

April 2020

Remote Teaching at OSU-OKC with zoom

An information guide from the



OSU-OKC
Center for Teaching and
Learning Excellence

What is Zoom?

Zoom is a web conferencing tool that combines a multitude of features to support video conferencing via online meetings, webinars, and chat sessions. It is available via the Zoom website, the downloadable Zoom application, a mobile app, and as an integration for learning management systems (like Canvas).

OSU-OKC purchased Zoom licenses for faculty use to support remote teaching and online collaboration. Faculty typically use Zoom to conduct live synchronous sessions (e.g., class lectures, office hours, review session, etc.) and to make pre-recorded asynchronous sessions available for students to access after the class or meeting is over.

There are two types of Zoom for Education accounts: Basic and Licensed (i.e., Zoom Pro).

- A free **Basic** account allows sessions of up to 40 minutes in length with up to 100 participants. (NOTE: *If you use a Zoom Basic account to conduct a one-on-one meeting, there is no time limit. However, meetings of three or more (including the host) are considered a group and the 40-minute time limit is applied.*) Sign up for a free Basic account can occur through the OSU-OKC Zoom portal (<https://osuokc.zoom.us>) or via the Zoom website (<https://www.zoom.us>).
- A **Licensed** account allows sessions of up to 24 hours in length with up to 300 participants. All active faculty have access to a licensed Zoom account through the OSU-OKC Zoom portal. Faculty accounts are generally associated with the OKSTATE.EDU email address. (NOTE: *If you have an existing Zoom Basic account with your OKSTATE.EDU email, responding to the Zoom invitation to a licensed account will upgrade your account. You should not lose access to any of your existing account content.*)

Setting Up Your Zoom Account

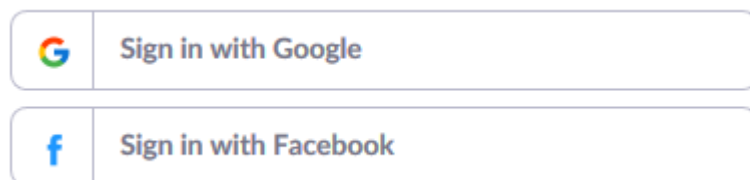
To set up your Zoom account, navigate to the OSU-OKC Zoom portal at <https://osuokc.zoom.us>. (*Active faculty should have received a Zoom invitation email to sign into their licensed Zoom account. If you are a faculty member who is teaching a course this term and you did not receive a Zoom invitation email, please let us know at okc.ctle@okstate.edu.)*



On the landing page for the OSU-OKC Zoom portal, click the “Sign In” button to configure your account.

On the Sign In page, you can sign into Zoom using the email address and password for your existing Zoom account. If you do not have an existing account, scroll down to the “New to Zoom? Sign Up Free” option near the bottom of the page and click on “Sign Up Free”.

- To sign up for a free account, enter your OKSTATE.EDU email address in the “Your work email address” field and click the blue “Sign Up” button. If you do not want to use your OKSTATE.EDU email, you have the option to sign in with either Google or Facebook. (*This is generally NOT recommended.*)



- Once you complete the sign up process, you will have access to your licensed Zoom account.

Downloading and Installing the Zoom App

While you can use Zoom from a web browser, you should install the Zoom Client for Meetings application on your computer, tablet, or mobile device. It is highly recommended that you download and install the Zoom app before you host or join your first meeting.

To install Zoom on your desktop computer or laptop:

1. Go to <https://osuokc.zoom.us/download>;
2. Select, download, and install the Zoom app that is appropriate for your device. Zoom has downloads for Windows and Mac, as well as mobile apps for iOS and Android.

Using Zoom for Remote Teaching

To use Zoom for remote teaching, you have several options. You can schedule online meetings (class lectures or sessions) via the Zoom website (by logging into the OSU-OKC portal) and/or by using the Zoom integration in Canvas, the OSU-OKC campus learning management system (LMS).

