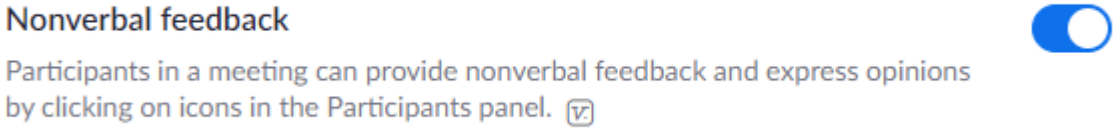
Encourage students to ask and answer questions here

In a large course, have a second person to moderate
(Teaching Assistant)

In-class interactivity

FEEDBACK AND REACTIONS

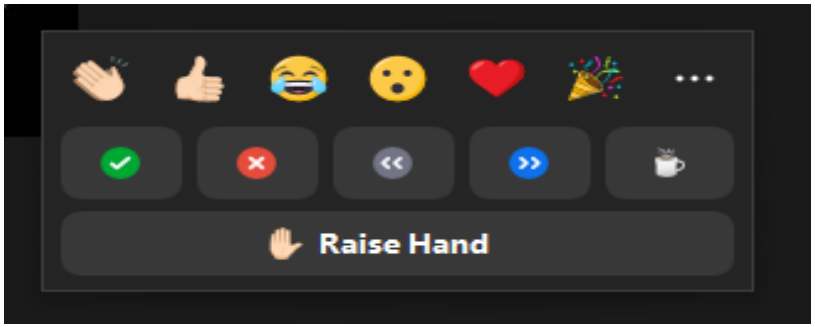
Non-Verbal Feedback

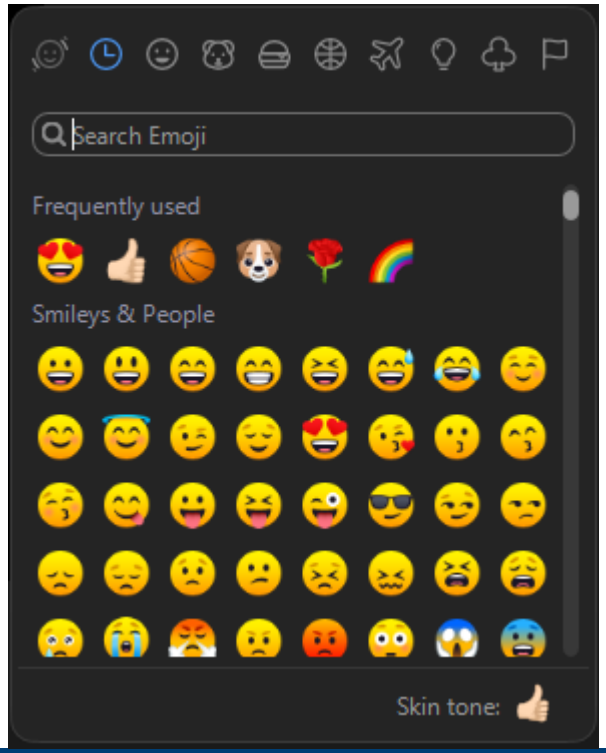


https://rochester.zoom.us

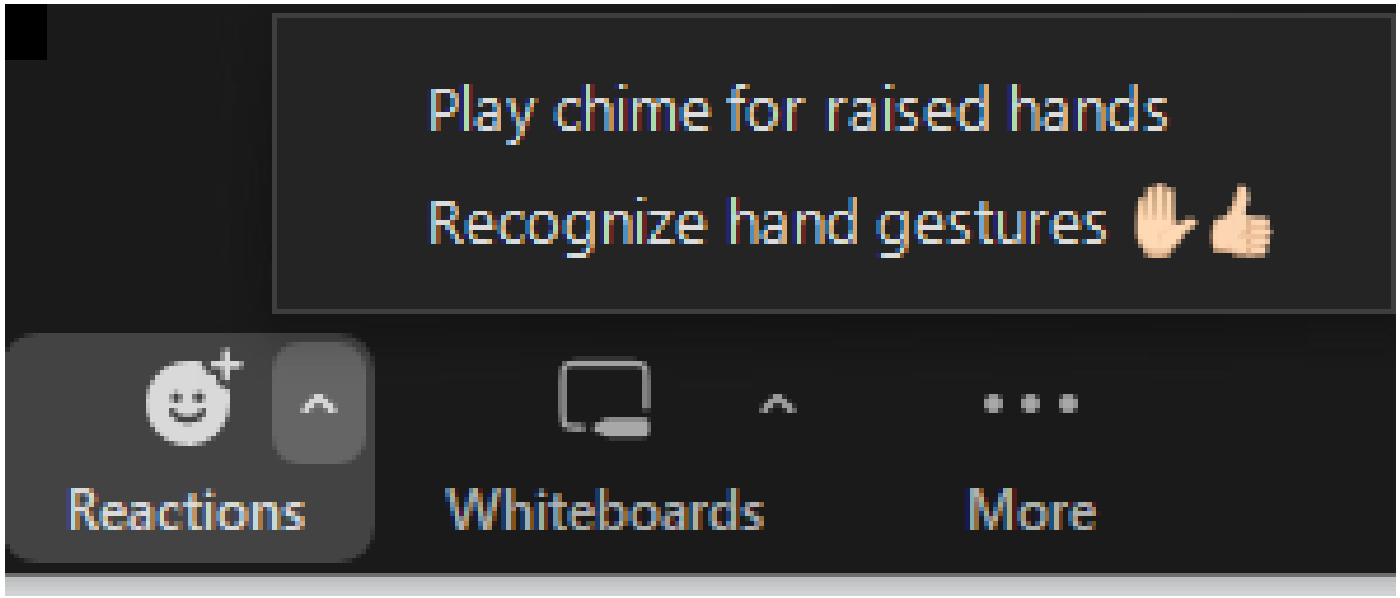
Reactions

Encourage Students to use Reactions throughout your lecture





