

How to Facilitate a Live, Interactive Zoom Class or Meeting

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Learning Objectives

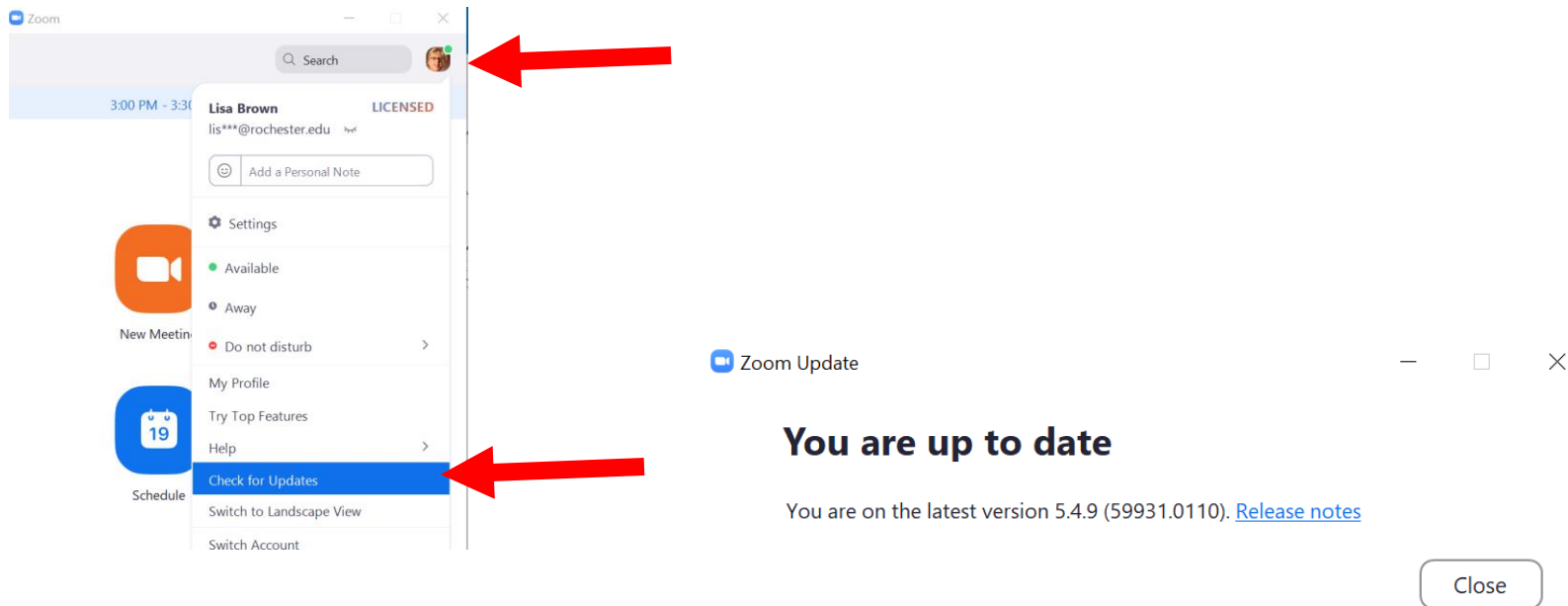
Participants will be able to...

- 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

 Zoom Update

Update Available!

New version 5.15.5 (19404) is available. You have 5.15.3 (18551).

Release notes of 5.15.5 (19404)

General features

- WiFi signal strength tracking

Meeting/webinar features

- AV1 video codec

Meeting features

- Disable remote control for external users

- Hide meeting window option for in-meeting chat screenshot

- Meeting Summary: Next Steps and Segment Titles

- Unified meeting scheduler

Resolved Issues

- Resolved an issue for a subset of users regarding the possibility of calls unexpectedly

Your client has been successfully updated.

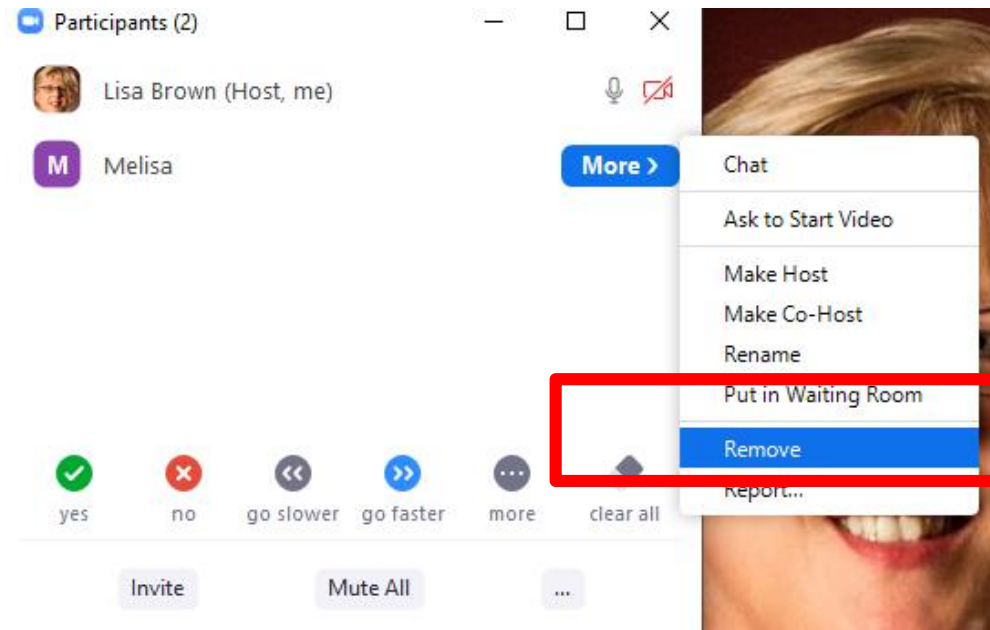
[Learn more](#)

