



## Teaching Tips for Using Zoom in the Classroom

Barton is transitioning away from the promotion of Fuzion courses for our typically in-person students. Instead, Barton will be promoting “remote options” for students who are unable to attend courses on campus. This change is meant to support faculty control of attendance policies that include requirements about physical attendance for students. As you begin planning for your next courses, please consider the following questions, tips, and suggested language for your syllabi.

### Managing Student Relationships & Engagement

- 1** Encourage in-person students to log into Zoom with personal device and utilize break-out rooms for group-work.
- 2** Provide detailed instructions and warnings for timed assignments or tests before time is over.
- 3** Schedule some office hours on Zoom
- 4** Be proactive and check on students who miss class or do not participate via Zoom - Encourage engagement!

### Maximize Functionality in the Remote Classroom

- Think of the Canvas course shell as the course classroom – all activity should be reflected and available in the shell - Record class via Zoom for easy access!
- Give students a tour of the course shell and refer to "where" items are located in the shell.
- To provide content to all students, use digital whiteboard software, whiteboard via Zoom, or pre-load lecture notes to course shell.
- Call on students for answers and questions via Zoom like a typical face-to-face environment, but be willing to remain silent for longer as students click buttons to respond.
- Use Zoom Reaction options like emojis, thumbs up, as well as the chat and polling features to determine understanding or complete CATs.
- Document end of the class reminders via announcements.
- Allow for grace and understanding: Set clear guidelines but teach students how to follow them. Use the suggested language (below) on your syllabi for consistency.

## Consider your policies ...

With changes to how Barton is promoting remote availability, faculty are encouraged to thoughtfully consider how they will manage attendance policies (including classroom attendance).

Reflect on the following:

- How comfortable are you with students transitioning between the classroom and the remote/Zoom space?
- What kind of activities do you plan for your class, and how are they affected by mixed attendance (remote/in-person)?
- How much time do you need to prepare for classroom activities, and how comfortable are you with making changes at the last minute?
- How comfortable are you with the technological needs of managing control to Zoom?
- Do you want to use Zoom and/or Zoom recordings in place of excused and unexcused attendance markings?

Once you have considered your responses to the above questions, consider your syllabus policies. Do they reflect your desired classroom management practices? Below are few example policies that can be used to create consistency of expectations.

### Determine Attendance

Attendance via Zoom will be assigned for the duration of the semester, and not on a class-by-class basis. This means that students are not allowed to alternate between classroom attendance and zoom attendance.

### Requesting Zoom Access

All requests must be in writing (Canvas email) and must be received at least one day before the missed class period. A request does not guarantee permission to attend remotely, and documentation of need for absence may be required.

### Zoom Waiting Room

All students approved to attend via Zoom, will be admitted to the Zoom classroom via the waiting room. If you are not approved to attend via Zoom, you will not be admitted into the classroom. Plan accordingly.

## To protect Zoom access, consider the following:

- Enable the waiting room feature for all Zoom meetings. Only admit students on your approved zoom list. This will allow you to maintain the Zoom menu for your classroom and previously recorded sessions in the same place.
- Create an ungraded assignment for Zoom attendees that contains the link for the Zoom meeting. If a student needs to attend during an approved absence, you can assign that student access for the agreed upon class meeting.

## Questions or Suggestions for Training?

Contact The Center for Innovation and Excellence

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