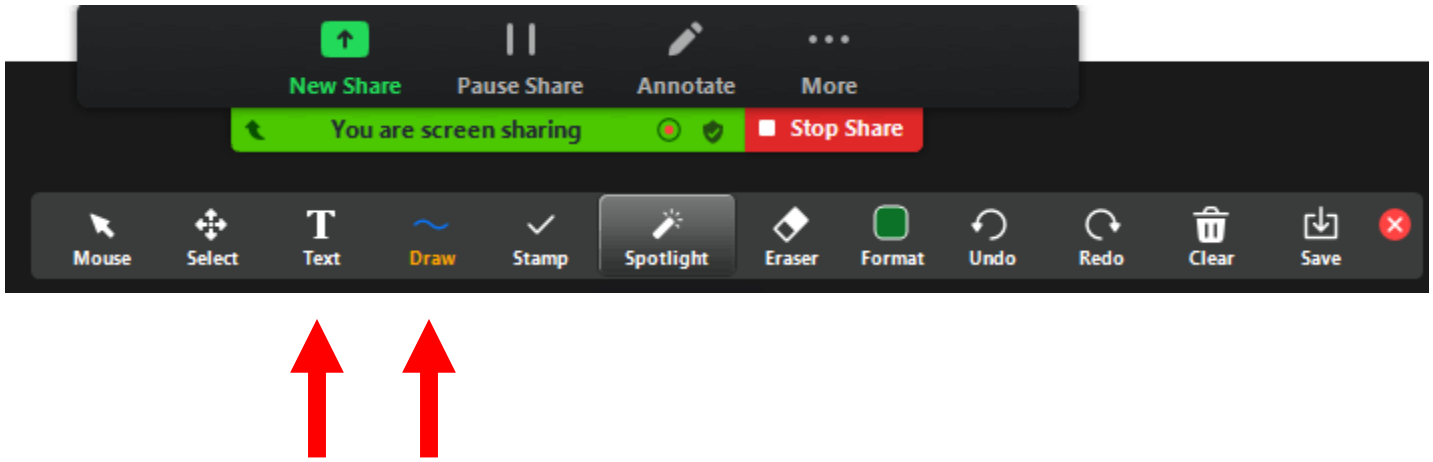
Reaction Settings



In-class interactivity

USE ANNOTATION

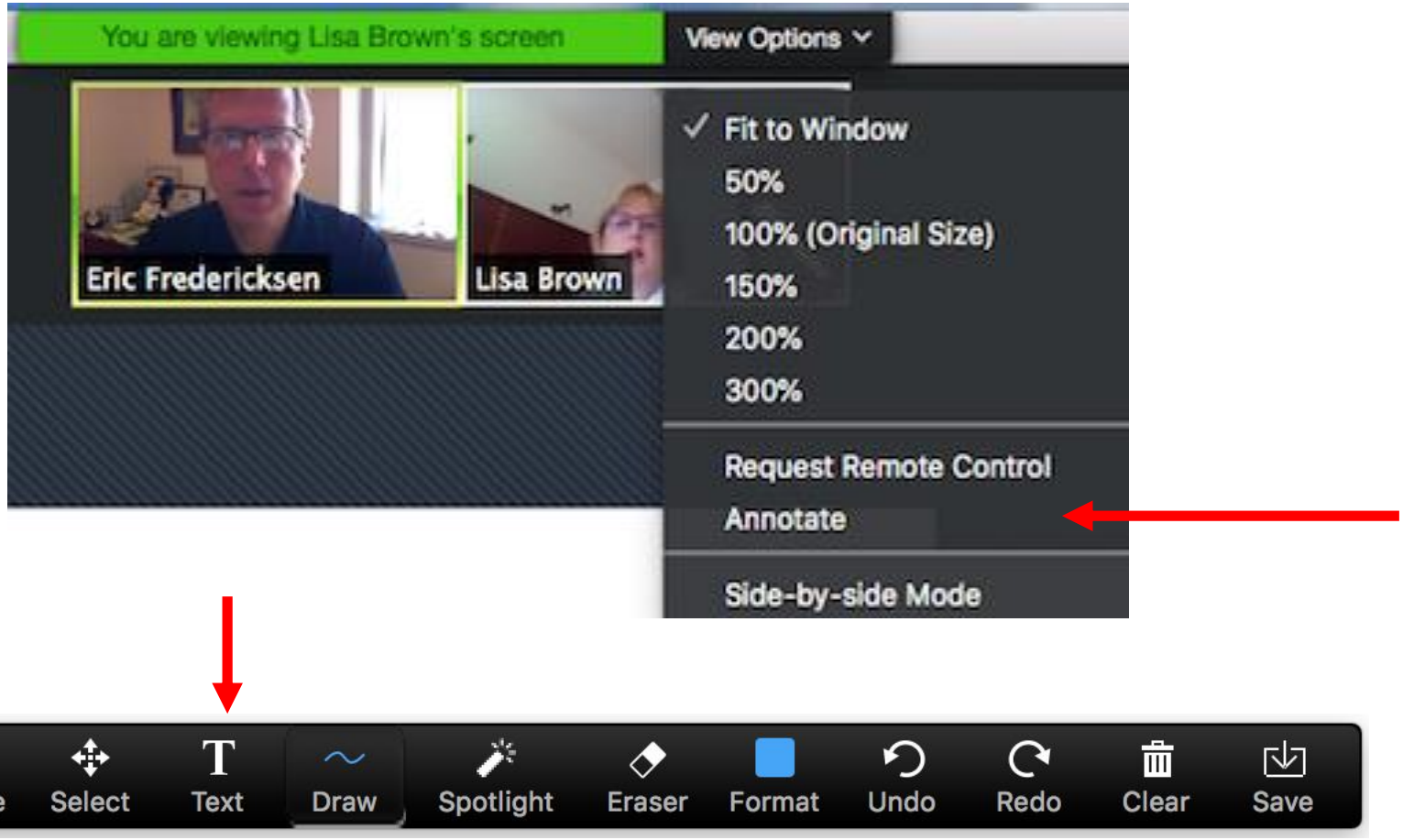
Annotation Tools



Design an activity where students collectively draw or write on the whiteboard or on your slides

Can type Text or use Draw

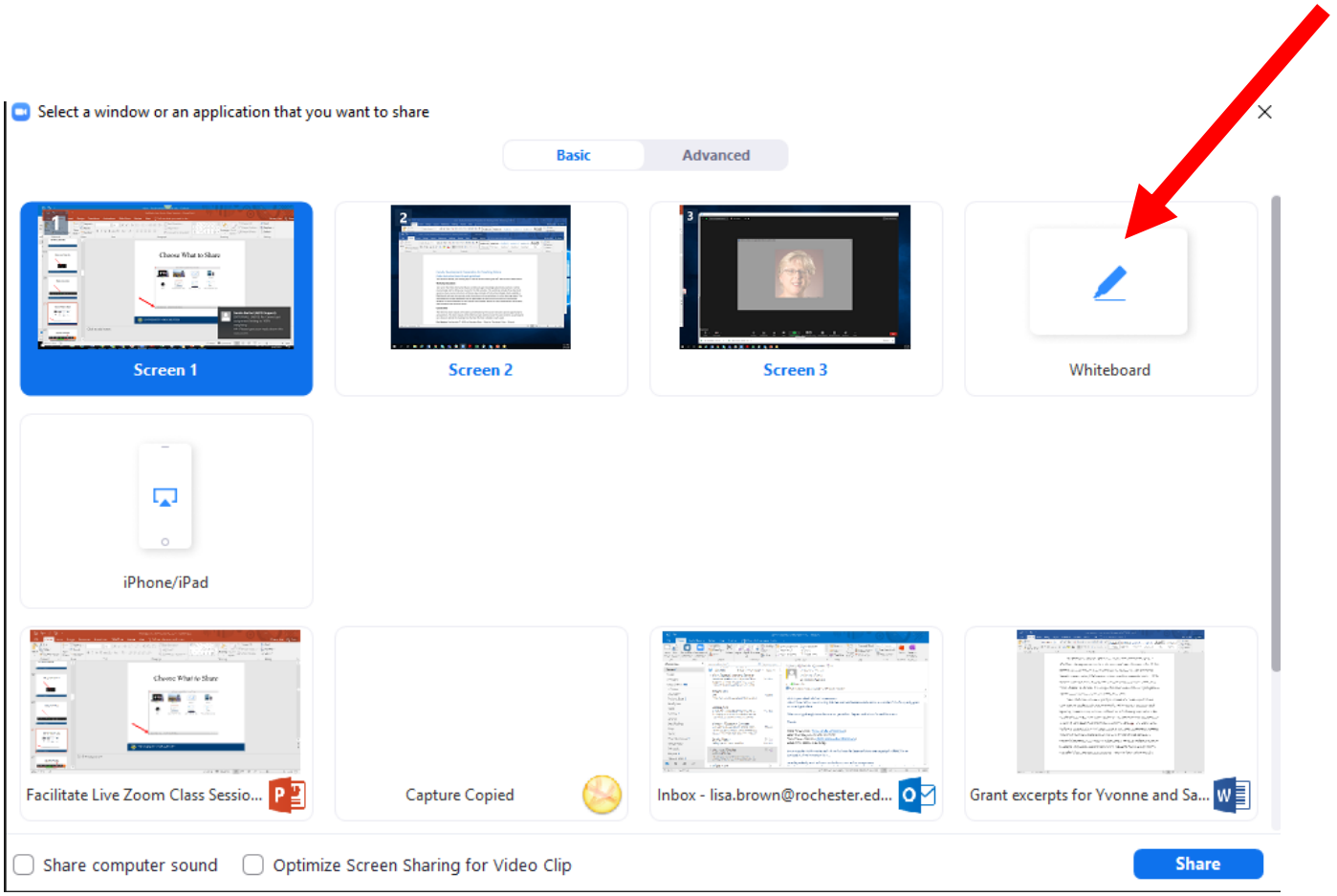
Annotation Tools – Student View



What are some of the benefits of each mode of instruction?

