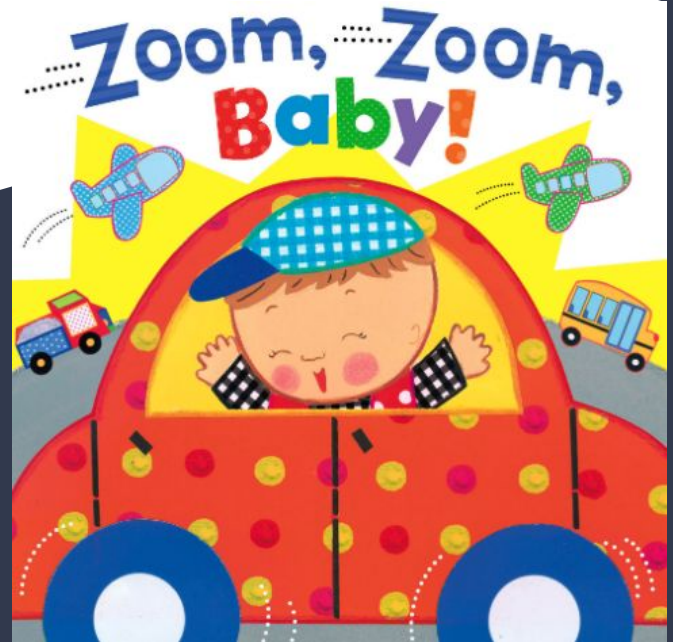


Teaching with Zoom

- 1) Setting up your Zoom
- 2) Class Conversations
- 3) Class Chats
- 4) Sharing Screens
- 5) Troubleshooting



CHILL

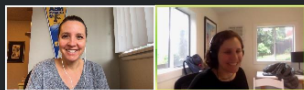
Most important, keep calm. There will be issues. You got this. It will get better with time.



Troubleshooting

- 1) Download latest version of Zoom.
- 2) Make sure you use your name when you sign in.
- 3) Use headphones.
- 4) Settings: Make sure your audio is on and your video.
- 5) If it doesn't work use call in number.
- 6) And in class if it still doesn't work, tell them to check the slides later and that you'll post them on Canvas.

Screen Set Up 1: Speaker View vs. Gallery View



CHILL

Most important, keep calm. There will be issues. You got this. It will get better with time.



