

Teaching on Zoom

Getting started

First, read information on the [virtual classroom using Zoom guide](#) and the [self-paced workshop](#). You can also book a [personal consultation](#) to walk through using Zoom as a virtual classroom.

Setting up for class

- Schedule your class meeting using the [scheduling guide](#). Use the same link for classes that don't overlap to help students find your class.
- Post your Zoom link to Blackboard and in announcements so your students can log in, sample text:
We will use Zoom given the ongoing COVID-19 situation. Make sure you have the latest version and are logged in via your UQ account (using single sign-on) to engage with Zoom in this course. If you need assistance, [student help is available from the Library](#).
- Use the [Virtual Classroom PowerPoint template](#) to assist students and staff with using Zoom in your session. If your students are new to Zoom or any of the tools you are using – plan time to make sure students know how to do things.

Recording

- Tell your students you are recording (if you are recording).
- Enable cloud recording and disable local recording, remember to press record when you start your class.
- Follow one of the [options to upload the recording](#).

Preparing your technology

- [Check your microphone and speakers](#) before each class.
- Setup your computer. Prepare any website(s) you are using before class with tabs set up. Clear other tabs so you are not searching to find your site/file of choice. Close anything else that might be distracting (e.g. Outlook).

To practice you can start a "meeting with yourself" and record the meeting to see what students would see and hear.

In-class

Learning activities

Ensure you plan your class, practice transitions and have time for activities for your students. Start simple and add more options when you are comfortable:

- Encourage engagement with [reaction options in Zoom](#). You can use reactions to poll students, ask for a response about the content or their experience.
- Consider activities where students collaborate together with a Zoom [whiteboard](#), [PadletUQ](#) or Google docs.
- Review [Teaching and learning tips for Zoom](#) and [approaches to increase interaction on Zoom](#).

- Use [breakout rooms](#) to enable group work. Provide students with a problem, workspace, and expectation of how they need to be ready to respond to the whole class. You will need to tell students how to interact within the workspace and how they can reach you if they need assistance. Make sure you provide enough time for groups to form and work on the problems provided.

Set expectations

Set the expectations for engaging with students on Zoom.

Example ground-rules (pick the one/s what work for you):

- *I will not be monitoring the Chat during the session. You can add comments to the Chat and there will be a dedicated Q&A session later.*
- *The session will be recorded, please let me know if you need to not appear in the recording.*
- *Feel free to ask and answer questions between yourselves on Chat. A record will be kept so be respectful and follow the Student Charter.*
- *Raise your hand (in the reactions panel) if you really need assistance.*

Zoom Rules

Be present. Use your voice.

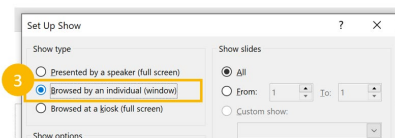
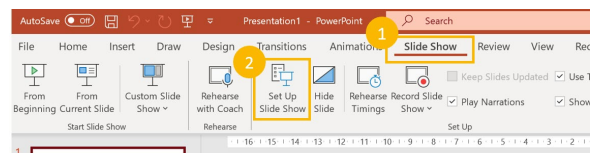
- 1 Default to mute
- 2 Keep your video on
- 3 Don't use chat
- 4 Raise your hand
- 5 Go when ya gotta go

Write down your questions and hold them until the end



Sharing your screen

- Share the whole screen to keep things simple. Select 'Share sound' but leave 'Optimize for video clip' unchecked if sharing any audio from your computer.
- If using a PowerPoint presentation: present in a window and not full screen so that the Zoom controls are still visible.



Troubleshooting

- If students have issues, send them to the [Library's AskUs support](#). Students in China may need to use UQ's [VPN for students in China](#) to access Google tools, etc.
- Contact help@elearning.uq.edu.au or [book a consultation](#) with an eLearning Advisor if you have technical challenges.
- Teaching in a new environment like Zoom is easier with some support.
- If something goes wrong, apologise and identify how you will help students to catch up on what they needed to learn from the class so they can still succeed in the course.

Share your experiences

Discussing your teaching experiences with your colleagues is one of the most effective ways to enhance your teaching on Zoom or any platform.

- Talk to your colleagues about what is working for you and find out what is working for them.
- [Join communities](#) in your school, faculty or UQ wide to share and learn from fellow UQ staff.