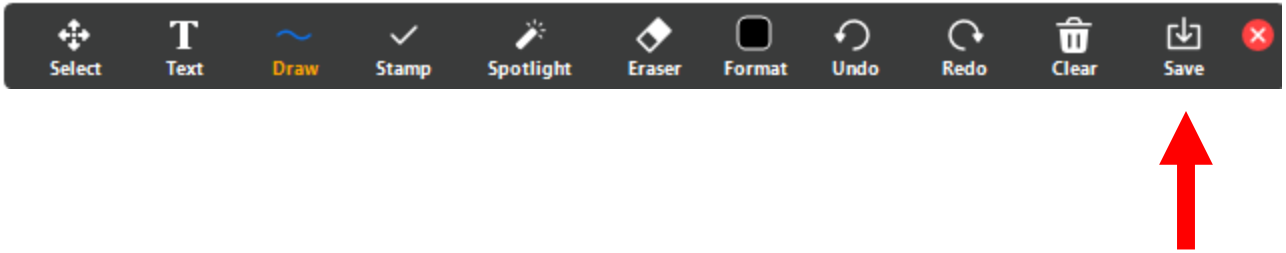
Synchronous	Asynchronous

Share the Whiteboard



Add Pages to the Whiteboard

Save the Annotated Screen



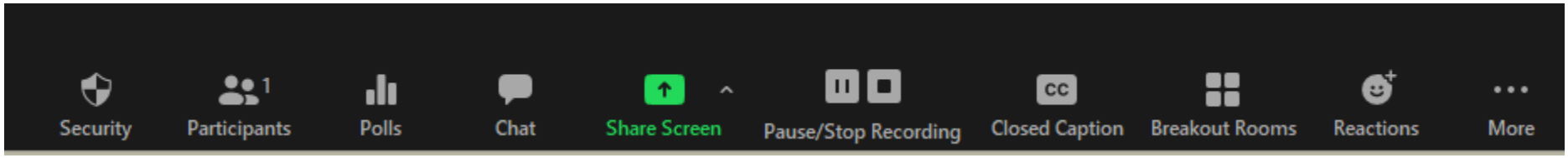
In-class interactivity

USING BREAKOUT ROOMS

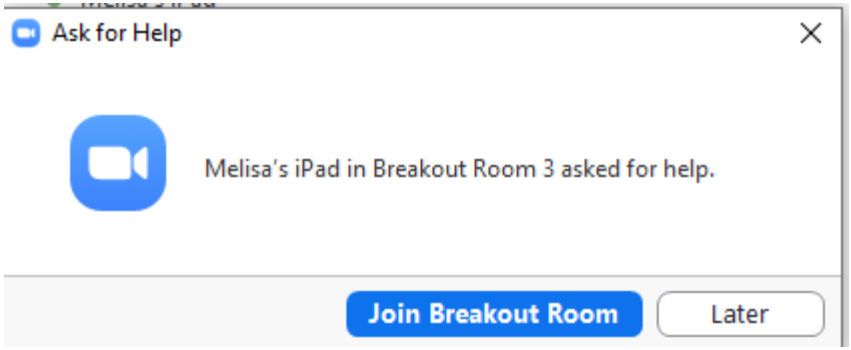
Breakout Rooms

Design activities for students to work and talk in smaller groups

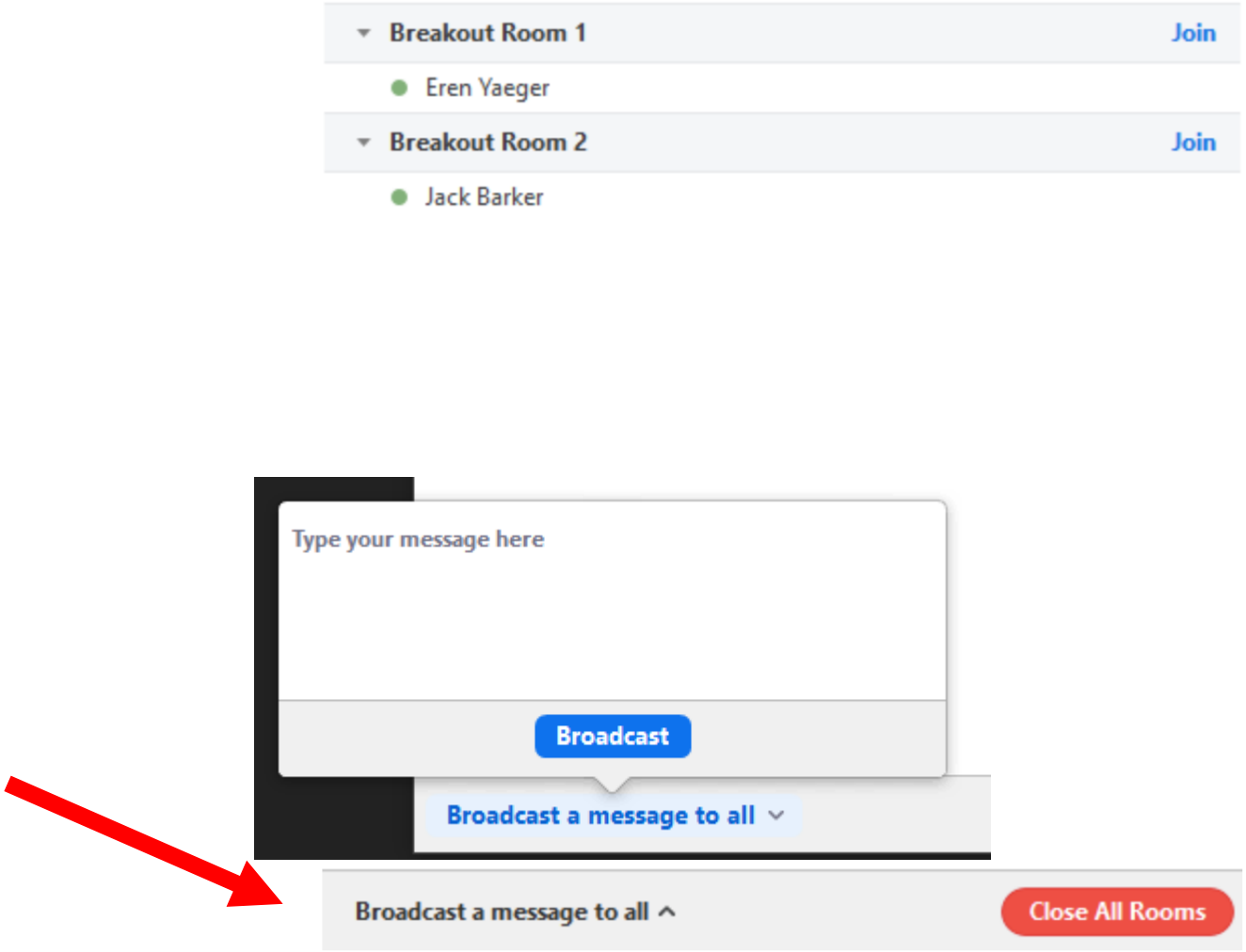
Note: Only the meeting host and co-hosts can open/close/manage breakout rooms



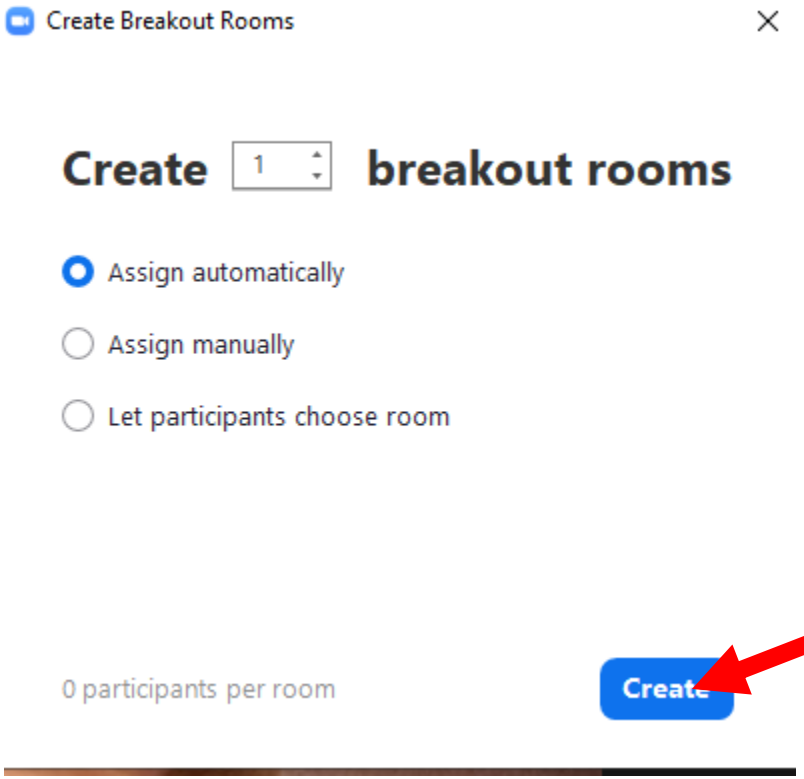
Students Request Help



Send a Message to All



Automatic Breakout Rooms

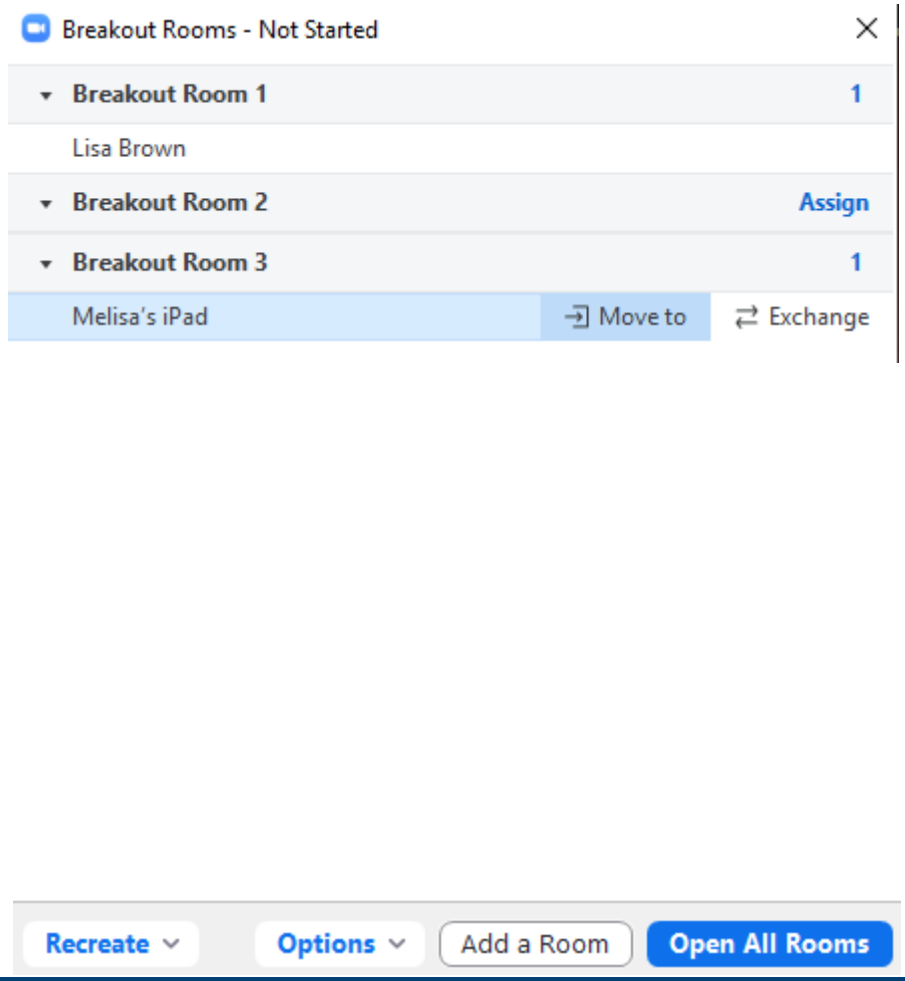


Breakout rooms can be created three ways…
Choose one

Options during Breakout Rooms

- Turn off your audio and video
- Pause Recording

Automatic Breakout Rooms



Zoom will pre-assign students into rooms.

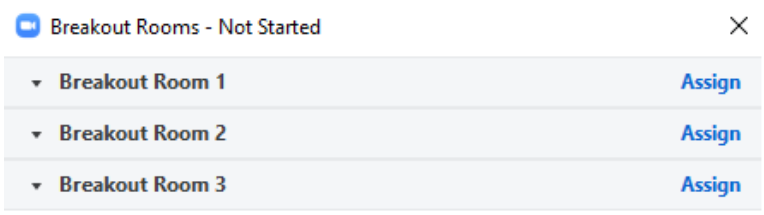
You can move them if desired

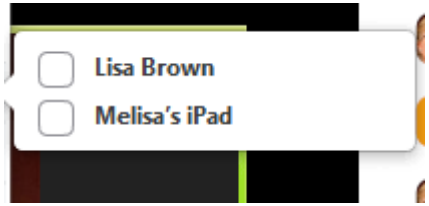
Great for spontaneous activities.

Let's Try!

- Take 2 minutes to introduce yourselves to each other!
- Be sure to turn on your cameras and microphones!