Screen Set Up 2: Participants & Chat

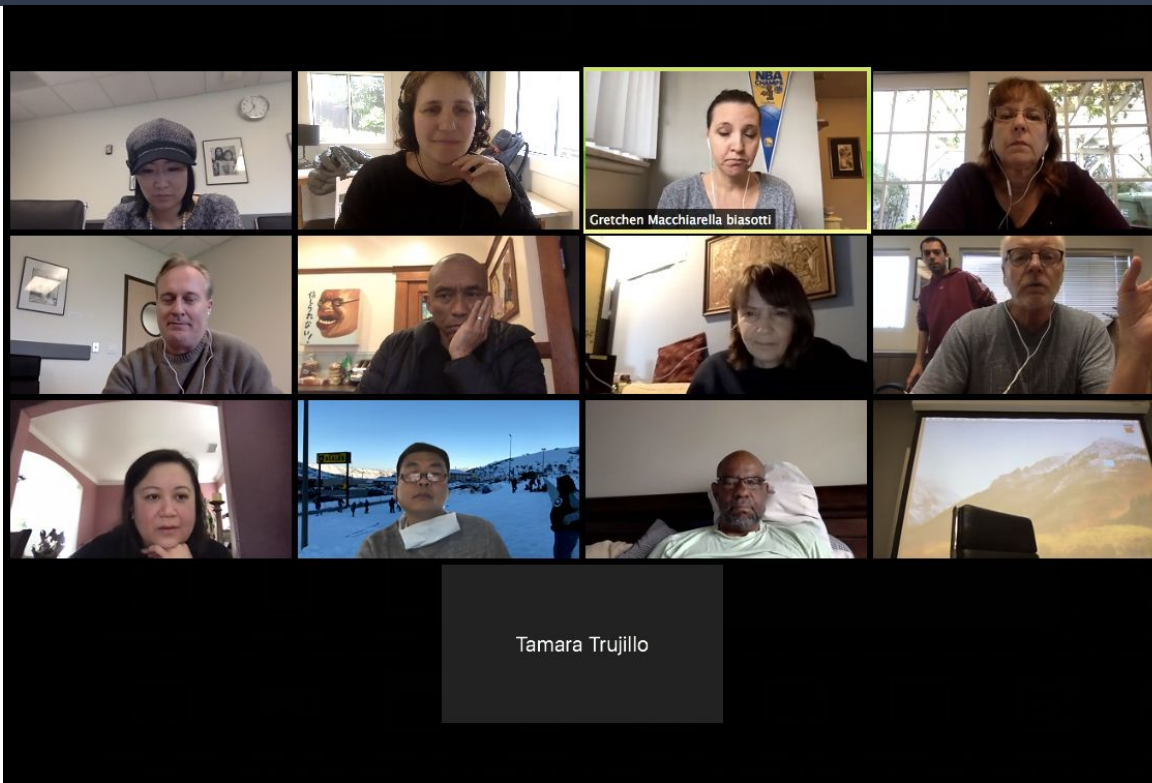
The screenshot displays a Zoom meeting window with a title bar indicating "Zoom Meeting ID: 406-157-456". The main area shows a large video feed of Daniela Gerson, who is wearing a headset and a grey scarf. Above her are three smaller video thumbnails for Gilbert Zirrakyran, Daniela Gerson, and Gretchen Macchiar... The right sidebar contains a "Participants (3)" list with icons for Gilbert Zirrakyran (me), Gretchen Macchiarella biasot..., and Daniela Gerson. Below the list are "Mute Me" and "Lower Hand" buttons. The "Chat" section shows two messages from Daniela Gerson to Everyone, both containing a Google Docs link: https://docs.google.com/document/d/1poH_FgGdFVwrBkye7QOd4vNQoRAsSD3Lr1nfJN5YFE/edit?usp=sharing. The bottom status bar shows icons for microphone, video, gallery view, participants (3), chat, and a "Leave Meeting" button.

Start with an Icebreaker: Classes 20 and under

This is an opportunity to test out the mute and unmute function so you can have a conversation during class.

- 1) Have ready a list of students in your class.
- 2) Call students by name, and have everyone introduce themselves, unmuting when their turn, so you can check volume and if it works.
- 3) Choose a brief icebreaker, this will take time. Perhaps, tell us what they had for breakfast, their favorite coronavirus activity, or something about the room they are in today?

Here we go! (Testing approach with faculty)



Participants (13)

Q Type to filter...

- GM Gretchen Macchiarella bia...
- AW Arvil Ward
- DP Darleen Principe
- DG David Grewe
- GZ Gilbert Zirrakyan
- M Melissa

Unmute Me Raise Hand Claim Host

Chat

From Gretchen Macchiarella bi... to Everyone:
You don't minimize zoom. It will run through Zoom
David, you can practice sharing in a few minutes

From Ben to Everyone:
I have a quick question

From Me to Everyone:
That's another thing to watch out for is the typing.

To: Everyone

Type message here...

Start with a Chat Icebreaker: Classes 20 and over

For classes 20 and over it is going to be too slow to have everyone talk so chat is an option. For smaller classes do this after speaking check in to make sure students know how to use chat.

- 1) Ask a question and have all students respond in the chat. Again, perhaps, tell us what they had for breakfast, their favorite coronavirus activity, or something about the room they are in today?
- 2) Note: there is a private chat function where they can have side conversations or let you know directly if there is an issue and a public one for everyone.

Raising hands

Zoom Meeting ID: 406-157-456

Gallery View

Gilbert Zirrakyan Daniela Gerson Gretchen Macchiar...

