Helpful Tips for Instructors for Online Learning Via Zoom
(Taken and adapted from the "Instructor Guide for Teaching A ZOOM Meeting" from the
Center for Effective Teaching and Learning, Cal State LA)

BE SURE TO LOGIN 30 MINUTES BEFORE THE SESSION STARTS

Zoom Best Practices and Recommendations

Here are some best practices for using Zoom that you should follow:

1. Before the meeting, set up your camera angle and scene to showcase you as a speaker.
   1. Consider wearing dark, solid colored clothes.
   2. Clear the clutter off your desk and in the background.
   3. Adjust lighting so that your face is lit. Having your back to the window or light source will help reduce the silhouette effect.
   4. Have materials needed for the lesson handy and within an arms reach.
   5. Remind others in the room that they will be seen/heard on the webinar.
   6. Turn off automatic alerts/notifications that may interrupt the webinar.
2. Before your meeting, close any applications that you will not be using to ensure there won't be any unexpected interruptions or pop-ups.
3. Enter the meeting room early. This will help you troubleshoot any sudden issues you may have on your end.
4. Include a welcome slide. You can include any reminders for students while waiting for the meeting to start. Some suggested reminders include:
   1. Mute your microphone when not speaking, and unmute the microphone when speaking.
   2. Remember to announce your name each time you speak (e.g. This is ____, and I have a comment/question).
   3. Turn your video off if you need to momentarily attend to something other than the webinar.
   4. Remind others in the room that you are on a webinar and that they may be viewed on camera.
   5. Remind participants to have necessary materials within arms reach.
5. Have an agenda/lesson plan for each meeting to ensure a thorough, well paced lesson. Share the objective(s) of the Zoom class with your participants.
6. Have your meeting layout ready to go. Zoom has a few different windows you can choose to have open on screen (e.g. do you want to begin with a PPT slide showing at the onset of the webinar or would you prefer to see all participants), so pick where you want them to be ahead of time so the meeting is ready to go when students log in.
7. Share any documents or files with your participants ahead of time. We can post these for you on Paths to Literacy.
8. Remind participants that guidelines and etiquette for using your Zoom are posted on the Paths to Literacy website.

Zoom Features and Settings

Once you have begun the meeting, you have different options on how to interact with your participants. Below is a guide of different actions you can do as a host in the Zoom application.

NOTE: Some of these features may be deactivated for participants/hosts through the host's account settings.

1. **Muting/Unmuting Microphone**
   In Zoom, you have the option of muting and unmuting your microphone. To do so, locate the **Microphone Icon** in the toolbar and click on it to mute/unmute your sound. Clicking on the arrow directly to the right of the microphone icon opens up a microphone settings menu that lets you change the microphone and speaker device and alter other related settings.

2. **Turning Video On/Off**
   Along with audio, you have the option of turning your video on/off. To do so, locate the **Video Icon** in the toolbar and click on it to turn your video on/off. Clicking on the arrow directly to the right of the camcorder icon opens up a video settings menu that lets you change the video device and alter other related settings.

3. **Invite**
   Hosts have the option of inviting other people while conducting the meeting or even collaborating two different meetings. To do so, locate the **Invite Icon** in the toolbar and click on it to open the invite window. From here, you will have the option of sending the meeting's URL to others or to type in the link of another meeting that will merge both meetings.

4. **Participants**
   The Participants button allows hosts and participants to interact more directly using different options. To open the window, locate the **Participants Icon** in the toolbar and click on it to bring up the window. Once opened, there are a few options available:
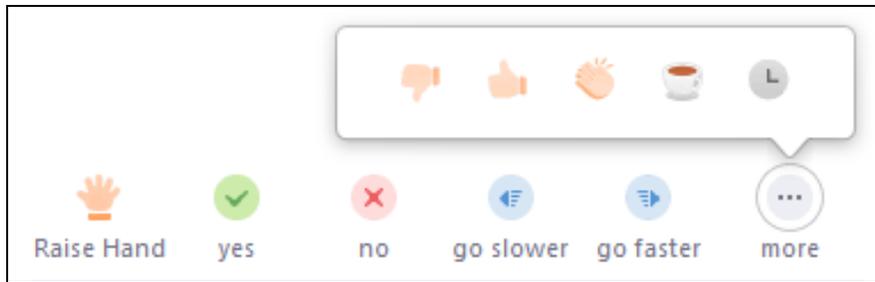
   a. **Participants**
   While everyone in the meeting may view the participants, only hosts have advanced features. Once your mouse hovers above a participant's name, you will see options to **Mute/Unmute** their audio, **Chat**, **Turn Video Off/On** (with permission), **Make Participant a Host**, **Rename**, and **Remove** them from the meeting.

   b. **Status**
   The Participants button allows participants to interact more directly with their host using different options. If a participant activates one of these buttons, the icon will become visible next to their name in the Participants menu. Both the host and participants have a few options available:

   - **Raise Hand**
   - **Yes**
   - **No**
   - **Go Slower**
   - **Go Faster**
   - **Dislike**
   - **Like**
   - **Clap**
   - **Need a Break**
   - **Away**

   c. **Mute/Unmute**
Hosts also have a toolbar dedicated to more muting options, including **Mute All, Unmute All, Mute on Entry, Allow Participants to Mute Themselves, Enter/Exit Chime,** and **Lock Meeting**.
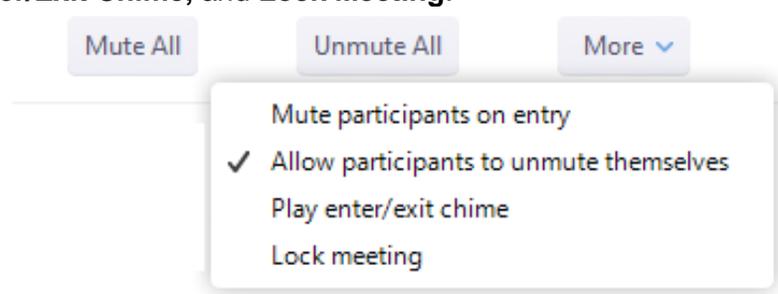
   d. **Chat**
Participants and the host have the option of using the chat room included with the meeting in which the messages are visible to all participants and the host of the meeting. Messages can also be sent to specific members of the meeting.

5.   **Share**

Hosts have the option of sharing their information with the rest of the people in the meeting. This includes:

- Sharing a writable desktop screen
- Sharing a writable whiteboard
- Sharing iPhone/iPad screen
- Sharing computer audio
- Sharing a specific portion of the screen
- Sharing from a second camera

To do so, locate the **Share Icon** in the toolbar and click on it. A menu will pop up and will give you different options on what you would like to share. Click on **Advanced** for more options.

6.   **Chat**

Participants and the host have the option of using the chat room included with the meeting in which the messages are visible to all participants of the meeting. To do so, locate the **Chat Icon** in the toolbar and click on it to bring up the chat window. In here, you can send and view messages sent by all participants.

7.   **Record**

Hosts may have the option of recording the meeting. This means that both audio and video will be captured in a screen recording that is saved to your device. To start/end the recording, locate the **Record Icon** in the toolbar and click on it to begin/finish. Clicking on the arrow directly to the right of the icon allows you to choose where you would like your video to be saved.

8. **View**

You may view participants in *speaker view*, which shows the speaker in a larger window than others on the tele-call. Only a handful of participants will be seen in this view. In *gallery view* all participants are shown in smaller windows and you are able to view several participants at once.