Scheduling a Class Meeting using the OSU-OKC Zoom portal

1. Sign into the OSU-OKC Zoom portal (<https://osuokc.zoom.us>).


2. You can schedule a meeting using one of two ways:
 - a. In the menu on the left, under “PERSONAL,” click on “**Meetings**” to open the “Meetings” page, then click on “**Schedule a New Meeting.**” OR
 - b. In the menu at the top of the page, click on “**Schedule a Meeting**”.
3. On the “Schedule a Meeting” page, enter information into the fields to set up the meeting.
 - a. **Topic** (the title of your meeting)
 - b. **Description** (Optional)
 - c. **When** (the date and time your meeting will start)
 - d. **Duration:** the length of time you expect to meet; *the time entered here is not a limit since Zoom will not end the meeting because the duration is exceeded.*
 - e. **Time Zone:** Use the dropdown menu to select your time zone. *It is important this information be accurate so calendar notifications for participants can accurately adjust the time.*
 - i. If this will be a RECURRING MEETING, check the “Recurring meeting” box and complete the details. This setting is especially useful if your class meets more than one day a week (ex: Mondays, Wednesdays, and Fridays). To set up weekly recurring class meetings, select the recurrence (Weekly), the interval (“Repeat every” 1 “week”) for meetings at the same time every week, check the days of the week on which the meetings occur, and choose an “End date” (either by a certain date or after a specific number of occurrences). *See the example below.*

Recurring meeting **Every week on Mon, Wed, Fri, until May 8, 2020, 19 occurrence(s)**

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri Sat

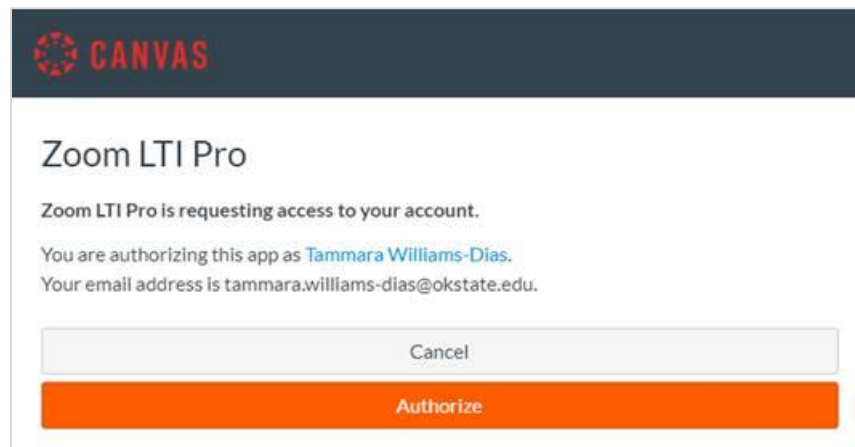
End date By  After occurrences

- f. **Registration:** (Optional) If you will require students to register to attend the class meeting, check the “Required” box. (This is not common.)
 - g. **Meeting ID:** It is highly recommended that you allow Zoom to automatically generate the meeting ID. This option is selected by default. However, if you prefer to use your Personal Meeting ID for your meeting, select that option.
 - h. **Meeting Password:** For security purposes, this option was activated at the institutional account level and cannot be changed. When you schedule a meeting, Zoom automatically generates a meeting password. Students will need this password in order to join your meeting.
 - i. **Video:** Set the options for use of video during the meeting. If you will be using a webcam as the host, click “On”, if not, click “Off”. If you want your participants to be able to use their webcam (so you can see them), click “On”; if not, click “Off”.
 - j. **Audio:** Choose the allowed audio sources for the meeting: Telephone, Computer Audio, or Both. (Selecting “Both” is the highly recommended.)
 - k. **Meeting Options:** Check the boxes next to the options you will apply to your meeting:
 - i. **Enable join before host** (if you want to students to enter the meeting before you do) NOTE: You can select “Enable join before host” OR “Enable waiting room” – not both.
 - ii. **Mute participants upon entry** (highly recommended; this will mute the audio for each student as they join the meeting)
 - iii. **Enable waiting room** (if you want all students to join the meeting at the same time after you start the meeting) NOTE: You can select “Enable waiting room” OR “Enable join before host” – not both.
 - iv. **Only authenticated users can join** (if you only want individuals who have been authenticated prior to the meeting (no guests) to be able to join the meeting)
 - v. **Record the meeting automatically** (if you want the meeting to be recorded). If this option is selected, you need to then choose if you want the recording to be saved “On the local computer” (i.e., on your computer) or “in the cloud” (by Zoom; Recommended).
4. Click “**Save**” to schedule the meeting.