Participants (3)

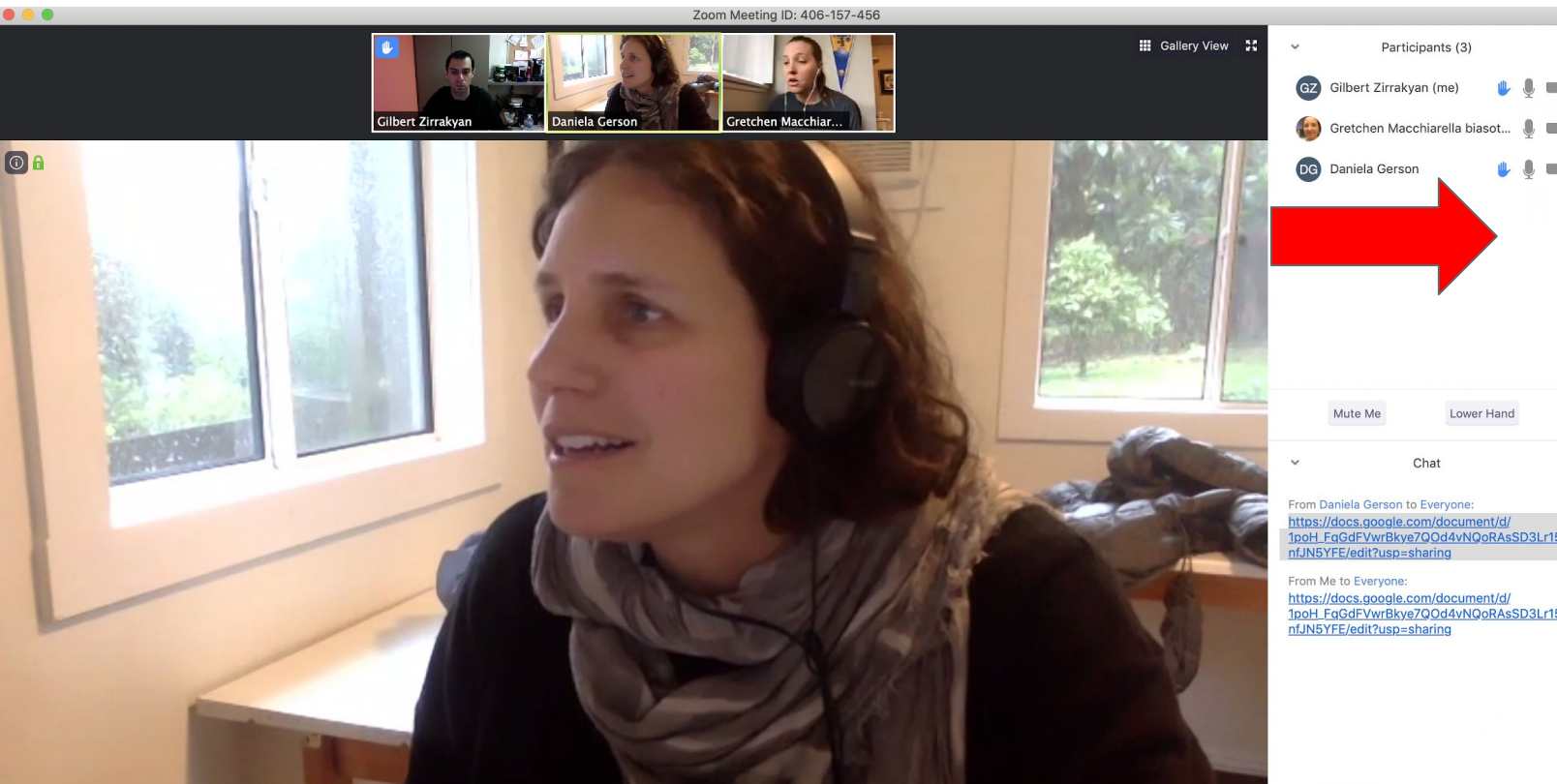
- GZ Gilbert Zirrakyan (me)
- DG Daniela Gerson
- Gretchen Macchiarella biasot...

