



TEXAS McCombs

The University of Texas at Austin
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Best Practices for Classroom Engagement

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1 Prepare for success

2 Orderly engagement

3 Windows

4 Beyond the basics

Prepare for a successful and engaged Zoom class

- Getting your UT Zoom account set up
- Getting a Zoom classroom set up in Canvas
- Launching a meeting
 - Audio check and TA check
 - Start recording

Plan to be on camera

- Pick an appropriate teaching background, such as a bookcase or office, while hosting
- Look at the camera, just as you would look at students in class
- Dual screen setups
- Use a solid network, such as your home internet or a hardwired internet connection.
- Consider using a headset

Appropriate default settings in Zoom

- Sign in to utexas.zoom.us with your eid and eid password
- Upload a photograph for your Profile
- Look under Settings to find your controls
 - Have students enter with mics muted and video off
 - Enable breakout rooms and/or Zoom polling if you plan to use them
 - **Disable private chat** unless you plan to use it for quick group work
 - Select **Record meetings automatically** as they start
 - **Prompt participants for consent** to be recorded when recording starts

How to have your TA support you

- Enable multiple hosts if you have a TA or are planning group presentations
- Allow hosts to remove students if you are teaching a large class if they are disruptive
- Have your TA help with answering questions in chat
- TAs can share documents
- TAs can help manage raised hands

Set participation expectations before class

- Several days before your first class, send students an email telling them that this will be a Zoom class and that you will be using video and audio.
- Require students to have cameras and mics available
- Tell students that they should be on a reliable wifi network

Establish procedures at the start of the first class

Avoid this!



javi

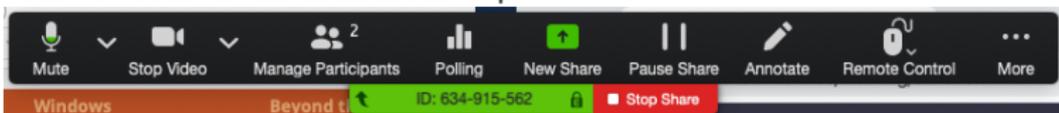
@jcove__



our professor was 20 minutes into lecture before realizing 1. he wasn't sharing his slides 2. he wasn't recording the lecture 3. he had his computer muted so he couldn't hear us 4. wasn't checking the chat and 5. had his phone on silent so the TAs couldn't get ahold of him hahaha

Establish procedures at the start of the first class

- Check your audio before you start the meeting and remind students to do the same before they enter.
- Always have your Zoom controls visible. There is a zoom.us menu option for this.



- Keep the participant and chat windows open.
- Teach students to use the participant and chat windows

Establish procedures at the start of the first class

- Teach students to use the buttons under more in the participant window.
- Do a quick Zoom poll with your class
- Call on students and have them **raise their hands** and ask them to come on the mic
- Send students a handout via chat (such as the revised syllabus)

Guidelines for larger (i.e., $n > 40$) classes

- The better behaved your class is, the larger you can handle without a TA, but at first even 15 students will feel like a lot.
- Make the TA and any student chat managers your co-hosts by hovering over their names in the Participant window and using the menu dropdown
- Have the TA manage chat so that you don't become distracted
- The TA can warn and/or eject students who are excessively distracting

The Participant Window

- Participant Window lists names of attendees and allows students to raise their hands
- You will have to scroll to see your whole class
- It allows you to easily change a student's settings (audio, video, host privileges, temporarily remove from class)
- Allow you to see when Participants are away

The Chat Window

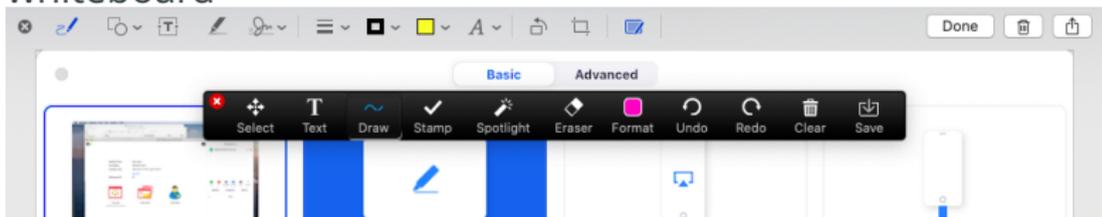
- Students can ask and answer questions in chat
- Chat can be distracting when you are teaching
- A TA can help by answering questions in chat and raising a hand to bring important questions to your attention
- Private chat can be helpful for quick groupwork, but it can also lead to chaos
- Chat can be saved

Sharing your screen

- Select New Share and choose what to share
- You may share an entire desktop, a specific application (such as slides), or the whiteboard
- Slides should be simple, without animations
Best to have slides in .pdf format
- Be careful of what you have on your desktop
- If you use two screens, you can choose the one to share

The Whiteboard

- The whiteboard is under Share (right after the desktop)
- You need the whiteboard controller open to use the whiteboard



- Students can annotate your whiteboard unless you disable annotation (under More on your Zoom controls)
- A stylus makes it easier, but a finger with a trackpad will do, especially if you mostly use the text typing tool

Breakout Rooms for group work

- Create breakout rooms and either have zoom randomly assign students to them or manually assign students
- You can pre-assign students to groups
- You can send students to breakout rooms and bring them back
- Students can exit breakout rooms on their own, but cannot enter on their own
- Students can get on the mic, share their screens, and use a shared whiteboard
- Breakout rooms cannot be used from Zoom mobile
- Breakout rooms are not automatically recorded

Group presentations

- Multiple students can be on the mic (6-7 are usually fine) and one can share the presentation screen with the class. The others can talk and the presenter can advance the slides.
- Make presenters co-hosts during their presentations
- Insist that presenters be on mic and on camera.
- Encourage groups to use headsets or headphones with mics (especially with Windows)

Practice with Zoom controls before going live

- Create practice classrooms in utexas.zoom.us because **every meeting that you create in Canvas results in an email to the entire class**
- Colleagues, TAs, and even friends, and family can be your test students
- Have your TA attend class at least until you are fully comfortable.
- A dual monitor setup is best so you can share one desktop with the class and use the other for Zoom controls

Zoom teaching support

- The first line of support is the Zoom manuals.
- There are good short Zoom videos and brief help documents under Video Tutorials
- Canvas also has Zoom tutorials up under the Get Help button
- Prabhudev Konana, Liz Moliski, and Joerg Becker can help