Exploring Zoom
Accessing annotation tools if you are viewing a shared screen

While viewing a shared screen or shared whiteboard, click View Options then Annotate at the top.

Annotation tools

You will see these annotation tools:
1. Burning Qs
2. Zoom interface
3. Roles
4. Considerations
5. Setting Up your Session
6. Interactivity
   a. Non-verbal communication
   b. Breakouts
7. Sharing Content
8. Setting Up your Session
9. Moderation Best Practices
Host: All Powerful

Co-host **Can**
- Manage attendees
- Move someone to the waiting room

Co-host **Cannot**
- start a session
- create breakout rooms
- Make someone a host
Key Considerations

Student Privacy
Student Access
Flexibility
Setting Up Zoom Meetings
1. Sharing options
2. Sharing powerpoint slides
3. Sharing a whiteboard
Sharing Whiteboards
1. Polls
2. Non-verbal communication
3. Breakout rooms
1. Create up to 50 breakout rooms.
2. Host or co-host can join each room.
3. Send broadcast messages to multiple rooms.
4. Participants can share screens, chat and share video.

Break out rooms
Effective Practices: Teaching

- Set and discuss your online etiquette and expectations
- Consider the bandwidth limitations some students have and try to rely less on high-bandwidth tools such as video and screen sharing.
- Share a document or slide at the beginning of each class that lays out an agenda
- Utilize the whiteboard or annotating feature for shared documents.
- Use the polling feature to increase interactivity in the class
- Pause regularly to promote responses from your class.
- Consider allowing students to take over screen control and present or share projects with the class.
- Balance synchronous and asynchronous teaching
Best Practices: Technical

- Find a private, quiet, well-lit room
- Use an external microphone
- When you schedule a lecture, pre-set your meeting to mute participants’ microphones upon entry.
- Ask students to join the session a few minutes early to test their connection, microphone, and camera before the lecture begins.
Best Practices

- If you experience lag time when presenting, try turning off your video, if you can.
- If possible, get someone (e.g., teaching assistant) to help monitor questions and handle technical troubleshooting with students during the lecture.
- Protect against Zoom bombing
- Students do not need to create an account to access Zoom sessions