Additional Tips for Using Zoom for Remote Learning

General Tips
• “Mute All” at the beginning of your class and click on “Allow Participants to Unmute Themselves” so students can manually unmute themselves when they talk. This minimizes distractions.
• Have your Faculty Assistant generate an attendance report from Zoom. It’s very hard to keep track of who’s on-line while you are in the moment.
• All Zoom sessions are automatically recorded and the link is sent to you by email when the session is closed.

Image & Sound Quality
• Put Audio and Video on Mute if you are not speaking. Muting saves a lot of bandwidth and improves the quality of the video conference.
• Connect your computer to the internet using an ethernet cable instead of a wireless network, if possible. Using a direct, wired connection will greatly improve the quality of your connection.

Facilitating Discussions
• Students can click on the “Raise Hand” icon at the bottom of their screens and they will show up in a queue on the right side of your screen. Otherwise, it’s impossible to see who wants to speak, especially in big classes. Click Manage Participants on the bottom of your screen to show this queue.
• If the class discussion was robust or if you think students still have questions after class, open a Canvas Discussion Board for however long or brief a period you’d like after class.

Managing Crosstalk in Discussions
Students asking questions at the same time in the chat room ends up with many people trying to talk over each other. Some alternatives are:
• Call on specific persons for thoughts rather than asking the whole room.
• Look at ‘raised hands’ for volunteers and choose from the list.
• Request that people type answers, questions, etc. into the chat, or send them via email to be handled during a time set aside for the purpose.
• Put the questions onto the Canvas Discussions board and take a few minutes in class to let students post quick answers in real-time.

Gallery View
Gallery View is useful for professors or students to see multiple students at once. Review the Zoom tutorial for increasing the number of visible participants at Displaying Participants in Gallery View.

Adding a Profile Photo
Adding a profile picture can help make it feel like people are present without needing to have video on all the time. Once you create an account with Zoom, add your profile picture following these steps.
Once you log in to Zoom, you will do directly to the Profile page. You can add a user photo as the first option on this page.

At the top of the profile page, you’ll see your name, a blank profile photo, and a link that says “Change.” Click on this link to add a profile picture. Next, click on the “Upload” button to upload a new photo. Select the photo file from your computer. Note that pictures must be smaller than 2 Megabytes.
Once your photo is uploaded, you can move the square mask so the photo is centered and the zoom level is correct. Click “Save” to finish.

You’ll now see the photo in your account.