Zoom Training - Teaching with Zoom

ITS and Online Learning Services provided training sessions for teaching with the Zoom web conferencing system to prepare instructors in the transition to online and hybrid teaching in advance of the Fall 2020 semester. These sessions were held in Zoom and focused on ways to configure Zoom to support a variety of different teaching modalities.

- Session Descriptions
- Recordings
- Registration

Session Descriptions

Zoom Basics (60 Minutes)

This session provides an overview of the Zoom web conferencing system. No previous experience with Zoom or web conferencing is required. This session is for those who are just starting out with Zoom or those that need a general overview. Topics covered will include:

- Accessing Zoom
- Joining a Zoom meeting
- Microphone and camera settings
- Zoom roles
- Screen sharing
- Recording a Zoom meeting
- Creating a Zoom meeting
- Account configuration

Zoom Basics Handout (MS Word Format)
Zoom Basics Handout (PDF Format)

Advanced Features in Zoom (60 Minutes)

This session is for more advanced users of the Zoom web conferencing system. In this session we will cover the following topics:

- Accessing Zoom in Blackboard
- Managing chat during a meeting
- Host vs. co-host roles
- Advance video settings
- Advanced screen sharing options
- Adding a poll to Zoom
- Closed captioning during a meeting
- Adding captions to a recording
- Managing your recordings

Zoom Breakout Rooms and Group Work (60 Minutes)

This session goes into detail about how to use the Zoom breakout rooms to support group work with your meeting participants. Attendees should be familiar with the basics of Zoom before attending this session. Topics covered include:

- Enabling breakout rooms for your meeting
- How to setup your breakout groups
- Responding to requests for help from a breakout group
- Messaging breakout groups
- Recording breakout groups
- Limitations of breakout groups
- Best practices for using breakout groups

Web Conferencing Discussion (60 Minutes)

This meeting is intend for users that have experience teaching with any web conferencing software and are considering how to best deploy live web conferencing tools as part of their course meeting for Fall 2020. This session will be a facilitated conversation with instructors looking for advanced techniques and new ideas to implement in remote, blended, and hy-flex classes.

If you are joining this session, please expect to contribute by describing your techniques, strategies, and experiences using web conferencing tools in an pivot from face-to-face to online teaching.

Recordings
A number of live training sessions were held in Zoom from July-September 2020. This following recordings are from live training sessions and useful for individuals needing to learn more about the system:

**Zoom Basics**

**Advanced Features in Zoom**

**Zoom Breakout Rooms and Group Work**

**Registration**

Registration for this training is currently closed. This page will be updated as future sessions are created.