Cancel



Avoid Zoom-bombing

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

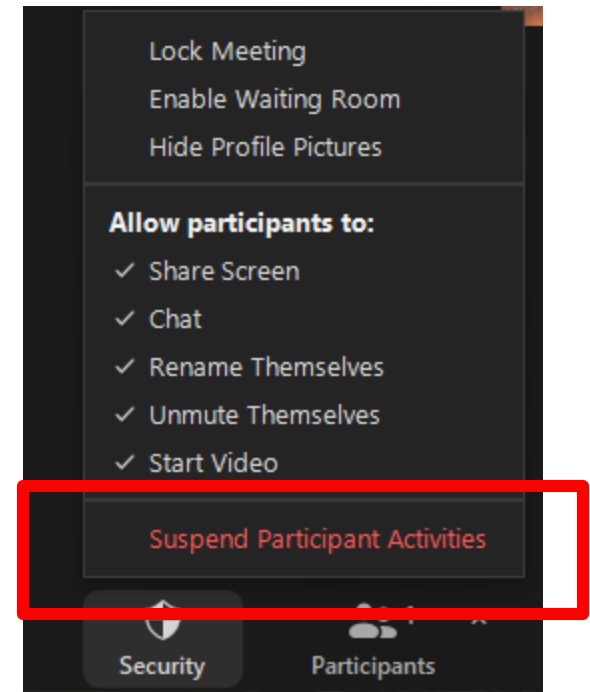


<http://rochester.edu/online-learning/disruption/privacy-in-zoom.pdf>



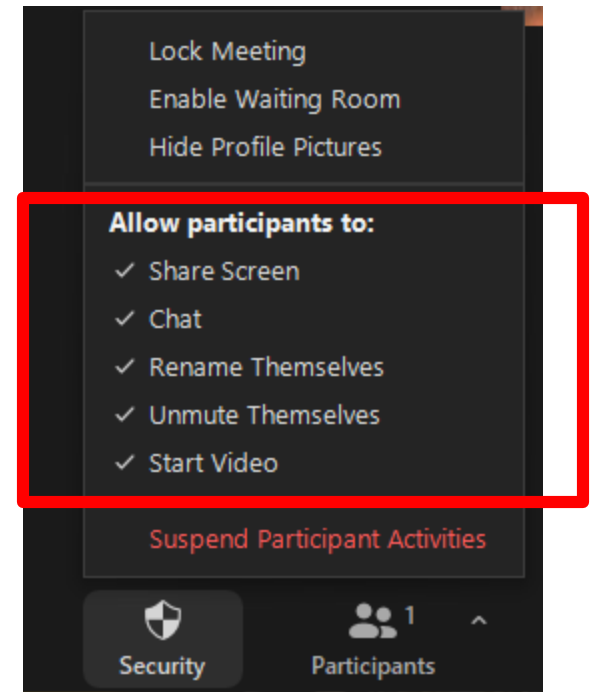
Understand Security Options

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



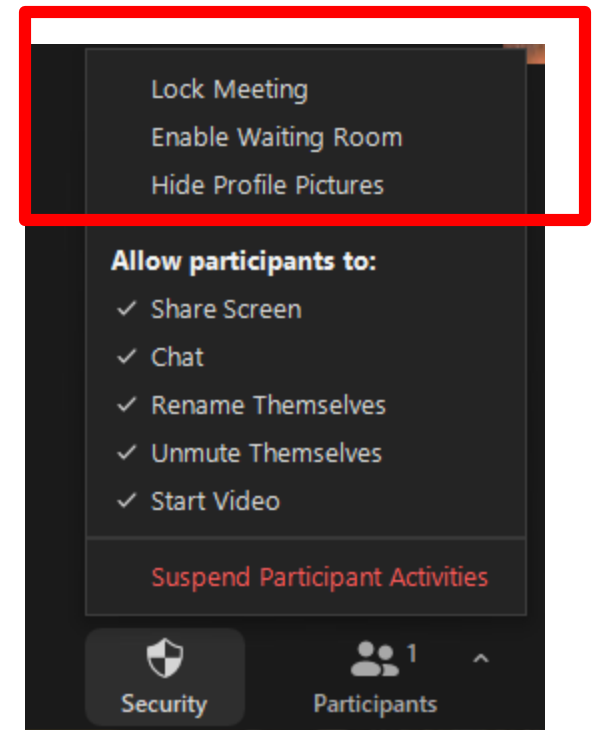
Understand Security Options

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



Understand Security Options

Control who can enter the meeting and when

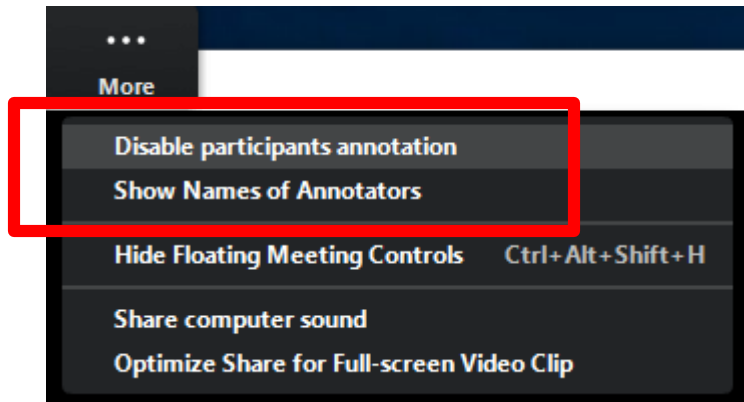


Additional Tips

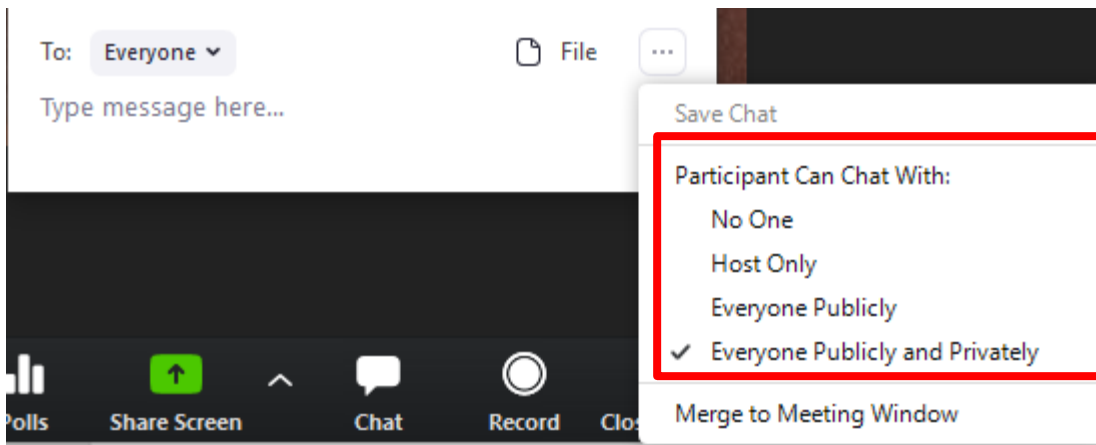
OTHER THINGS YOU CAN DO DURING THE MEETING



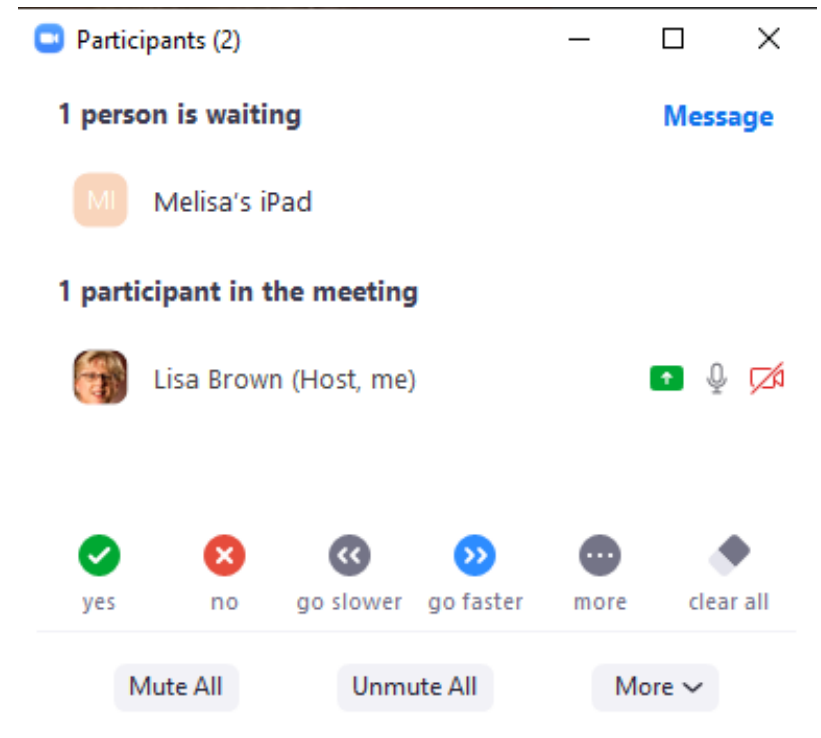
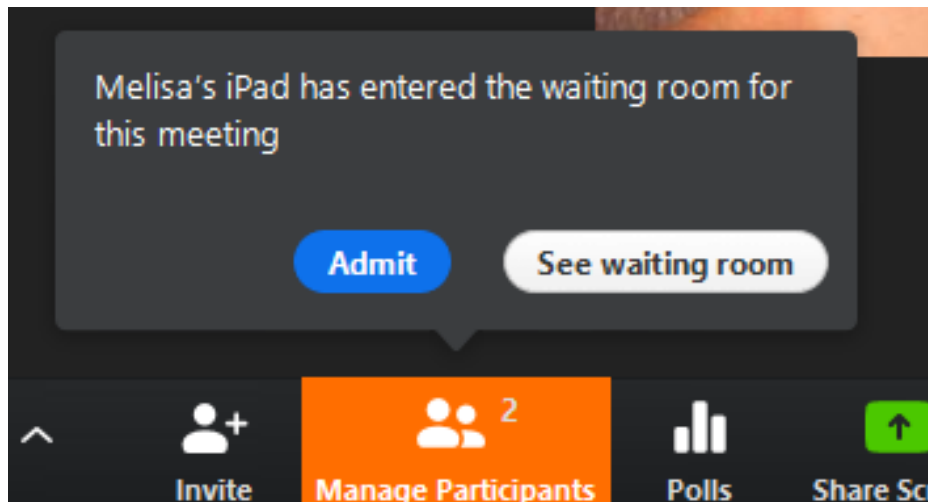
Disable Attendee/Participant Annotation



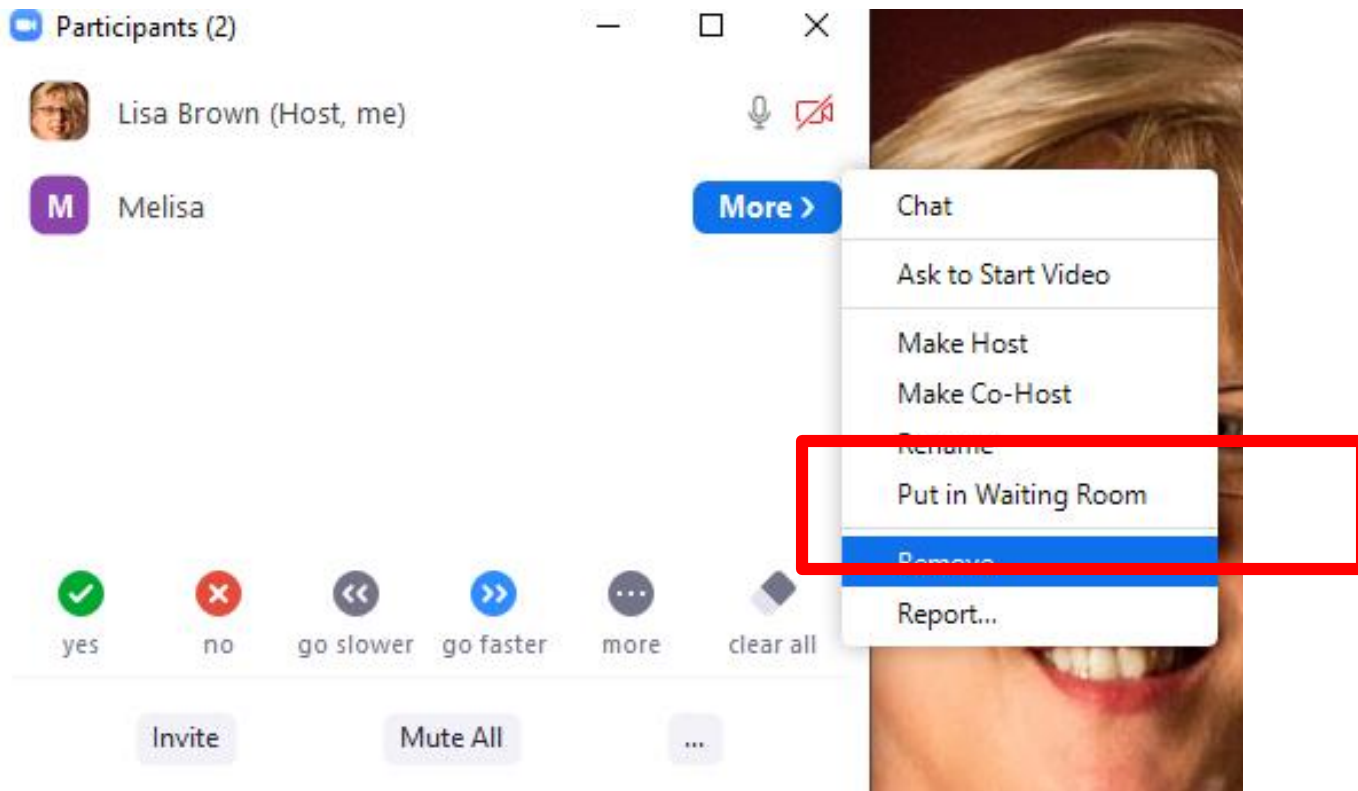
Manage Chat Communication



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.