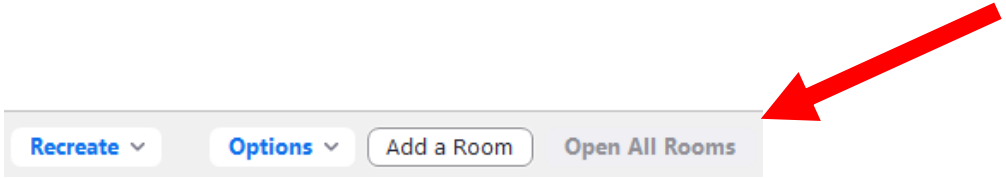
Manual Breakout Rooms



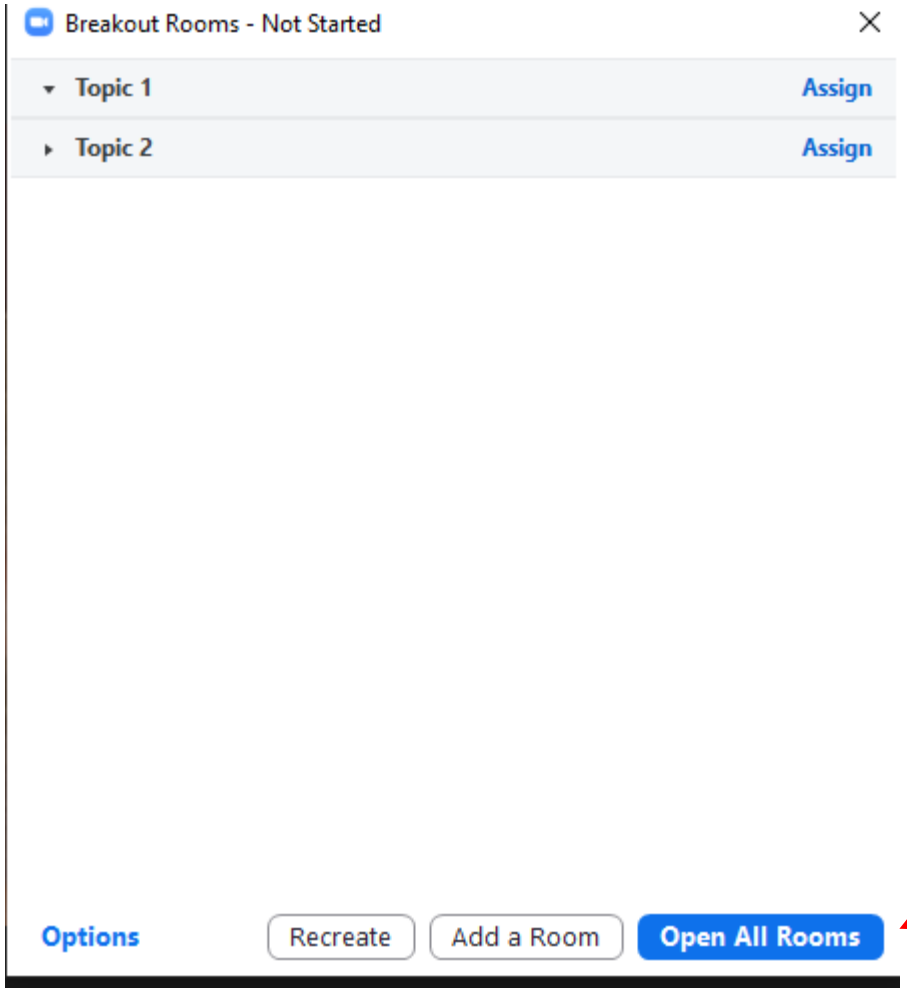


You will need to assign students into rooms.

Great for deliberate group activities.



Choice of Breakout Rooms



You create rooms – provide names.

Students choose which room to join.

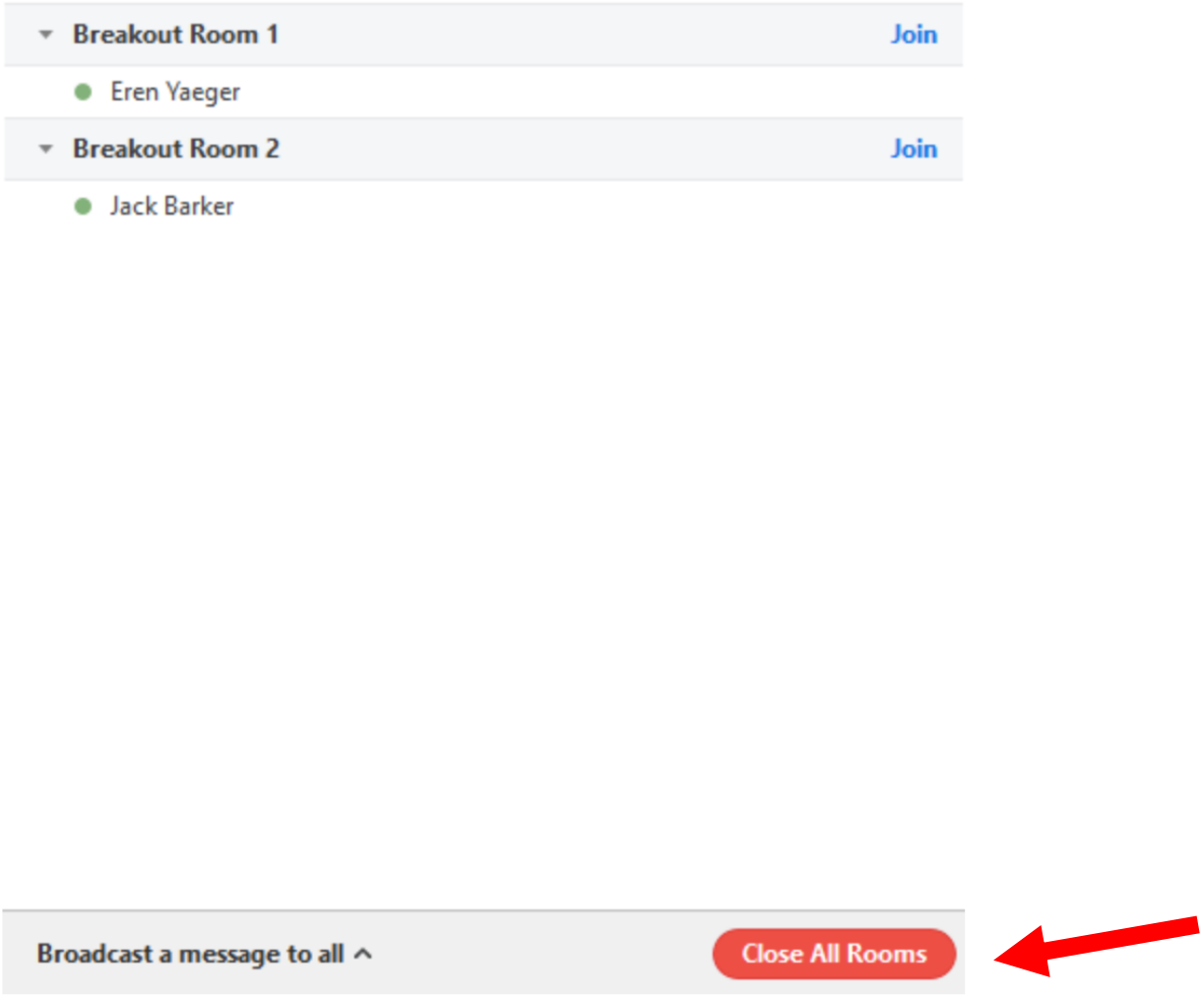
Great for choice activities

Let's Try!

- Choose A if you are in Arts Sciences and Engineering
- Choose B if you are in any other school

What challenges do you see in using these tools in class?