5. On the next screen, you can share the Zoom meeting invitation by sending a calendar invitation (to Google Calendar, Outlook Calendar, or Yahoo Calendar) OR by copying the meeting invitation and pasting it into an email you send to your students.

Scheduling a Class Meeting using Zoom in Canvas

1. Log into Canvas (<https://canvas.okstate.edu>) and enter your course.
2. Make sure the Zoom page is active in your course by checking for it in the course navigation menu on the left side of the screen. If Zoom is not in your course navigation menu:
 - a. Click on "Settings" in the course navigation menu.
 - b. On the "Settings" page, go to the "Navigation" tab.
 - c. On the "Navigation" tab, locate "Zoom" in the list of disabled items and drag it up to the course navigation list to enable it.
 - d. Scroll to the bottom of the page and click "Save". You should now see the "Zoom" link in your course's navigation menu.
3. Click on the "Zoom" link in the course navigation to open the Zoom page.
 - a. If you have not yet authorized Canvas to access your Zoom account, you should see a popup window from Canvas (like the example shown below) requesting access to your OSU-OKC Zoom account.



Click "Authorize" to allow your licensed Zoom account (with your OKSTATE.EDU email address) to be used in Canvas.

4. On the Zoom page in Canvas, click on "Schedule a New Meeting".
5. On the "Schedule a Meeting" page, enter information into the fields to set up the meeting.

- a. **Topic** (the title of your meeting)
- b. **Description** (Optional)
- c. **When** (the date and time your meeting will start)
- d. **Duration:** the length of time you expect to meet; *the time entered here is not a limit since Zoom will not end the meeting because the duration is exceeded.*
- e. **Time Zone:** Use the dropdown menu to select your time zone. *It is important this information be accurate so calendar notifications for participants can accurately adjust the time.*
 - i. If this will be a RECURRING MEETING, check the “Recurring meeting” box and complete the details. This setting is especially useful if your class meets more than one day a week (ex: Mondays, Wednesdays, and Fridays). To set up weekly recurring class meetings, select the recurrence (Weekly), the interval (“Repeat every” 1 “week”) for meetings at the same time every week, check the days of the week on which the meetings occur, and choose an “End date” (either by a certain date or after a specific number of occurrences). *See the example below.*

Recurring meeting Every week on Mon, Wed, Fri, until May 8, 2020, 19 occurrence(s)

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- f. **Registration:** (Optional) If you will require students to register to attend the class meeting, check the “Required” box. (This is not common.)

- g. **Meeting ID:** It is highly recommended that you allow Zoom to automatically generate the meeting ID. This option is selected by default. However, if you prefer to use your Personal Meeting ID for your meeting, select that option.
 - h. **Meeting Password:** For security purposes, this option was activated at the institutional account level and cannot be changed. When you schedule a meeting, Zoom automatically generates a meeting password. Students will need this password in order to join your meeting.
 - i. **Video:** Set the options for use of video during the meeting. If you will be using a webcam as the host, click “On”, if not, click “Off”. If you want your participants to be able to use their webcam (so you can see them), click “On”; if not, click “Off”.
 - j. **Audio:** Choose the allowed audio sources for the meeting: Telephone, Computer Audio, or Both. (Selecting “Both” is the highly recommended.)
 - k. **Meeting Options:** Check the boxes next to the options you will apply to your meeting:
 - i. **Enable join before host** (if you want to students to enter the meeting before you do) NOTE: You can select “Enable join before host” OR “Enable waiting room” – not both.
 - ii. **Mute participants upon entry** (highly recommended; this will mute the audio for each student as they join the meeting)
 - iii. **Enable waiting room** (if you want all students to join the meeting at the same time after you start the meeting) NOTE: You can select “Enable waiting room” OR “Enable join before host” – not both.
 - iv. **Only authenticated users can join** (if you only want individuals who have been authenticated prior to the meeting to be able to join the meeting)
 - v. **Record the meeting automatically** (if you want the meeting to be recorded). If this option is selected, you need to then choose if you want the recording to be saved “On the local computer” (i.e., on your computer) or “in the cloud” (by Zoom; Recommended).
6. Click “**Save**” to schedule the meeting. When using Zoom in Canvas, scheduling a meeting automatically saves the meeting to the course calendar and creates an invitation on the Zoom page for students to “Join” the meeting. However, you still have the option to “Copy the invitation” on the Meetings page if you

