

Teaching Tips for Using Zoom in the Classroom

- Think of the Canvas course shell as the course classroom – all activity should be reflected and available in the shell
- Give students a tour of the course shell and refer to "where" items are located in the shell regularly
- Use a secondary laptop or tablet for classroom zoom so online students see their classmates
- To provide content to all students, use digital whiteboard software, whiteboard via Zoom, or preload lecture notes to course shell
- Call on students for answers and questions via Zoom like a typical face-to-face environment
- Encourage in-person students to log into Zoom with personal device and utilize break-out rooms for group-work
- Use Zoom Reaction options like emoji's and thumbs up to determine quick understanding
- Use the Canvas Chat feature for end of the class questions or quick CATs
- Document end of the class reminders via announcements
- Don't distribute worksheets or handouts that are not available online
- Provide detailed instructions for timed assignments or tests and warnings before time is over
 - Allow for grace and understanding: technology will be difficult – Set clear guidelines but teach students how to follow



Barton Fuzion & LiveOnline

- Schedule some office hours on Zoom
- Record class via Zoom in course shell for easy access
- Arrive early and greet students as they enter Zoom
- Use Zoom's whiteboard so written lecture notes are recorded
- Be willing to be silent longer than usual for responses to questions
- Be mindful of screen sharing – open multiple tabs in web browser to easily toggle between needed sources
- LiveOnline - Use the polling feature for end of the class questions or quick CATs
- Be proactive with checking in on students missing class – Encourage engagement

Questions or Suggestions for Training?

Contact The Center for Innovation and Excellence

Claudia Mather – matherc@bartonccc.edu

Todd Mobray – mobrayt@bartonccc.edu

Special Thanks for Faculty's Best Practices

Janet Balk - Kathy Boeger - Charlotte Cates - Deanna Heier

Erika Jenkins-Moss - Stephanie Joiner