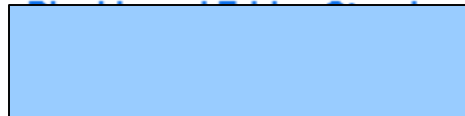


Edit the Meeting

Tomorrow

09:30 AM - 10:00 AM

Occurrence 8 of 12



Start

Edit

Delete



Security to Join

Security

Passcode

Waiting Room

Video

Host

on off

Participant

on off



Participants Video Off

Security

Passcode

Waiting Room

Video

Host

on off

Participant

on off



Disable Join Anytime

Options

Hide

Allow participants to join anytime

Q&A

Mute participants upon entry

Breakout Room pre-assign

Automatically record meeting on the local computer

Approve or block entry to users from specific regions/countries

Alternative Hosts

Enter user name or email addresses

Allow alternative hosts to add or edit roles



Mute participants when joining

Options

Hide

Allow participants to join anytime

Q&A

Mute participants upon entry

Breakout Room pre-assign

Automatically record meeting on the local computer

Approve or block entry to users from specific regions/countries

Alternative Hosts

Enter user name or email addresses

Allow alternative hosts to add or edit roles



Approve/Block by Region

Options

Hide

- Allow participants to join anytime
- Q&A
- Mute participants upon entry
- Breakout Room pre-assign
- Automatically record meeting on the local computer
- Approve or block entry to users from specific regions/countries

Alternative Hosts

Enter user name or email addresses

- Allow alternative hosts to add or edit roles

Approve or block entry to users from specific regions/countries

- Only allow users from selected countries/regions
- Block users from selected countries/regions

Countries/Regions

United States ×

Save

Cancel



ACCESSIBILITY FEATURE



Closed Captions Live Transcription

Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions



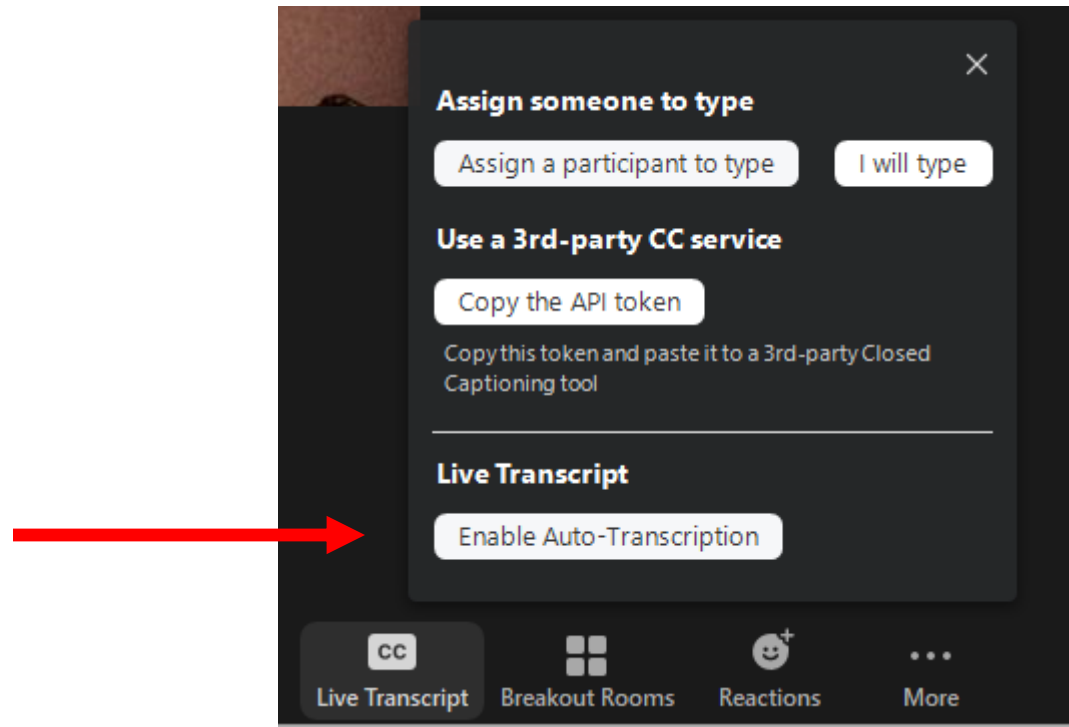
Enable live transcription service to show transcript on the side panel in-meeting



This feature is only available in the NetID Zoom account



Turn on Auto-Transcription

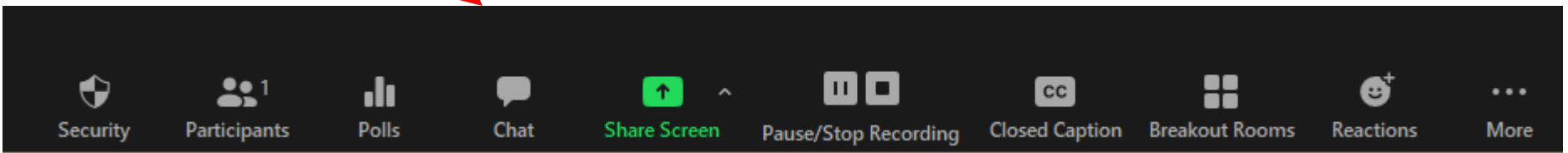
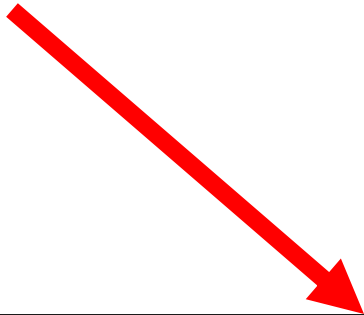