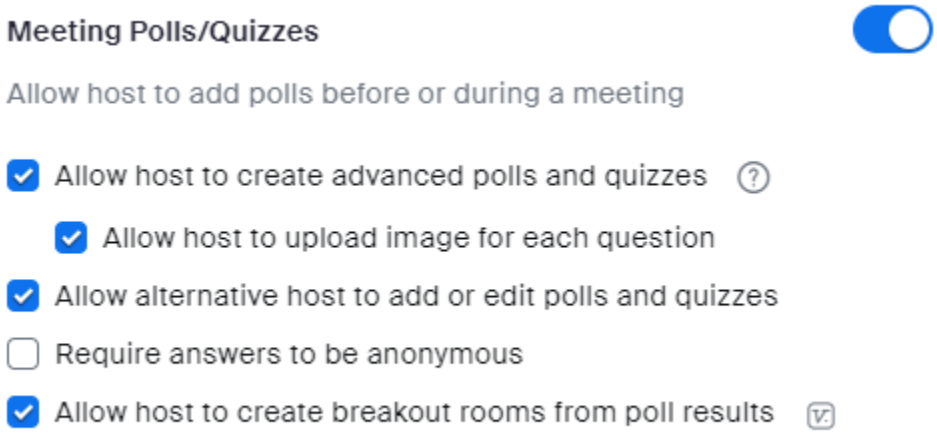
Closing Breakout Rooms



In-class interactivity

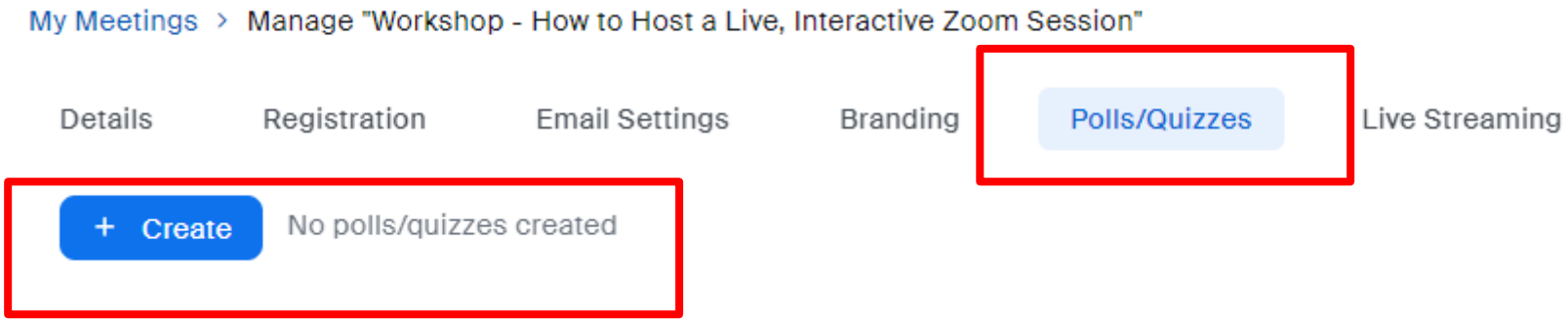
USE POLLING

Make Sure Polling is ON



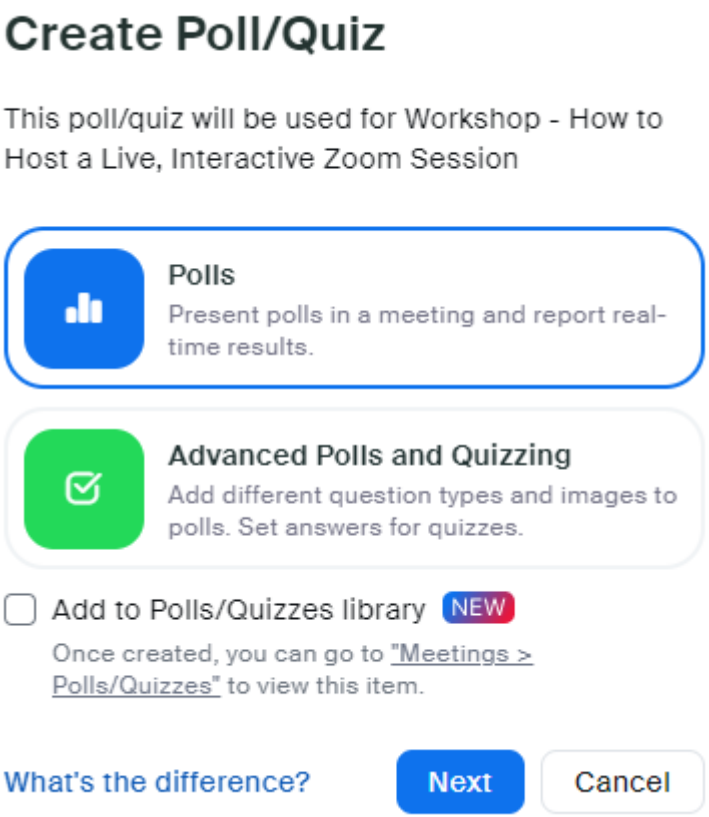
https://rochester.zoom.us

Add Questions to your Meeting

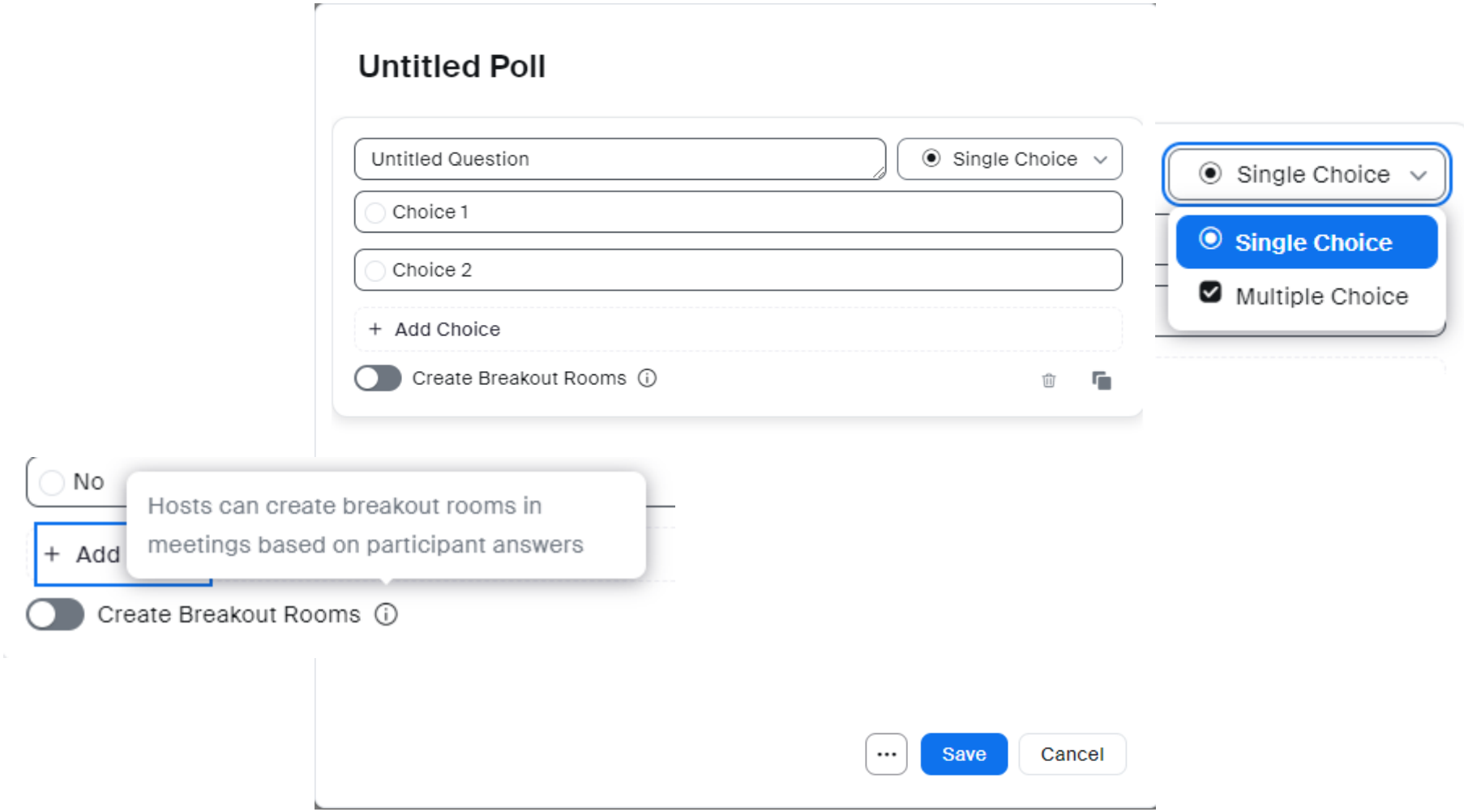


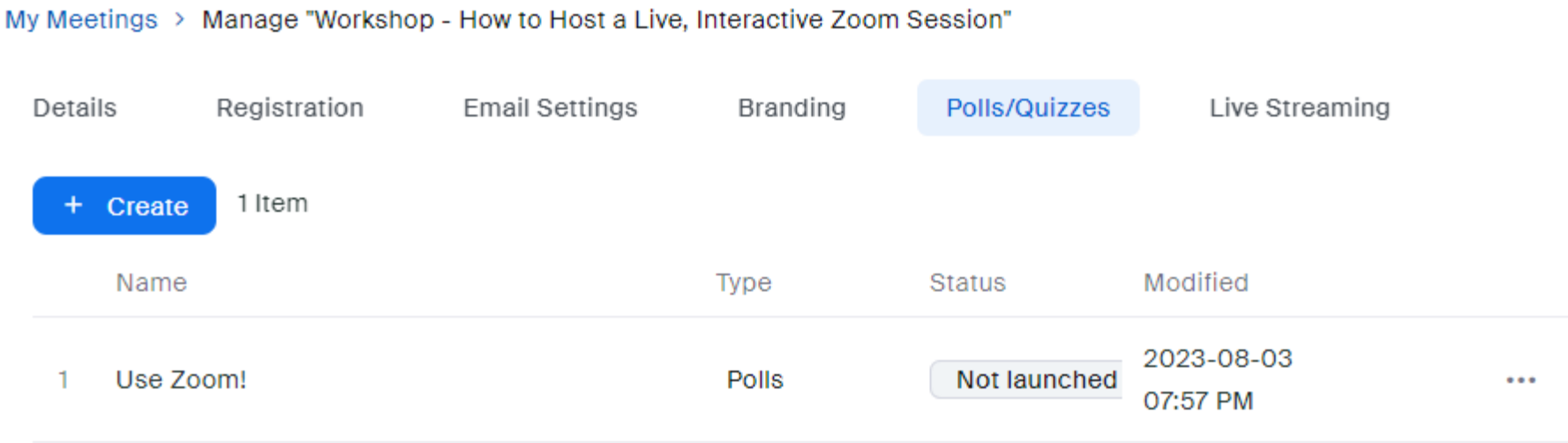
Note: Only the meeting owner can add/edit polling questions to a meeting. A host/co-host can run an existing poll.

https://rochester.zoom.us

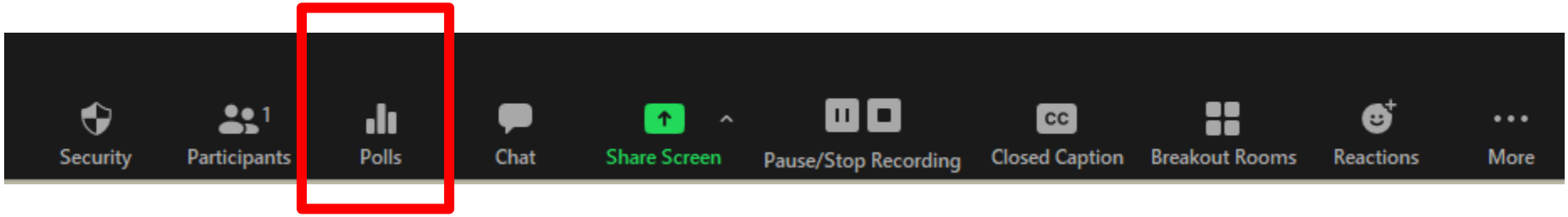

Create Poll/Quiz
This poll/quiz will be used for Workshop - How to Host a Live, Interactive Zoom Session
Polls
Present polls in a meeting and report real-time results.
Advanced Polls and Quizzing
Add different question types and images to polls. Set answers for quizzes.
Add to Polls/Quizzes library
NEW
Once created, you can go to "Meetings > Polls/Quizzes" to view this item.
What's the difference?
Next
Cancel

Create Individual Poll Questions

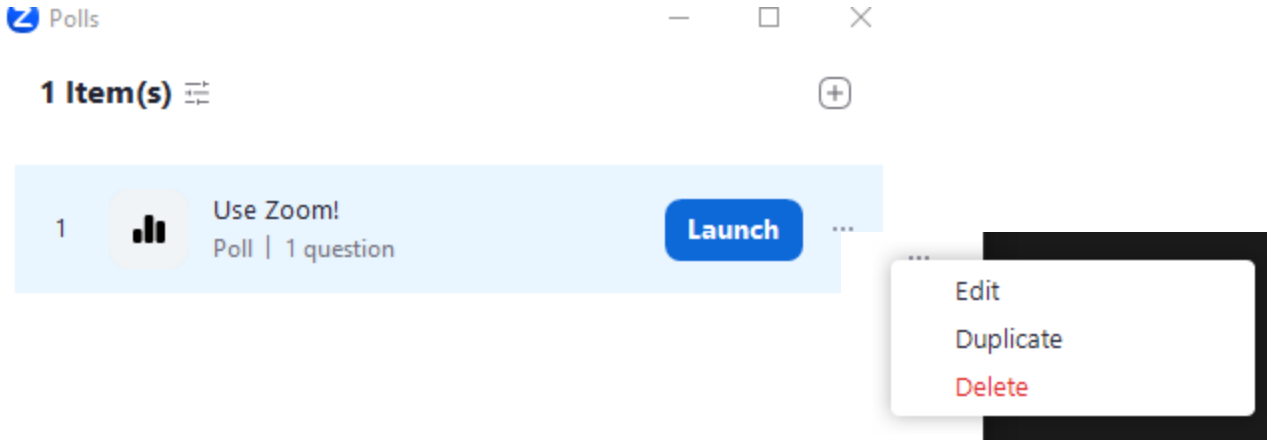



My Meetings > Manage "Workshop - How to Host a Live, Interactive Zoom Session"
Details
Registration
Email Settings
Branding
Polls/Quizzes
Live Streaming
+ Create
1 Item
Name
Type
Status
Modified
1
Use Zoom!
Polls
Not launched
2023-08-03
07:57 PM