want to send out an email invitation containing the link and password to join the Zoom meeting.

Suggestions for Using Zoom for Remote Teaching

- Once you schedule your class's Zoom meeting, make sure the meeting invitation details (including the meeting password) is available and can be accessed by your students. Send out a message to the class or post an announcement in Canvas to remind students of the date and time of the Zoom meeting. Give your students information about what they can expect to do during class (Zoom meeting).
- Provide guidelines for students so they know when and how they may participate during class (Zoom meeting). Be sure to address questions such as: *Will students use the chat feature or audio to communicate? Are students expected to submit something in Canvas before or after class? What do students need to do to prepare for class?* Share the class guidelines with students **before the meeting** by posting them in your Canvas course.
- Join your Zoom meeting a few minutes in advance to ensure a proper connection, check your settings and prepare your presentation.
- Create an agenda or plan for the class. This lets students know what they will be learning, what the class will cover, and what they will be doing during class.
- Take a few minutes during your first virtual class meeting (via Zoom) to introduce your students to Zoom and make sure everyone understands how to use their meeting controls. Discuss muting/unmuting their microphones, turning video off or on, using the chat feature, etc. Be sure to cover your rules and expectations for the class.
- During class, remember to periodically take time to ask questions and encourage comments and reactions from students. Depending on your guidelines, it may take a little time for your students to respond via chat, audio, etc. Be sure to give students time to participate, engage, and discuss.
- If you enabled the "Breakout Room" feature in your Zoom meeting settings prior to the meeting: You can use the Breakout Room feature to split students (manually or automatically) into small group room. You may enter any breakout room at any time and switch between them.
- At the end of class (End Meeting), please let your students leave the meeting first. If you end the meeting, it may feel like you are pushing them out of class. Stick around until the last student leaves in case any students have final questions.

Additional Information and Resources on Zoom as a Remote Teaching Tool

Below are a few resources you can review to learn about various options and activities you can do with Zoom.

- **Attendee Attention Tracking:** <https://support.zoom.us/hc/en-us/articles/115000538083-Attendee-attention-tracking>
- **Polling:** <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>
- **Breakout Rooms:** <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>
- **Non-verbal Feedback:** <https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-DuringMeetings>
- **Virtual Backgrounds:** <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>
- **Sharing a Screen:** <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen>
- **Whiteboard:** <https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>
- **Annotation:** <https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>
- **Chat:** <https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>

OSU-OKC has an agreement with Verbit, to provide captioning services. Verbit's live captioning services can be used for Zoom meetings. For more information, please contact the OSU-OKC Center for Teaching and Learning Excellence (CTLE) at: okc.ctle@okstate.edu.

REMEMBER: Remote teaching using Zoom may feel awkward at first, but the more you use it, the more comfortable you are likely to feel. It is also important to remember that this is new for students, too. They are not used to learning this way. The key is to communicate your expectations clearly and consistently and do what you can to engage your students and promote a positive learning experience!



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If you have any questions or concerns, please contact the OSU-OKC CTLE at: okc.ctle@okstate.edu. We are here for you!