In-class interactivity

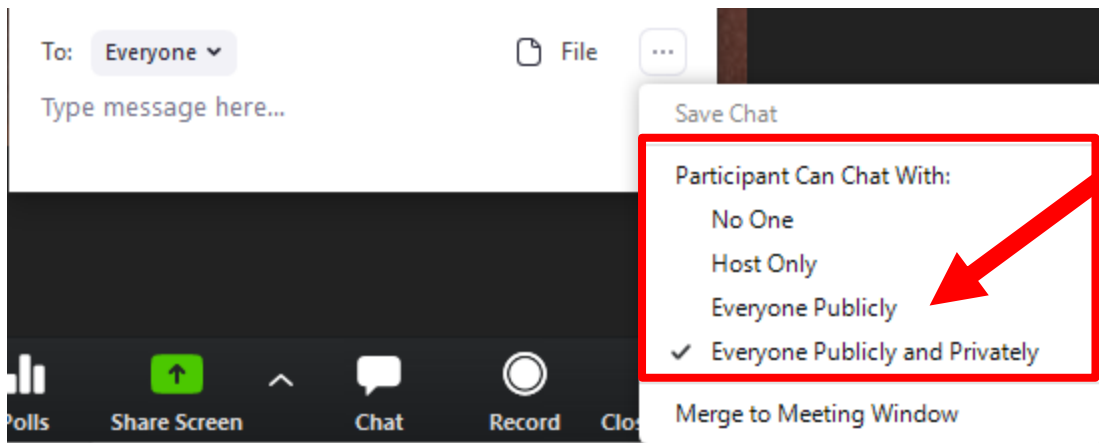
USING CHAT



Managing Chat



Chat Options

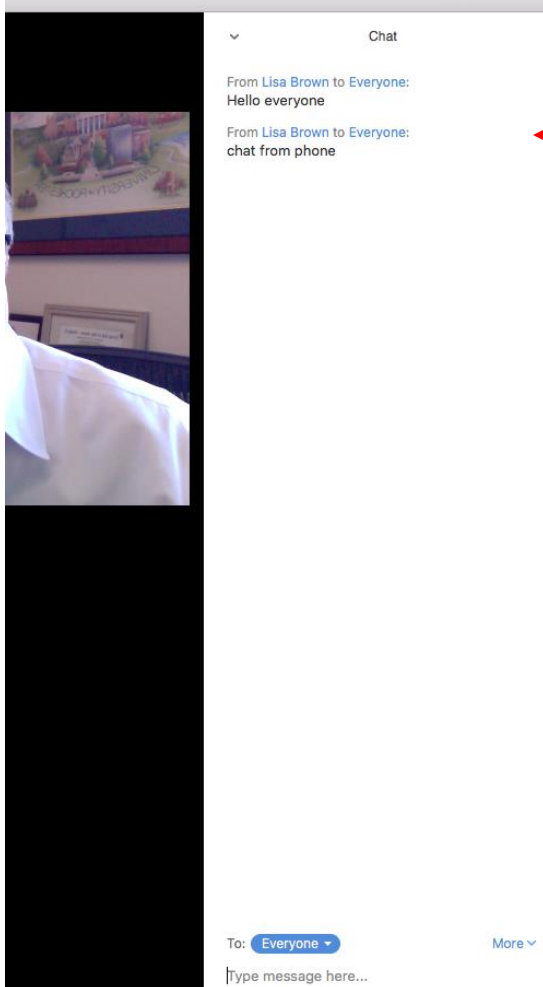


Allow students to see the public chat

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

Nonverbal feedback



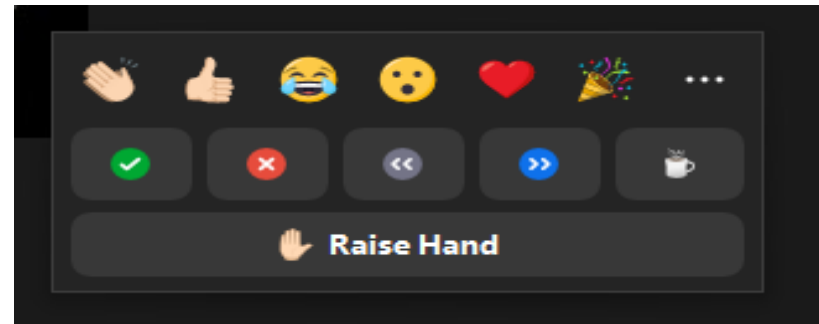
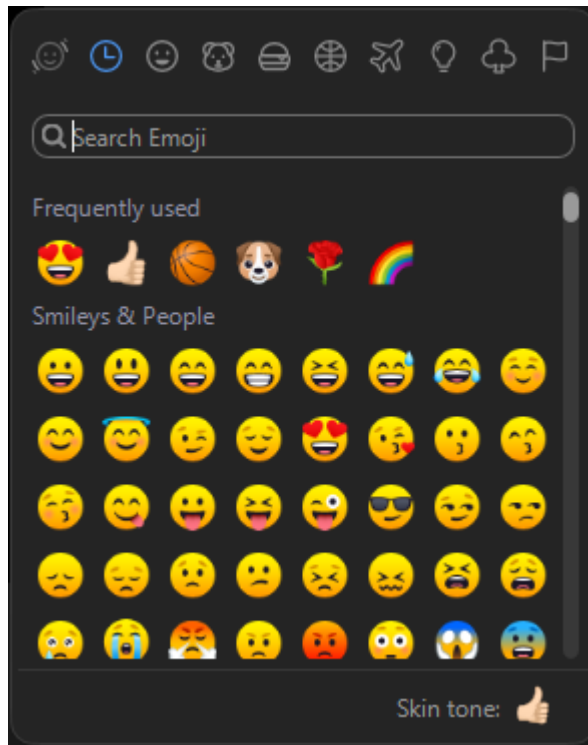
Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 

<https://rochester.zoom.us>

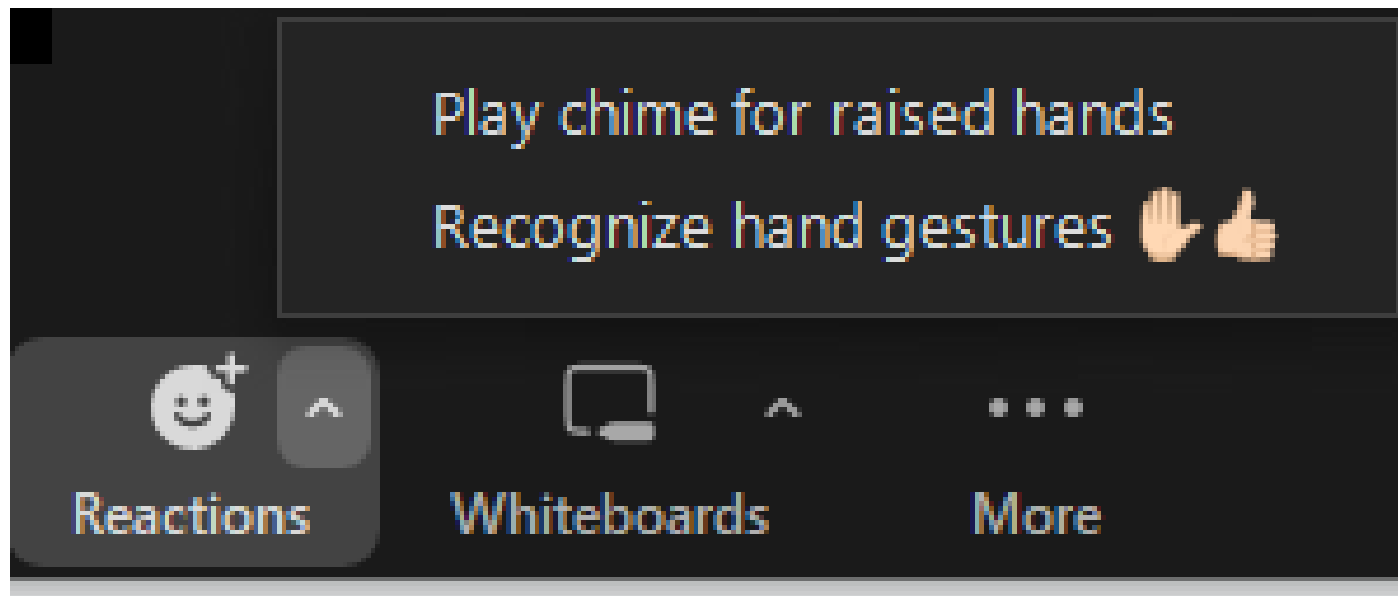


Reactions

Encourage Students to use Reactions throughout your lecture



Reaction Settings

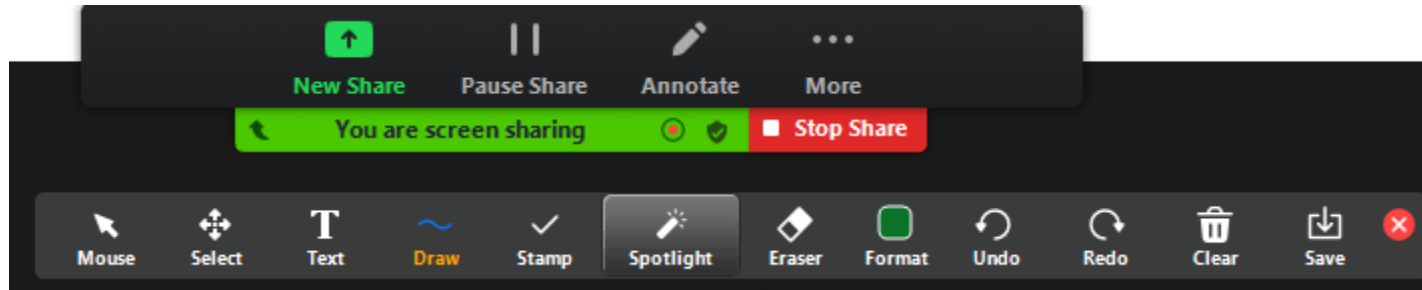


In-class interactivity

USE ANNOTATION



Annotation Tools

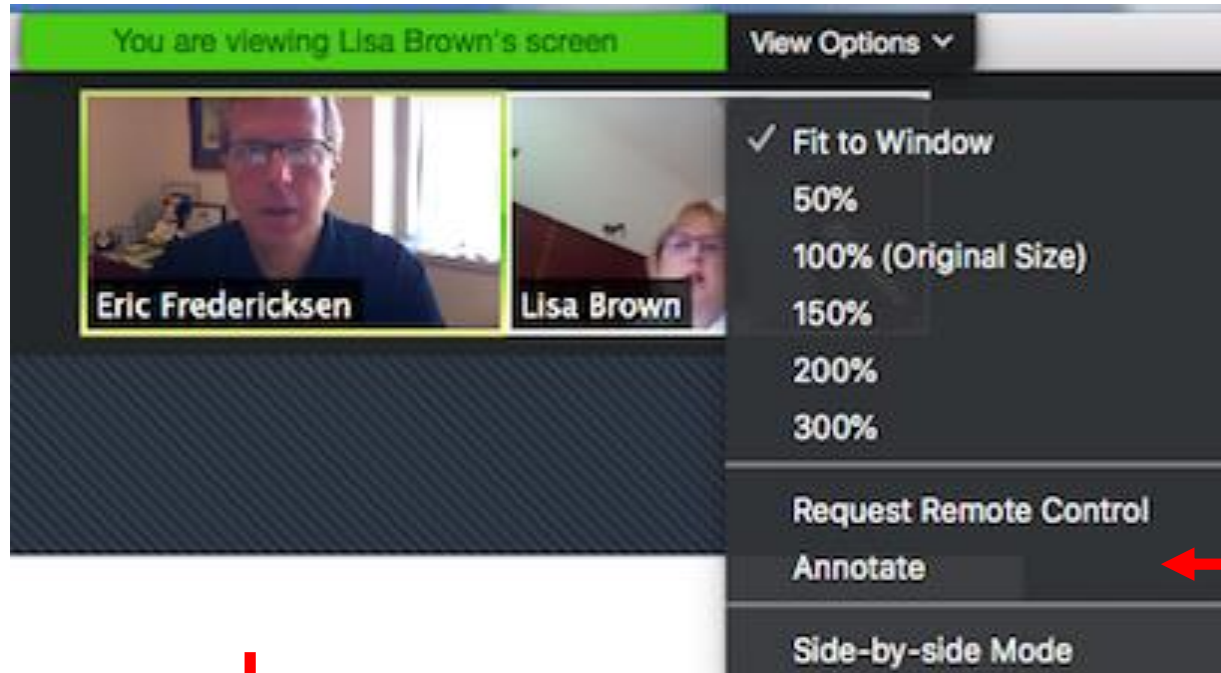


Design an activity where students collectively draw or write on the whiteboard or on your slides

