


PRACTICAL TIPS FOR TEACHING ON ZOOM

Personal Stuff

- Have some water, cough drops and writing materials nearby.
- Class roll for attendance should be handy. No time to take class roll? Take a screenshot of the participants list for later.
- Put your home phones on mute or do not disturb; others in household should be aware that a class is taking place.
- Make sure presentations, documents or videos are readily available on your computer (open and minimize).
- Check your lighting before class. Use lamps if necessary.
- Remember to start your recording (if desired) as class begins. I tape a card with RECORD on it to the screen, then remove it.
- Remember to look up at the camera or students will see you always looking downward.

At the beginning of class:

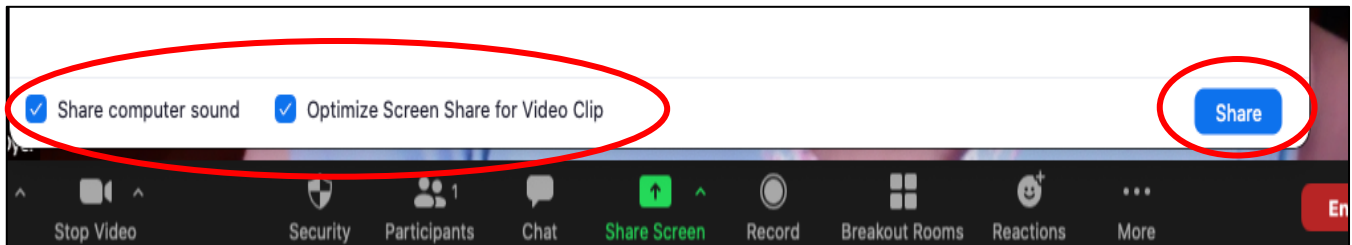
- Ask students to rename themselves (if needed) for roll-taking purposes if needed (go to Participants > their ID > Rename). I am sending a link to a video which introduces students to using Chat, Rename and more in the class reminder email I send a few days before the class begins.
- Ask students to say their names when they ask a question since not all students may be visible to instructor at all times. This will help you locate them quicker in the gallery.
- Let students know that if they lose their view of the class, they can regain their view by clicking on the Zoom icon  on their task bar (PC) or dock (Mac). These are found all the way at the bottom of the computer screen.
- Ask someone to be a co-host (if you do not have a moderator or if your moderator will not be present for the entire session). This co-host can keep an eye on questions in the Chat area and remind you at appropriate times that questions have been posted. They can also allow late students into class.
To assign a co-host, go to *Participants* and tap their name. Select *Assign Co-Host*.
- Consider making a sign “You’re Muted!” You’ll use it quite a bit. I can send you a file for one I use with instructions depending on the device they use.

Showing a computer screen or document

- Show a Computer Screen: Go to Settings on your computer and increase the size of your fonts if you want students to be able to read your computer.
- Show a document: use a large enough font to be easily read on smaller screens.

Sharing Other Media

- When sharing a video or slides, check both boxes at the bottom left of the share screen (circled below). Then click **Share** at lower right, also circled.



- Use videos that are local to your computer rather than streaming from the Internet if possible to avoid connection problems.
- Make sure no one else in the household is doing any heavy Internet streaming while streaming your videos during a class.
- If using a presentation, instead of filling the whole screen, you may want to play your presentation in an adjustable window so that you can see participants and other Zoom features. Here's how:

In PowerPoint:

1. Open your slideshow in PowerPoint.
2. Go to the *Slide Show* tab > *Set Up Slide show*
3. Under *Show type*, select *Browsed by an individual (window)*. Click OK.

More information at https://teach4olliusf.org/wp-content/uploads/2020/04/PowerPoint-in-a-Window_Diane-White.pdf

In Keynote:

1. Open your slideshow in Keynote. On the sidebar at right, click on the Documents tab. Select *Automatically Play Upon Open*.
2. Go to *Play* > *Play Slideshow in Window*.

Internet and Recording

- Check your Internet bandwidth the same day of the week and time as you will be holding your class. Go to <https://www.speedtest.net>. A speed of about 30 Mbps will do.
- Be sure to test your connections, videos, slides, etc., with someone else *over the Internet* before a class. Just because it works fine on your computer (even if you test between two local computers), doesn't mean it will look fine over the Internet.
- If you have recorded the class, it will be processed after you end the class (10-20 minutes). After processing, a screen appears asking if you want to save the video to your desktop. Please reply "yes" and do not use their system. You will see an mp4 video which can be renamed and posted to USF's Box cloud or to your private cloud. You will need to copy and send the link to your students for viewing.

Instructors teaching with iPhones & iPads

- Before class, go to Settings and set:
 - Notifications > Show Preview > Never
 - Sound & Haptics > Ringer & Alerts > slide to off
 - Do Not Disturb – On
 - Display & Brightness > Auto Lock > Never

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