Polling – During Meeting



Let’s Take a Poll…



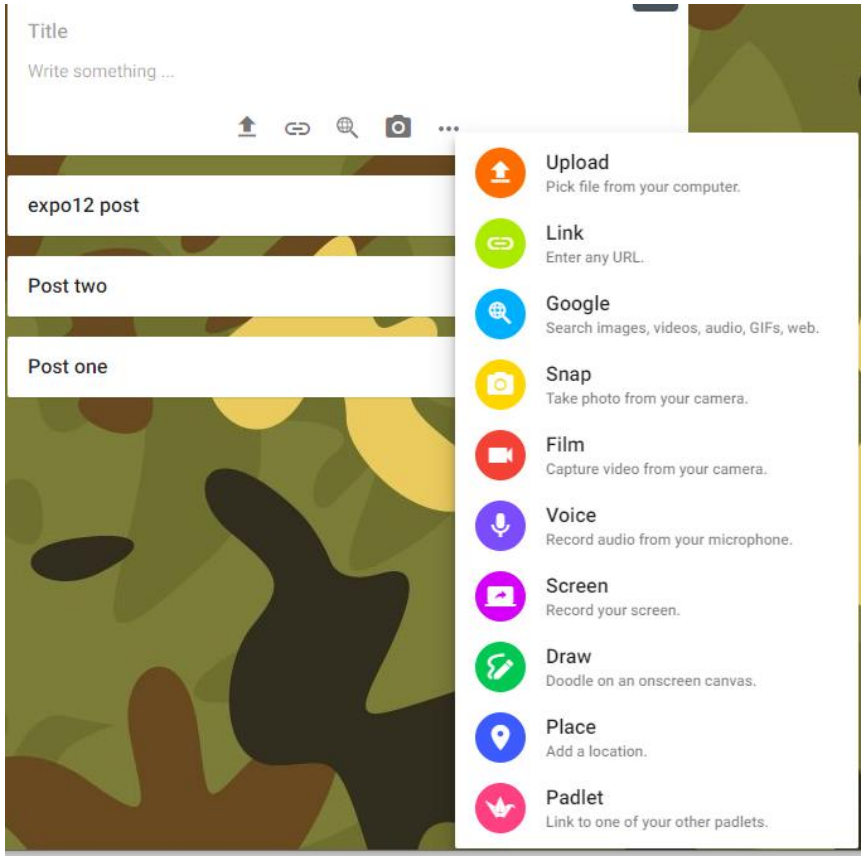
In-class interactivity

USE PADLET

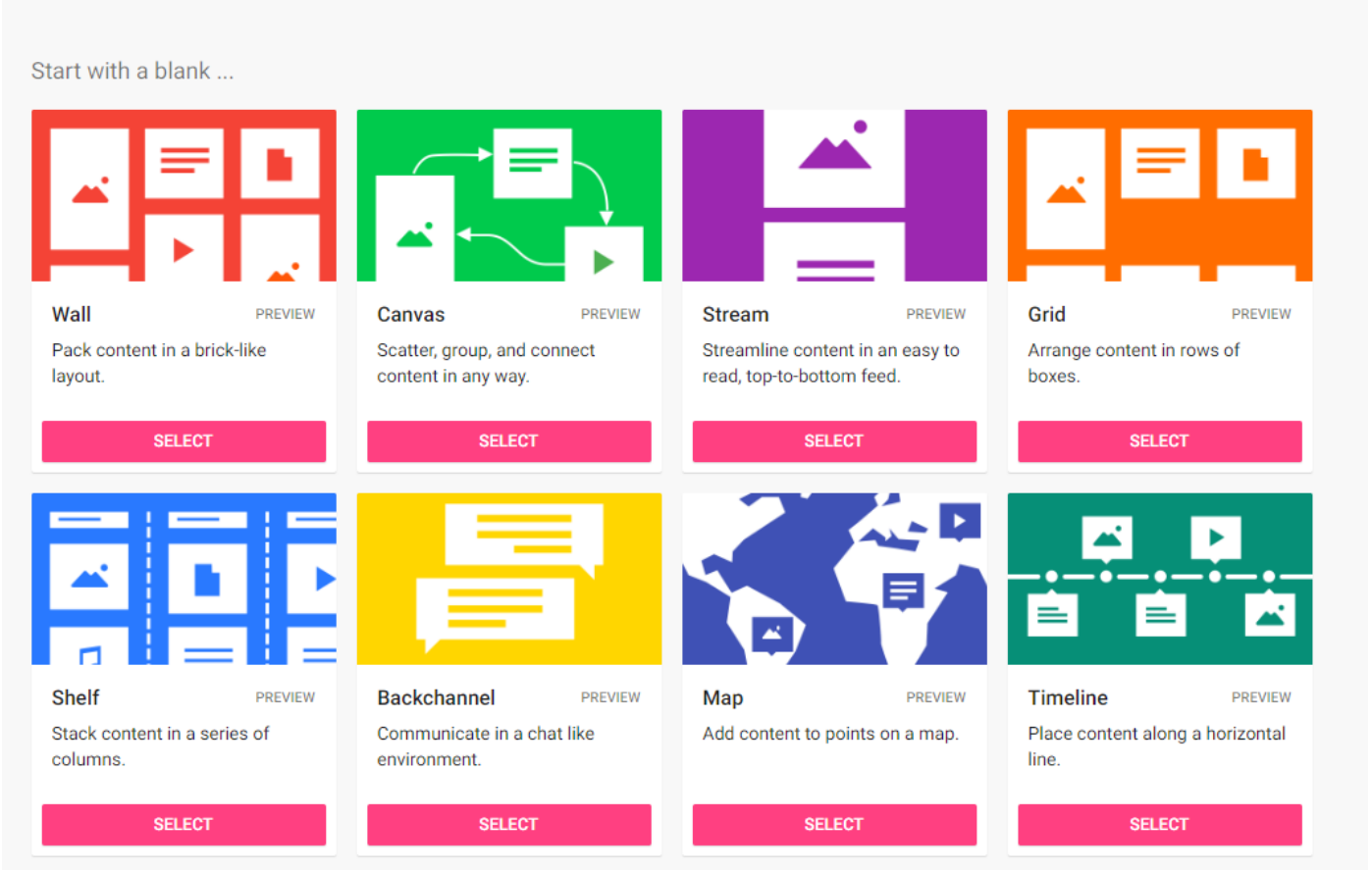
Padlet is…

- Bulletin Board
- Collaborative Space
- Multimedia-friendly

- University Accounts
  - Unlimited Padlets
  - Ability to connect through LMS
- Faculty can request accounts



Padlet Templates

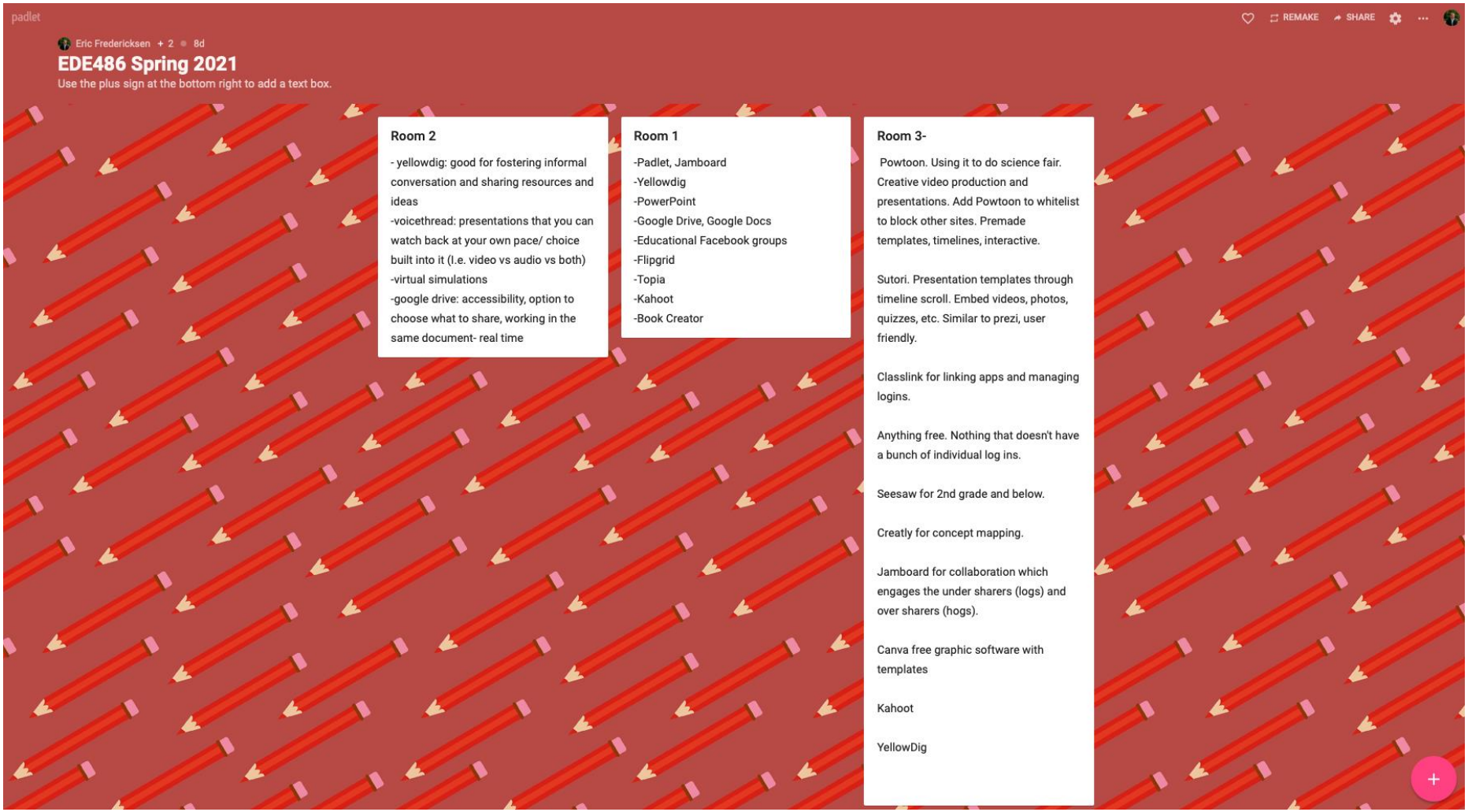


Let's Try

- Click the link in the Chat
- Create a Post to answer the question..