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

Select a window or an application that you want to share

Basic Advanced

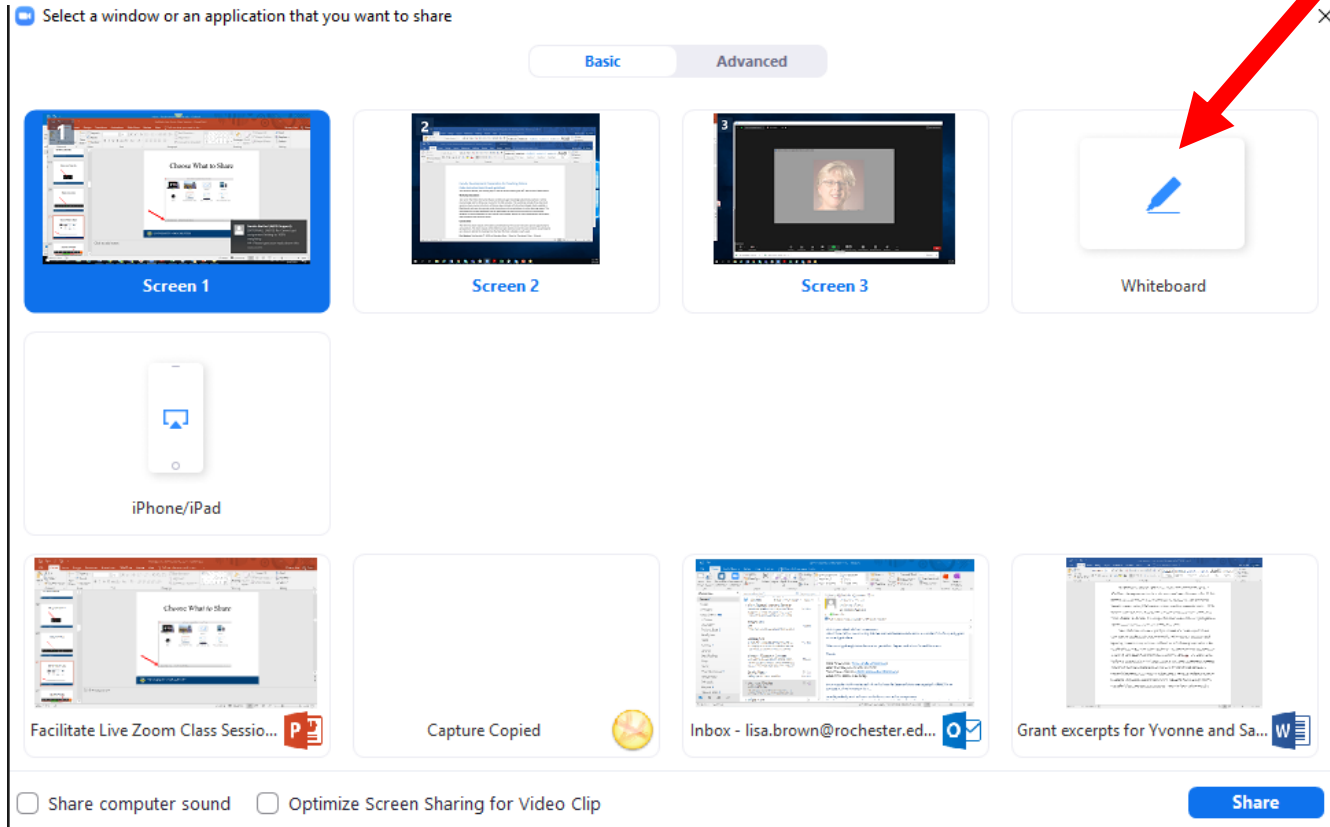
Screen 1 Screen 2 Screen 3 Whiteboard

iPhone/iPad

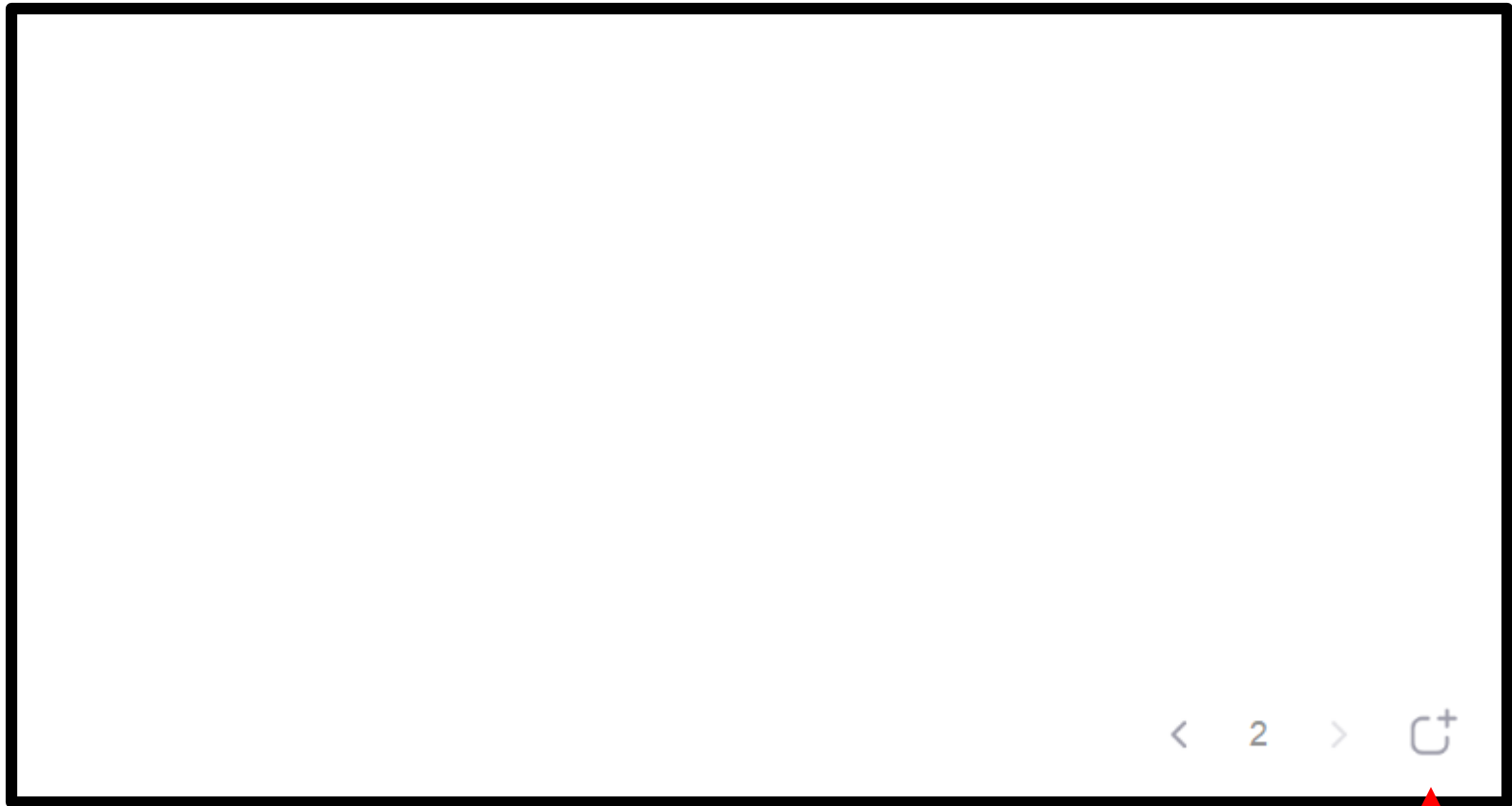
Facilitate Live Zoom Class Sessio... Capture Copied Inbox - lisa.brown@rochester.ed... Grant excerpts for Yvonne and Sa...

