Zoom "How To" Sheet
For Instructors

St. Stephen's College

This document provides some general and basic tips for using Zoom effectively in an online learning environment.

Synchronous Learning
Zoom is a great tool for synchronous, online learning: that is, learning where the instructor and students are all online together, face-to-face in a video call. In many ways, using Zoom in this way is just like being present in a regular classroom: the instructor leads the class while the students participate by listening, asking questions, giving presentations, and engaging in small group discussions in virtual 'breakout rooms'.

How to Log onto a Zoom Session?
Instructors at St. Stephen's can access Zoom in one of two ways:
   (1) Zoom can be accessed directly through the online eClass system (note: this method requires instructors to set-up the Zoom meetings themselves), or
   (2) Zoom can be accessed as a stand-alone application, independent from the eClass system (note: this method requires a staff member at the College to set up the Zoom meetings).

Details for both methods are as follows:

Zoom Accessed through eClass	Zoom Accessed Independent from eClass
You will set up a Zoom session when you create your eClass. To begin your course session, follow these steps: 1. Log into your eClass: https://eclass.srv.ualberta.ca/portal using CCID/password; 2. Click University of Alberta Credit Courses (even though your course may be a St. Stephen's course). 3. Follow the Instructions for adding Zoom to your eClass: https://support.ctl.ualberta.ca/index.php?/Knowledgebase/Article/View/409/23/creating-and-accessing-zoom-meetings-through-eclass 4. Students in your course will access the Zoom link within eClass. They will simply click on the link and the Zoom application will open. (Note: The first time a student uses Zoom they may be prompted to download the Zoom application). Participation in a Zoom meeting is possible on many different devices, including desktop computers, laptops, and mobile device	The Zoom sessions for your course will be set up by one of the staff members at the College. To begin your course sessions, follow these steps: 1. Log in to zoom.us using the St. Stephen's account (st.stephens@ualberta.ca). Note: the password will be provided to you by the College registrar 2. Find the scheduled meeting for your course (eg., "Theological Reflection in Professional Practice") and click "Start Meeting". (Note: The first time you use Zoom you will be prompted to download the Zoom application. Please do so, and make sure you enable video and audio capabilities [if you are prompted to do so]). 3. Students in your course will be given a Zoom link (it will look something like this: https://zoom.us/j/557663774). They will simply click on the link and the Zoom application will open. (Note: The first time a student uses Zoom they will be prompted to download the Zoom application). Participation in a Zoom meeting is possible on many different devices, including desktop computers, laptops, and mobile devices.

Tips for Online Etiquette to Maximize the Learning Experience:
Online teaching can happen very positively when instructors and students follow a few simple rules of etiquette for online engagement:

1. Speak with intention and clarity: Be conscious of where your camera is pointing, and where your face and eyes are looking. Pay attention to the pictures of each meeting attendee, but when you want to make a key or central point, look directly into the camera so that you can make eye contact with each attendee.
2. Try to convey the intangibles: One of the big things that is lost in online instruction is body presence, and body communication. This means that you may need to be explicit about things that usually are intuitive when in person. When a student makes a comment that is really insightful, don't just acknowledge that comment with your body language but explicitly name it with your voice.
3. When participants are not speaking, have them mute their microphones. This will help reduce ambient and excess noise, and it will contribute to the overall learning experience.
4. Online formats do not perform well when multiple people are speaking at the same time. Right from the start of the course, establish a culture of having only one person speak at a time.
5. Some people prefer to use a set of headphones with a microphone built into the headphones. This may help you to hear the participants better, and for them to her you. Because everyone's audio/video equipment is different, you may need to experiment a bit, to find what works best for your computer.

How to Share your Screen:
Zoom incudes the capacity for all participants to voluntarily "Share their Screen" with everyone else in the Zoom meeting. This means that you are able to share PowerPoint slides, a handout, or anything else that might be of relevance to the class. This feature is particularly helpful for the instructor when they are lecturing/teaching, or for students when they are giving class presentations. Information on how to "Share your Screen" can be found at the following link: https://youtu.be/9wsWpnqE6Hw .

How to Set-Up Breakout Rooms:
Zoom Breakout Rooms allow the instructor to set up discussion groups for smaller, more focused learning experiences. For instance, if there are 12 students in a class, the instructor can set-up 6 groups of 2 students each, 4 groups of 3 students each, or any other combination you want. To set up Breakout Rooms, simply press the "Breakout Rooms" button at the bottom of your screen and follow the prompts. Groups can be assigned either randomly, or you can specify which students meet with whom.

As the instructor (or "host") of the Zoom session, you can move in and out of each Breakout Room as you like. This allows you to join the conversation with the students, to check in, or to answer questions as they come up. When it is time for everyone to come back to the main session, you as the "host" simply press the "Close All Rooms" button; this will prompt a 60 second countdown, which indicates to the students that they have 60 seconds to finish up their conversation before they will be automatically redirected back to the main session.

For information on setting up and using Breakout Rooms, see the following link: https://youtu.be/j_O7rDILNCM .