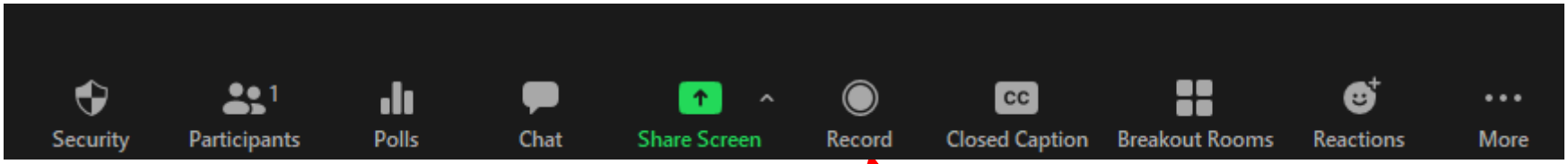
How will you use these interactive features in YOUR next Zoom session?

padlet
REMAKE
SHARE
Eric Fredericksen + 7 1mo
EDU581 5:30 class
Room 3
-Professors who understand that grading/points are important, but aren't the end-all be-all of learning (ie classes aren't focused on grades but more on learning).
-Simple point system, simple design
-When lessons build on themselves
-Professor spending team with each individual (or small groups)
-A class that teaches you the "why"
-Small groups= less intimidating, more personal experience
-Variability in content presented
-Good discussion
-Low pressure on grades and due dates, understanding extending deadlines
-Feeling "invited" to class
-Professor enthusiasm
Group 5:
-Small groups
-team work & collaboration
-Interaction in various team sizes (small and large group)
-activities that spark engagement
-building on prior knowledge
-inquiry based learning
-independent effort followed by collaboration
Group 4:
- Open and safe learning environment
- Good communication
- Fun and effective
- Never made you feel dumb
- Inspiring
- Leader qualities
- Flexible
- Ability to assess our needs as students and asking students what they want to learn
- Allows for learning from each other
- Role model: helped us figure out what we like and don't like; talents and weaknesses and how to improve
group 6
-non-judgmental environment
-open ended questions to guide thinking
- art gallery experience - we don't always see the same thing/think the same way
- great supporters
- real-time feedback
- clear objectives
Group 2
Simulation during EM residency at UMass: high fidelity simulators, engaging instructors that had ample experience with acute cases (LifeFlight paramedics)
Clinical experience in Clin lab 362: running lab B students, "see one do"
Psychotic patient ripped metal bar and attacked staff --> lack of debriefing, could have been improved upon
Clinical rotation at cancer center: teaching nurses about chemo, customizing padlet presentations
Group 7 : Learning Environment
- clear syllabus/objectives
-clear understanding of roles
-safe space and supportive environment
-having an environment that offers multiple different teaching methods (I.e. audio, visual)
-environment that all allows students to be active thinkers and learners vs passive thinkers and learners
-collaboration between peer (I.e. group projects)
-being adaptable as an educator to best fit students learning needs
-having timely feedback
Group 1 Rich Learning Environment
Open communication - professor is accessible
Comfort zone & psychological safety, judgement free
Appropriate and timely feedback
Engagement in the material - genuine interest
Equal participation by everyone involved
Clear, concise, communication
Learning objectives established early - clear course expectations
Poll EV, Voice Thread - technology to increase engagement and learner participation
Elementary Music Classroom = Play is learning
Multiple modalities of learning


padlet
REMAKE
SHARE
Eric Fredericksen + 2 8d
EDE486 Spring 2021
Use the plus sign at the bottom right to add a text box.
Room 2
- yellowdig: good for fostering informal conversation and sharing resources and ideas
-voicethread: presentations that you can watch back at your own pace/ choice built into it (I.e. video vs audio vs both)
-virtual simulations
-google drive: accessibility, option to choose what to share, working in the same document- real time
Room 1
-Padlet, Jamboard
-Yellowdig
-PowerPoint
-Google Drive, Google Docs
-Educational Facebook groups
-Flipgrid
-Topia
-Kahoot
-Book Creator
Room 3-
Powtoon. Using it to do science fair. Creative video production and presentations. Add Powtoon to whitelist to block other sites. Premade templates, timelines, interactive.
Sutori. Presentation templates through timeline scroll. Embed videos, photos, quizzes, etc. Similar to prezi, user friendly.
Classlink for linking apps and managing logins.
Anything free. Nothing that doesn't have a bunch of individual log ins.
Seesaw for 2nd grade and below.
Creatly for concept mapping.
Jamboard for collaboration which engages the under sharers (logs) and over sharers (hogs).
Canva free graphic software with templates
Kahoot
YellowDig

RECORDING YOUR SESSION

Record Sessions for Playback

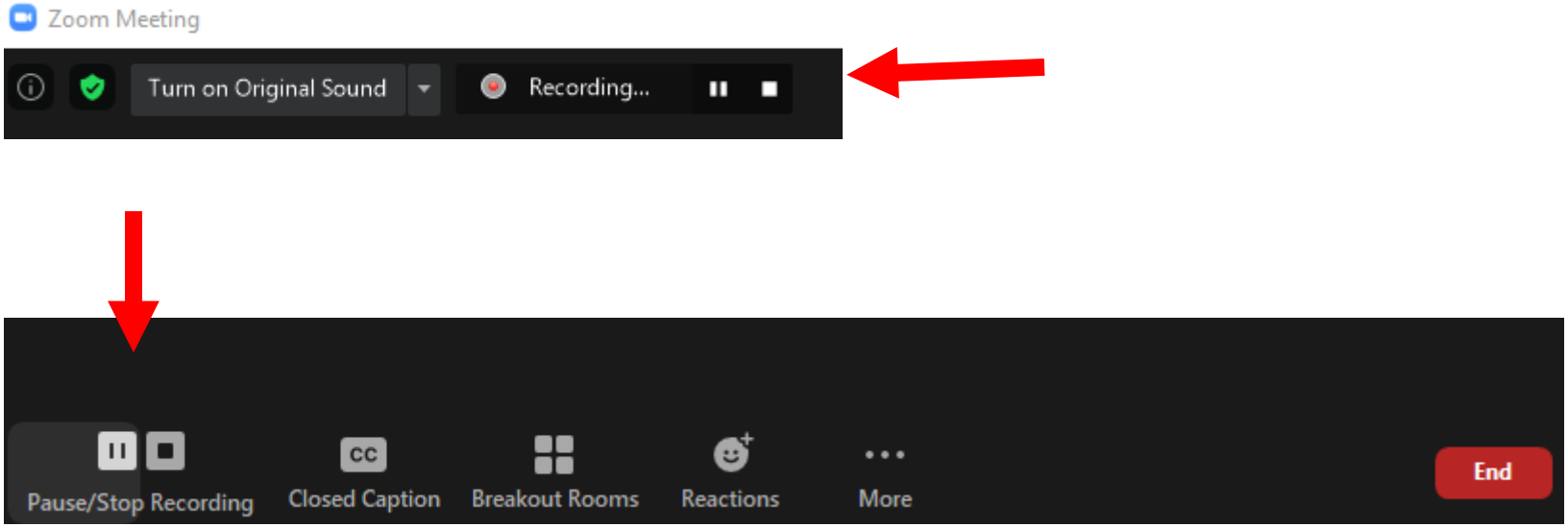


Start the recording

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

How to Pause/Stop Recording

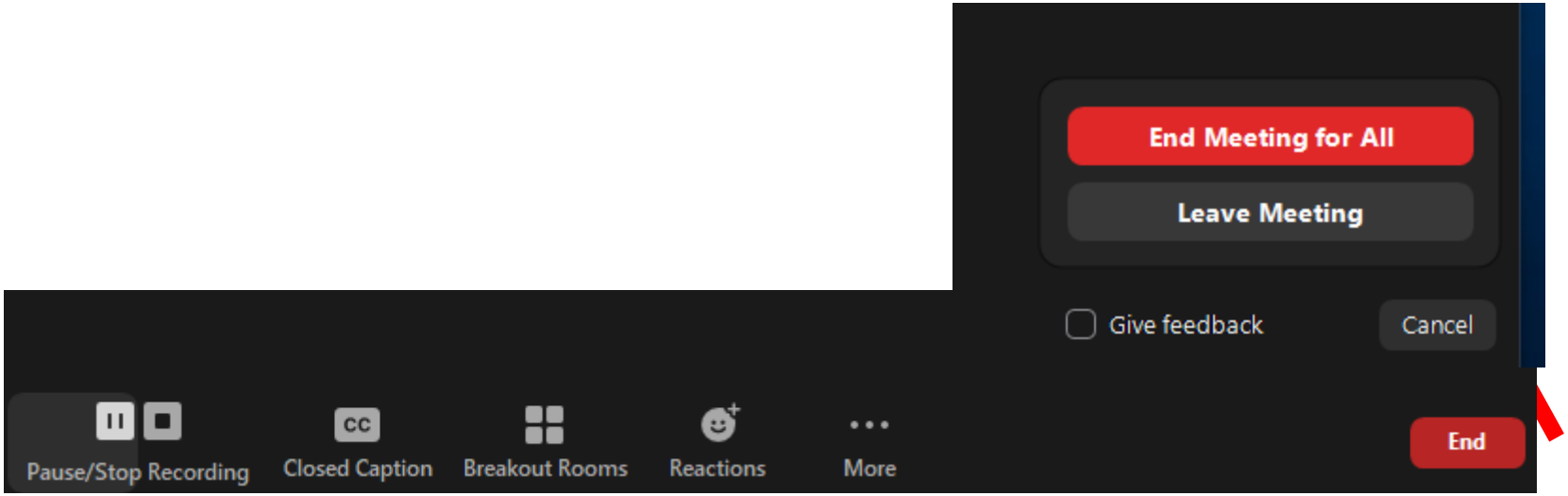
- Use **Pause** to temporarily suspend recording
- When you are done, click **Stop** recording button.