Share computer sound Optimize Screen Sharing for Video Clip

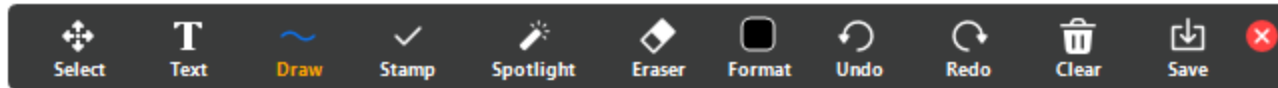
Share

The image shows a Zoom sharing selection window. At the top, it says "Select a window or an application that you want to share". Below this are two tabs: "Basic" and "Advanced". There are several thumbnails representing different windows: "Screen 1" (a presentation slide), "Screen 2" (a document), "Screen 3" (a video call), "Whiteboard" (a whiteboard icon with a blue pen), "iPhone/iPad" (a mobile device icon), "Facilitate Live Zoom Class Sessio..." (a presentation slide), "Capture Copied" (a yellow circle icon), "Inbox - lisa.brown@rochester.ed..." (an email window), and "Grant excerpts for Yvonne and Sa..." (a document). A red arrow points to the "Whiteboard" thumbnail. At the bottom, there are two checkboxes: "Share computer sound" and "Optimize Screen Sharing for Video Clip", and a blue "Share" button.

Add Pages to the Whiteboard



Save the Annotated Screen



In-class interactivity

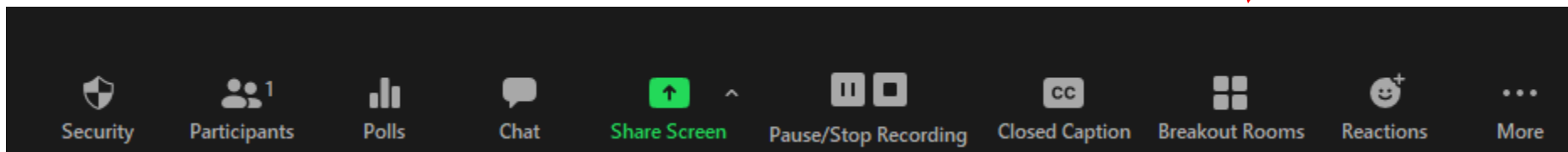
USING BREAKOUT ROOMS



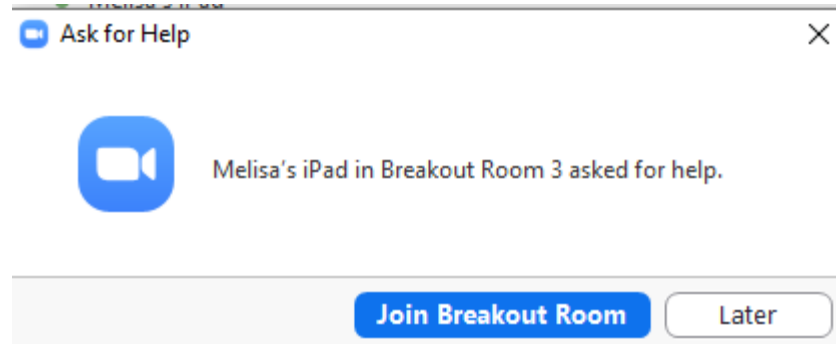
Breakout Rooms

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

▼ 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](#)



Automatic Breakout Rooms

Create Breakout Rooms ×

Create breakout rooms

- Assign automatically
- Assign manually
- Let participants choose room

0 participants per room

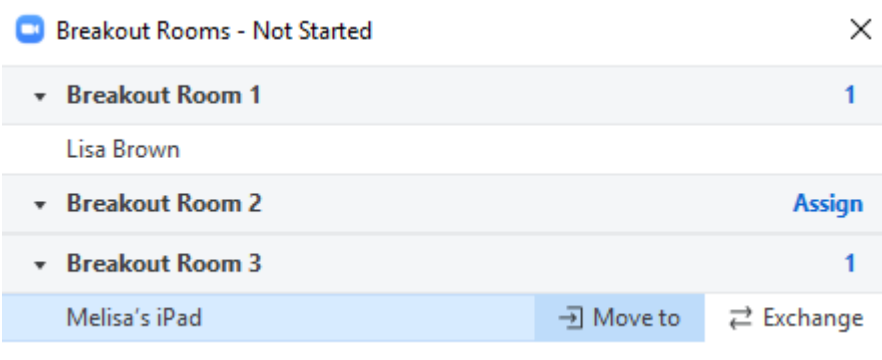
Create

Breakout rooms can be created three ways...
Choose one

- Options during Breakout Rooms
- Turn off your audio and video
 - Pause Recording



Automatic Breakout Rooms



A screenshot of the Zoom Breakout Rooms interface. At the top, it says "Breakout Rooms - Not Started" with a close button (X). Below this, there are three breakout rooms listed:

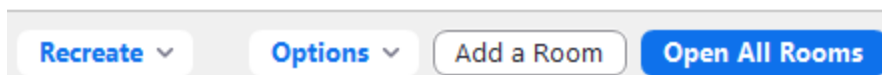
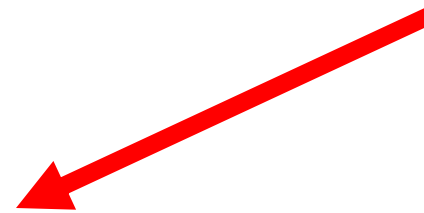
- Breakout Room 1**: 1 participant (Lisa Brown)
- Breakout Room 2**: Assign button
- Breakout Room 3**: 1 participant (Melisa's iPad)

At the bottom of the room list, there are two buttons: "Move to" and "Exchange".

Zoom will pre-assign students into rooms.

You can move them if desired

Great for spontaneous activities.



A screenshot of the Zoom Breakout Rooms control bar. It contains four buttons: "Recreate" (with a dropdown arrow), "Options" (with a dropdown arrow), "Add a Room", and "Open All Rooms".

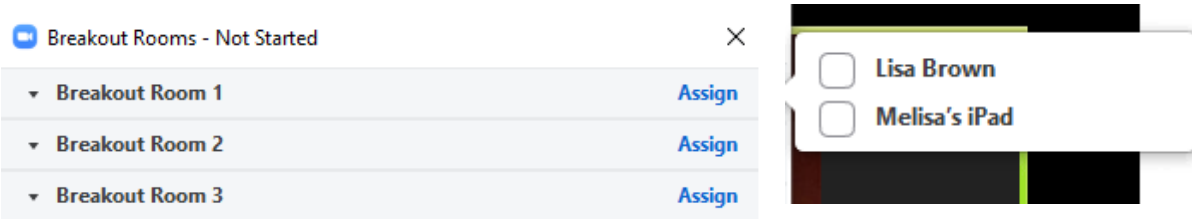


Let's Try!

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

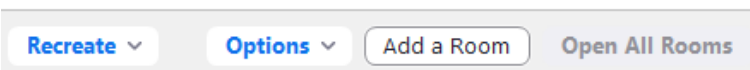


Manual Breakout Rooms

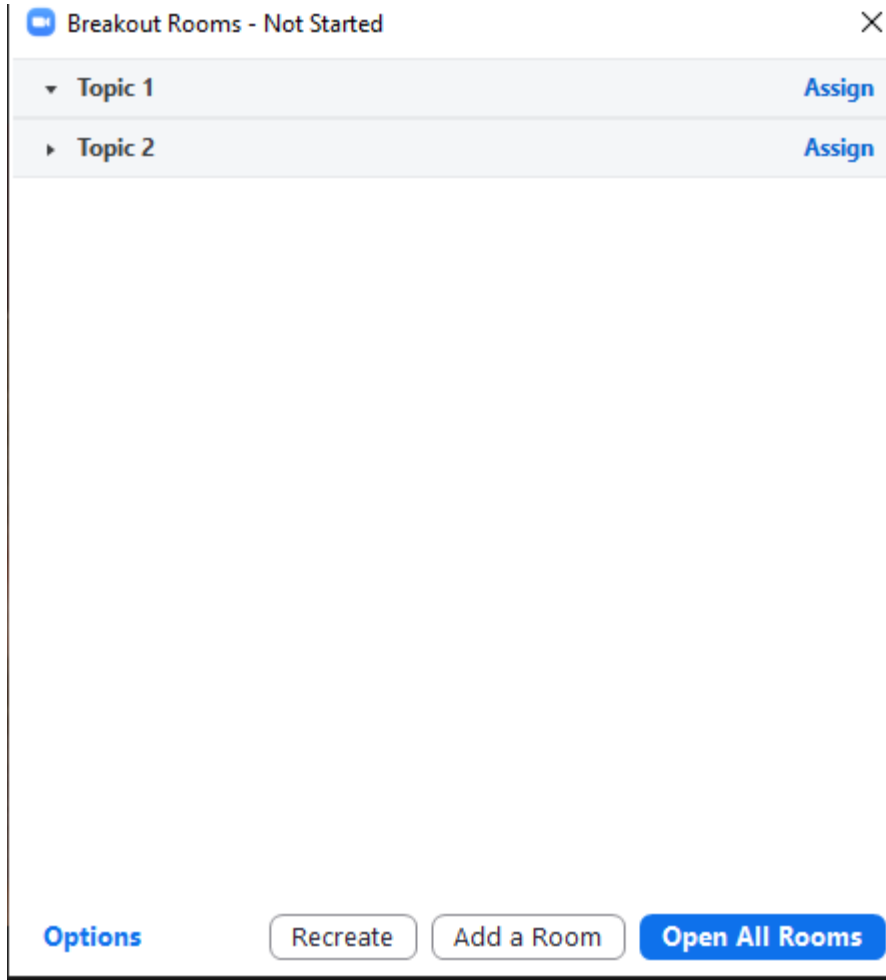


You will need to assign students into rooms.

Great for deliberate group activities.