Mute Me Lower Hand

Chat

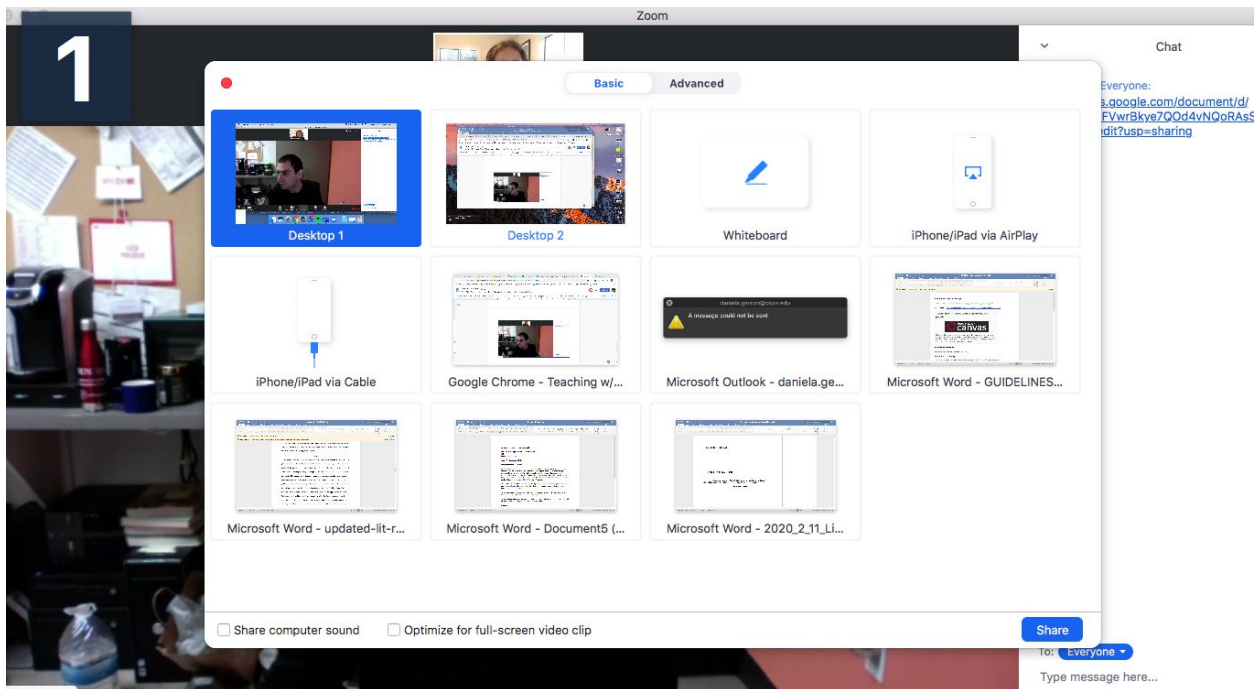
From Daniela Gerson to Everyone:
https://docs.google.com/document/d/1poH_FaGdFYwrBkye7QOd4vNQrAsSD3Lr1nfJN5YFE/edit?usp=sharing

From Me to Everyone:
https://docs.google.com/document/d/1poH_FaGdFYwrBkye7QOd4vNQrAsSD3Lr1nfJN5YFE/edit?usp=sharing



Sharing Screen

1



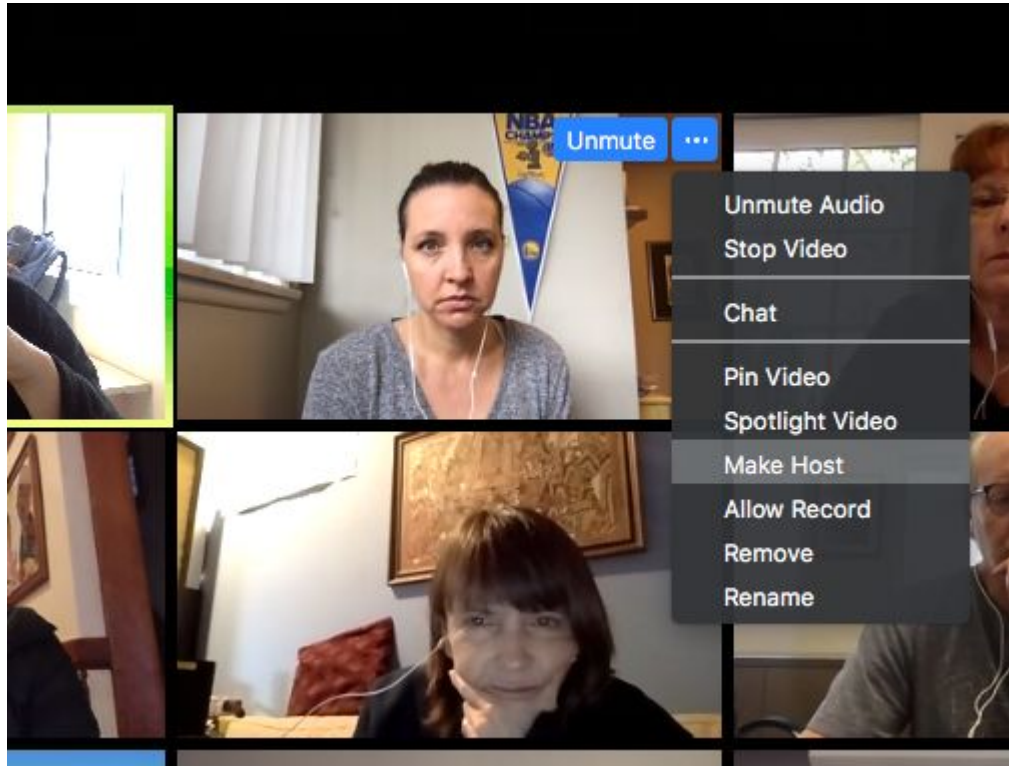
The image shows a Zoom application window with the screen sharing options menu open. The menu is titled "Zoom" and has two tabs: "Basic" and "Advanced". The "Basic" tab is selected. The menu contains the following options:

- Desktop 1 (highlighted in blue)
- Desktop 2
- Whiteboard
- iPhone/iPad via AirPlay
- iPhone/iPad via Cable
- Google Chrome - Teaching w/...
- Microsoft Outlook - daniela.ge...
- Microsoft Word - GUIDELINES...
- Microsoft Word - updated-lit-r...
- Microsoft Word - Document5 (...)
- Microsoft Word - 2020_2_11_Li...

At the bottom of the menu, there are two checkboxes: Share computer sound and Optimize for full-screen video clip. A blue "Share" button is located at the bottom right of the menu.

In the background, a Zoom meeting is in progress. A chat window is visible on the right side of the screen, showing a message from "Everyone:" with a link: <https://docs.google.com/document/d/1YvwrBkye7Q0d4vNqoRAsSgdiI?usp=sharing>. Below the chat window, there is a text input field with the placeholder "Type message here..." and a dropdown menu set to "Everyone".

You lead the class now



Scheduling Meeting

[Join a Meeting](#)

[Host a Meeting](#) ▾

Scheduling recurrent meetings

[Upcoming Meetings](#)

[Previous Meetings](#)

[Personal Meeting Room](#)

[Meeting Templates](#)

 [Get Training](#)

[Schedule a New Meeting](#)

[Join a meeting from an H.323/SIP room system](#)

Start Time ▾	Topic ▾	Meeting ID	
Today 11:00 AM	CSUN J Faculty Zoom Training	297-268-903	Start Delete
Mon, Mar 23 (Recurring) 08:00 AM	310 Class	129-677-775	Start Delete
Mon, Mar 30 (Recurring) 08:00 AM	310 Class	129-677-775	Delete
Mon, Apr 6 (Recurring) 08:00 AM	310 Class	129-677-775	Delete
Mon, Apr 13 (Recurring) 08:00 AM	310 Class	129-677-775	Delete
Mon, Apr 20 (Recurring) 08:00 AM	310 Class	129-677-775	Delete

Sending the invitation

Do not send students the entire invitation Zoom provides. It's overwhelming.

Choose only select information: link and a call in number with meeting ID.

Join Zoom Meeting

<https://csun.zoom.us/j/760591392>

Meeting ID: 760 591 392

One tap mobile

+16699006833,,760591392# US (San Jose)

+16465588656,,760591392# US (New York)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 646 558 8656 US (New York)

Meeting ID: 760 591 392

Find your local number:

<https://csun.zoom.us/j/760591392>

Join by SIP

760591392@zoomcrc.com

For advanced class

- Break out rooms
- Waiting room for office hours
- Recording and uploading

What else do you want to know? Put it in the chat

Concerns and Questions

- Techniques for making this work for larger classes when you can't see everyone.
- Organizing group presentation by students.
- How to have students do group discussion, and open discussion?
- Getting participation from the students who rarely interact during in-person classes.
- Teaching software to students.
- What do we need to tell students to install so they will be ready for our first class session?

Additional tips (a working list)

- Make sure you have the latest version installed
- Do a lot of Zooming before you teach: with your church group, parents, etc. Get comfortable.