SHARING YOUR RECORDING

End the Meeting

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



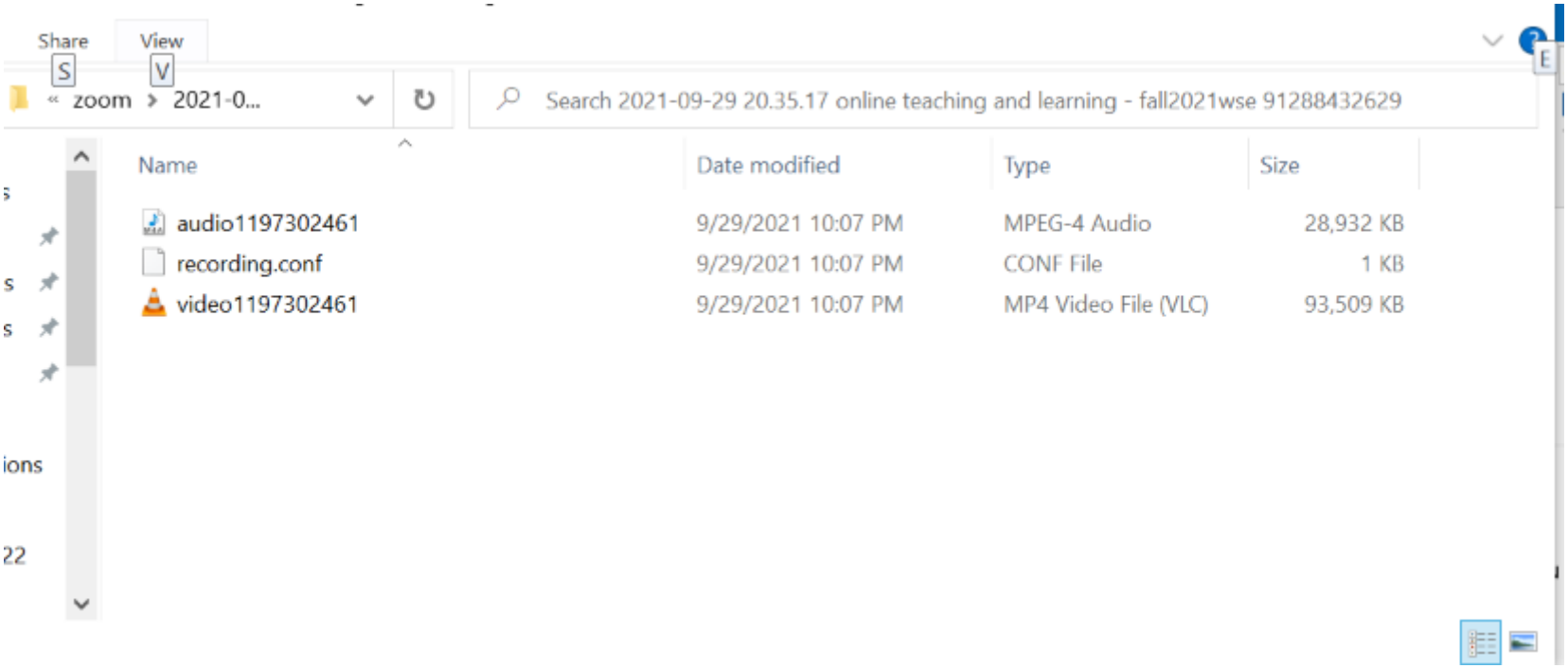
Converting meeting recording

You have a recording that needs to be converted before viewing

3%

Note: After the file has completed converting, if you choose to rename the file from the default naming convention, we recommend you use a unique file name. We recommend you do not use the words "Zoom", "Personal Meeting Room", or "My Meeting" when saving your meeting files.

Stop Converting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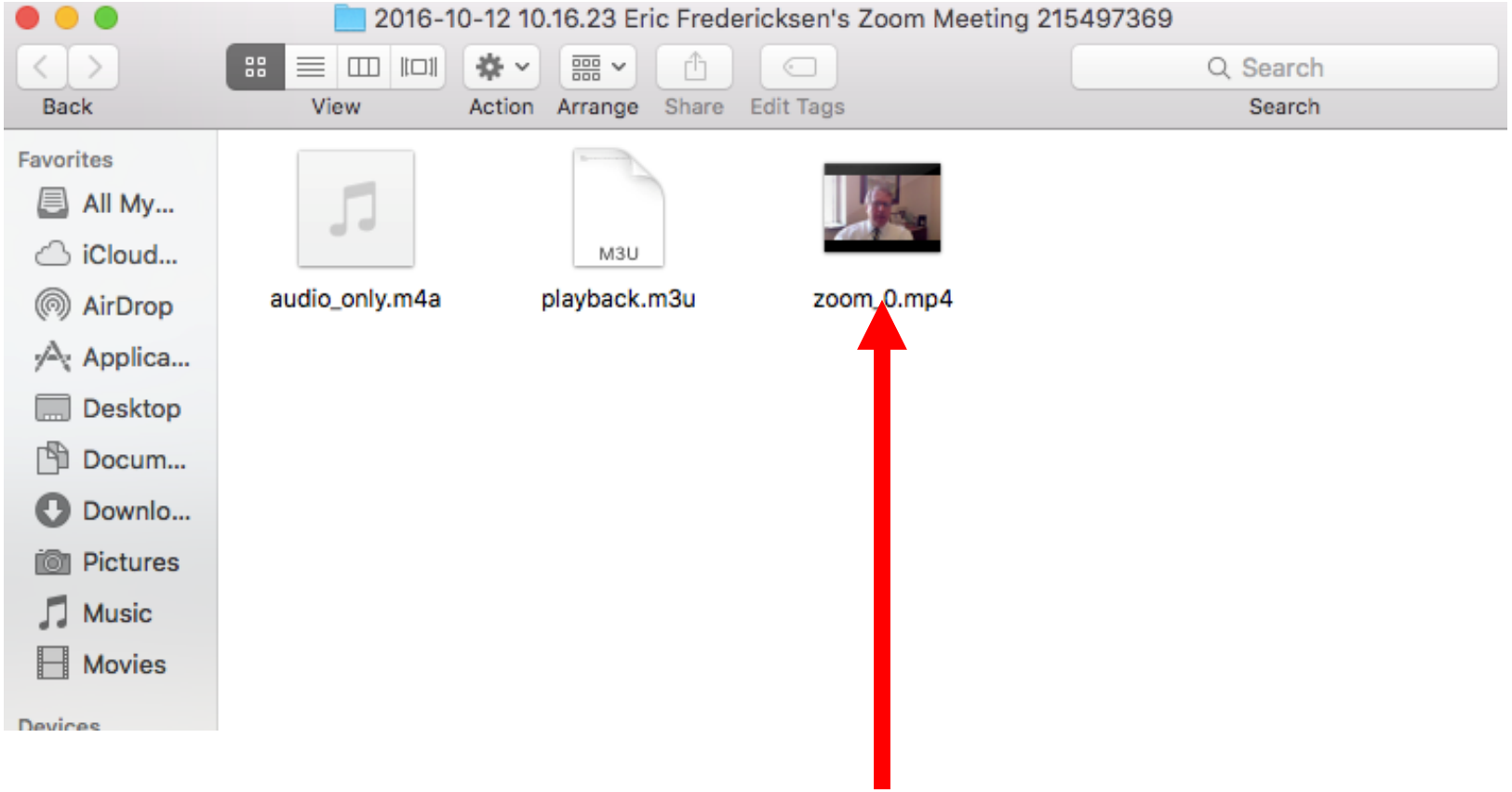
File Created After Conversion



*rename the video file on your computer before uploading

Storing your Recording

- Classes – Panopto within your Blackboard Course folder
- Meetings – Box folder

Getting Started Workshops

- **Getting Started: Collecting Assignments, Projects, and Presentations Online**
  - August 16, 2023 10am - 11am
- **Getting Started: Facilitating Student Discussion and Interaction**
  - August 17, 2023 10am - 11am
- **Getting Started: How to Create and Facilitate an Online Exam, Test, or Quiz**
  - August 22, 2023 10am - 11am
- **Getting Started: Planning to use the Blackboard Grade Center**
  - August 24, 2023 10am - 11am

Additional Workshops in August

- ~~Add Interactivity to your Class: Poll Everywhere~~
- ~~How-to Pre-Record and Deliver Video Content to your Students~~
- ~~How to Facilitate a Live, Interactive Zoom Session~~
- **Collaborative Annotation using Perusall**
- **Building Community in your Course with Yellowdig**
- **Enhancing your Discussion and Student Interaction using VoiceThread**
- **Improve the Accessibility of your Course with Ally**
- **How to Use Padlet: A Digital Discussion Board**
- **Qwickly Tools for Attendance and Course Management**
- **Enhancing your Discussion and Student Interaction using Harmonize**
- **Repurpose, Reuse & Upcycle Video Content with PlayPosit! (Sept)**

Getting Help

Online Documentation

https://tech.rochester.edu/services/learning-management-system/

Upcoming Workshops

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

Reach Out!

Blackboard Support

Digital Instructional Design Support

UnivITHelp@Rochester.edu

275-2000

THANK YOU
QUESTIONS?