Choice of Breakout Rooms



The screenshot shows a window titled "Breakout Rooms - Not Started" with a close button (X) in the top right corner. Below the title bar, there are two rows representing topics. The first row is "Topic 1" with a downward arrow on the left and an "Assign" button on the right. The second row is "Topic 2" with a rightward arrow on the left and an "Assign" button on the right. At the bottom of the window, there is an "Options" label on the left, followed by three buttons: "Recreate", "Add a Room", and "Open All Rooms". A red arrow points from the text "Great for choice activities" to the "Open All Rooms" button.

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

▼ Breakout Room 1 [Join](#)

- Eren Yaeger

▼ Breakout Room 2 [Join](#)

- Jack Barker

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



In-class interactivity

USE POLLING



Make Sure Polling is ON

Meeting Polls/Quizzes



Allow host to add polls before or during a meeting

- Allow host to create advanced polls and quizzes ?
- Allow host to upload image for each question
- Allow alternative host to add or edit polls and quizzes
- Require answers to be anonymous
- Allow host to create breakout rooms from poll results ?

<https://rochester.zoom.us>



Add Questions to your Meeting

My Meetings > Manage "Workshop - How to Host a Live, Interactive Zoom Session"

Details Registration Email Settings Branding **Polls/Quizzes** Live Streaming

+ Create No polls/quizzes created

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

Untitled Poll

Untitled Question Single Choice

Choice 1

Choice 2

+ Add Choice

Create Breakout Rooms ⓘ

Single Choice

Single Choice

Multiple Choice

No

+ Add

Create Breakout Rooms ⓘ

... Save Cancel

Hosts can create breakout rooms in meetings based on participant answers



[My Meetings](#) > Manage "Workshop - How to Host a Live, Interactive Zoom Session"

Details

Registration

Email Settings

Branding

Polls/Quizzes

Live Streaming

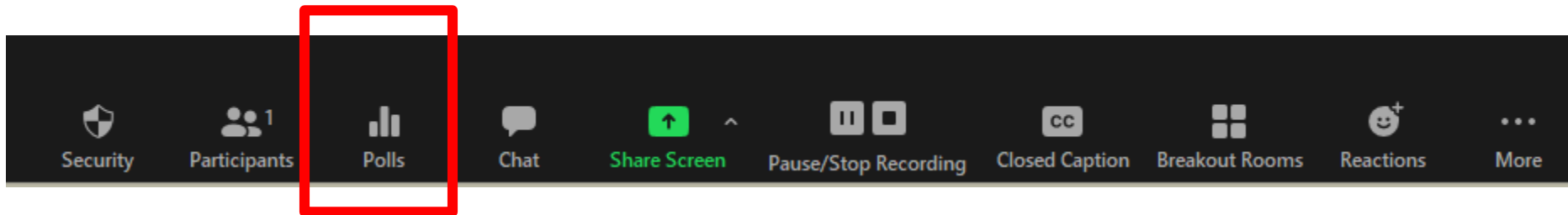
+ Create

1 Item

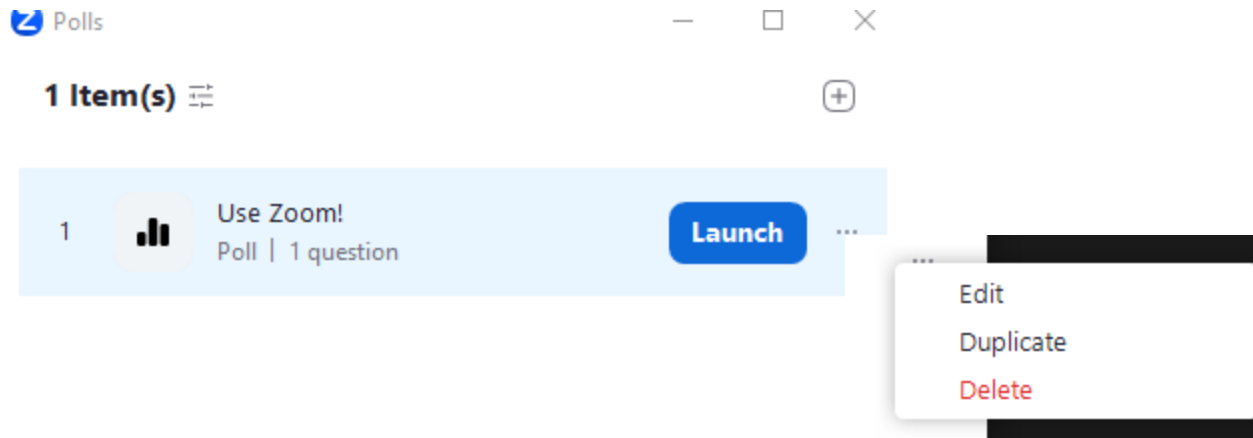
	Name	Type	Status	Modified	
1	Use Zoom!	Polls	Not launched	2023-08-03 07:57 PM	...



Polling – During Meeting



Let's Take a Poll...



The screenshot shows a window titled "Polls" with standard window controls (minimize, maximize, close). Below the title bar, it indicates "1 Item(s)" with a list icon and a plus sign. A single poll item is displayed in a light blue box, numbered "1" on the left. The poll title is "Use Zoom!" and it is identified as a "Poll | 1 question". To the right of the poll title is a blue "Launch" button and a three-dot menu icon. A context menu is open over the three-dot icon, listing three options: "Edit", "Duplicate", and "Delete" (which is highlighted in red).



In-class interactivity

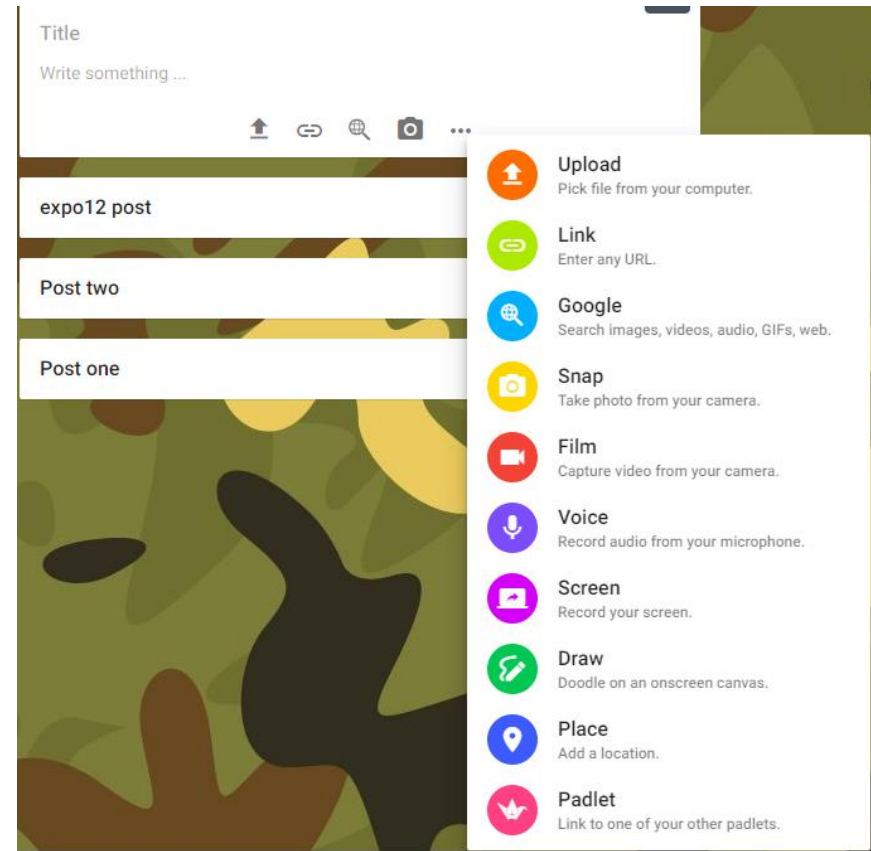
USE PADLET



Padlet is...

- Bulletin Board
- Collaborative Space
- Multimedia-friendly

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



Padlet Templates

Start with a blank ...



Wall

PREVIEW

Pack content in a brick-like layout.

SELECT



Canvas

PREVIEW

Scatter, group, and connect content in any way.

SELECT



Stream

PREVIEW

Streamline content in an easy to read, top-to-bottom feed.

SELECT



Grid

PREVIEW

Arrange content in rows of boxes.

SELECT



Shelf

PREVIEW

Stack content in a series of columns.

SELECT



Backchannel

PREVIEW

Communicate in a chat like environment.

SELECT



Map

PREVIEW

Add content to points on a map.

SELECT



Timeline

PREVIEW

Place content along a horizontal line.

SELECT



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?



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 time 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



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 prezzi, 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.

Creately for concept mapping.

Jamboard for collaboration which engages the under sharers (logs) and over sharers (hogs).

Canva free graphic software with templates

Kahoot

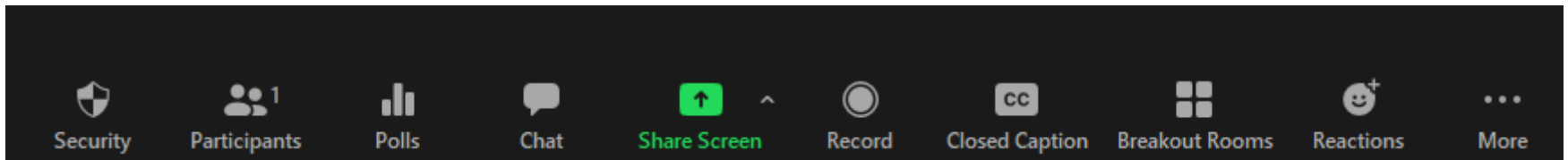
YellowDig



RECORDING YOUR SESSION



Record Sessions for Playback



Start the recording

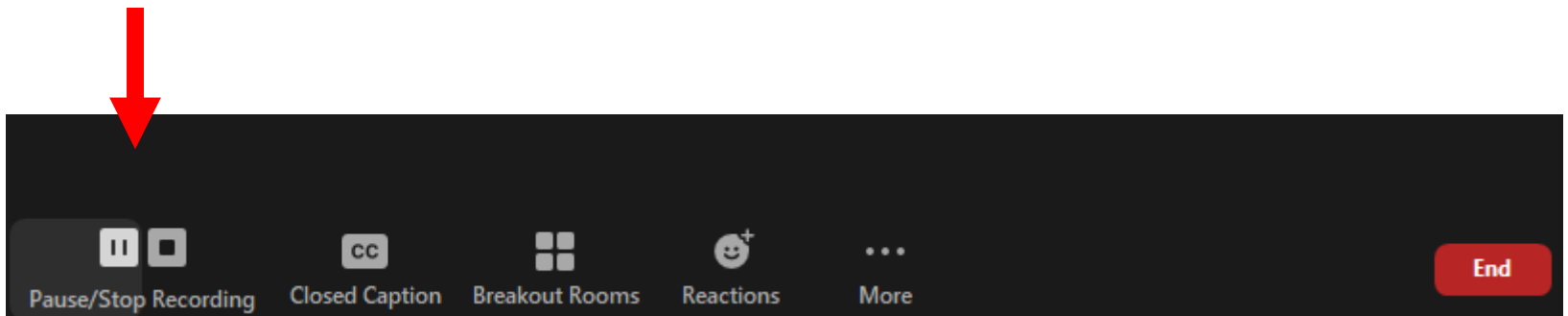
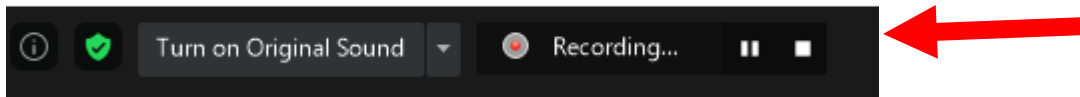
Note: Only a meeting host or co-host can record, or assign others to record.



How to Pause/Stop Recording

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

Zoom Meeting

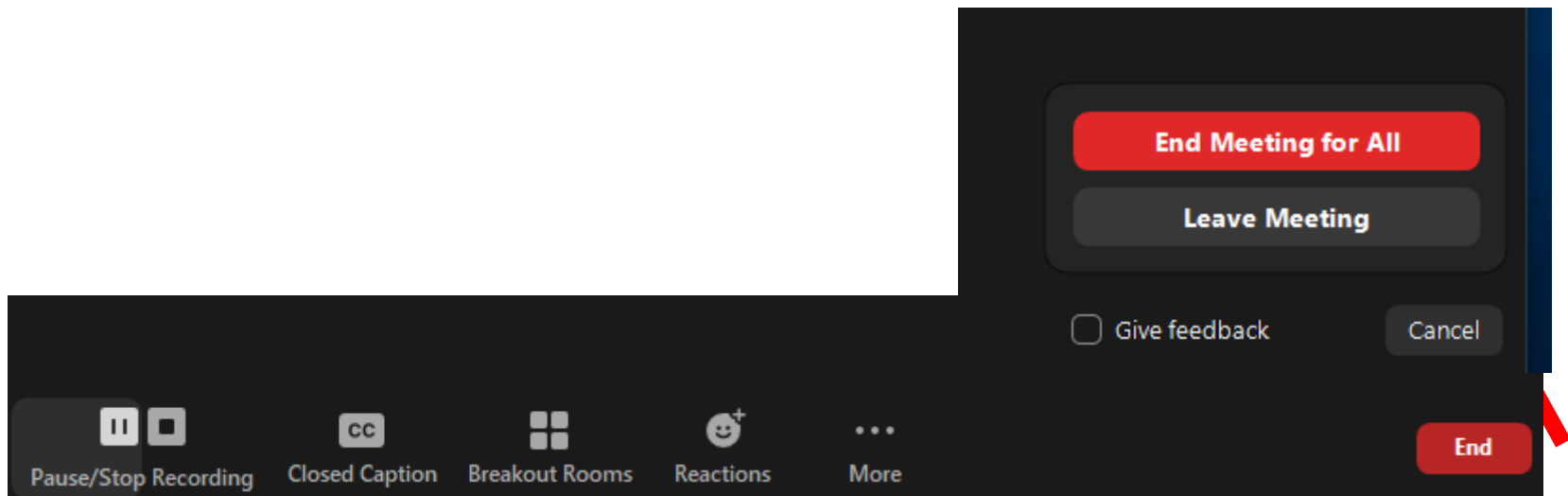


SHARING YOUR RECORDING



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



Share View

« zoom » 2021-0...

Search 2021-09-29 20.35.17 online teaching and learning - fall2021wse 91288432629

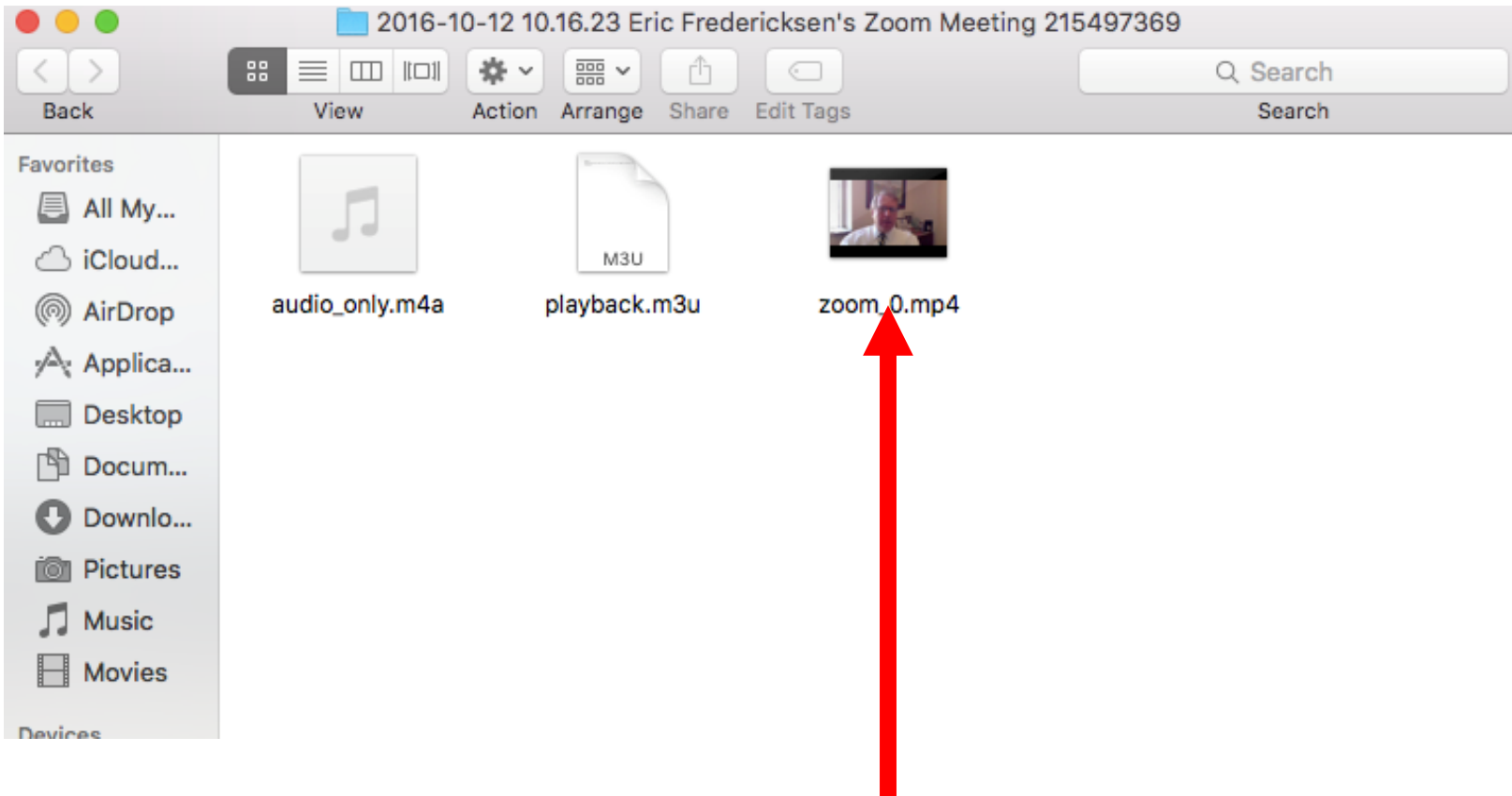
Name	Date modified	Type	Size
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recording.conf	9/29/2021 10:07 PM	CONF File	1 KB
video1197302461	9/29/2021 10:07 PM	MP4 Video File (VLC)	93,509 KB

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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?**

