



How to Use Zoom for Remote and Online Learning

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The Power of Connectivity



Agenda

Educators

- Tips and Tricks
- Managing a Class over DL - Settings
- Engaging a Class over DL
- Setting Up Your Laptop as Your Classroom
- Creating Experiences for Your Students

Administrators

- In-Meeting Security and Controls
- Tips and Tricks
- Privacy
- Zoom Support

Q&A



Educators

Tips and Tricks

Get To Know Your Zoom Account

The screenshot shows the Zoom account settings interface. On the left is a navigation sidebar with options: Profile, Meetings, Webinars, Recordings, Settings (highlighted in blue), Account Profile, and Reports. Below this is a section for training resources: Attend Live Training, Video Tutorials, and Knowledge Base. The main content area has three tabs: Meeting (selected), Recording, and Telephone. Under the Meeting tab, there are sections for Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Email Notification, and Other. The 'Schedule Meeting' section is expanded, showing 'Host video' (toggle on) and 'Participants video' (toggle on). Below that is the 'Audio Type' section, which includes a descriptive paragraph and three radio button options: 'Telephone and Computer Audio' (selected), 'Telephone', and '3rd Party Audio'.

Familiarize yourself with your Zoom online portal, particularly the **Settings** portion, so that you can set up all your setting preferences before classes and meetings.

Prevent Unwanted Zoom Meeting Interactions

- **Manage screen sharing** – prevent participants from screen sharing during a call
- **Allow only signed-in users to join** - If someone tries to join your event and isn't logged into Zoom with the email they were invited through, they will receive an error message
- **Mute participants** - Hosts can mute/unmute individual participants or all of them at once.
- **Turn off file transfer** - Toggle this off to keep the chat from getting bombarded with unsolicited pics, GIFs, memes, and other content.
- **Lock the meeting** - When you lock a Zoom Meeting that's already started, no new participants can join, even if they have the meeting ID and password (if you have required one).

Prevent Unwanted Zoom Meeting Interactions

- **Turn off annotation** - You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens during white board screen sharing.
- **Disable private chat** - This prevents anyone from getting unwanted messages during the meeting.
- **Enable the Waiting Room feature** - Waiting Room is a virtual staging area that stops your guests from joining until you're ready for them.
- **Set up two-factor authentication** - Generate a random Meeting ID when scheduling your event and require a password to join.

Zoom Settings – Do's and Don'ts

DON'T put the link to your meeting room out on a public social media accounts or pages where anyone can access

DO disable private chat – ensure students focus on the lesson at hand by limiting or disabling students' ability to chat amongst one another while a meeting is in session.

DON'T let attendees enter your room before you do – make sure your "Enable join before host" is turned off

DO pre-set your meetings to **mute participant's microphones upon entry**. This helps to avoid background noise and allow your students to focus on your lesson.

Tips and Tricks

Starting a Class



Schedule your class in the Zoom application for your desired date/time and copy the invitation details to send to your students.

Create a secure access link within your classroom portals

Decide if a **Personal Meeting ID** or **Random Meeting ID** is right for your situation

Work with your administrative teams to determine the best approach to access

*Students will not need to register for an account to join.

Join your class a couple minutes early to ensure a proper connection and to test your audio and video

Engagement and Lessons

Tips and Tricks

Tips for Virtual Lessons

- Set aside time to introduce your students to Zoom and ensure they're able to connect their audio and video.
- Give an agenda or plan for each class by **Screen Sharing** a document or slide at the beginning of class.
- Discuss **online etiquette and expectations** of the students in your first virtual class and periodically revisit the topics.
- Utilize the **Whiteboard** or **Annotate** a shared document and let your students engage as well.
- Use the **Breakout Room** feature to divide students into pre-assigned or auto-assigned smaller groups for a discussion on a certain topic.
- Have students be the presenter and **Screen Share** their projects with the class.
- Consider **response tools** to assist with engagement

Tips and Tricks

Teaching over Video – Delivery Best Practices

- **Look at the camera** to create eye contact with your students. This helps to create a more personal connection while teaching over video.
- **Speak as if you're face-to-face** with the class while ensuring you're at the appropriate distance from the microphone for the best audio experience.
- **Embrace the pause.** Take a moment after the end of your comments and allow for students to engage before continuing on.

Engagement over Distance Learning

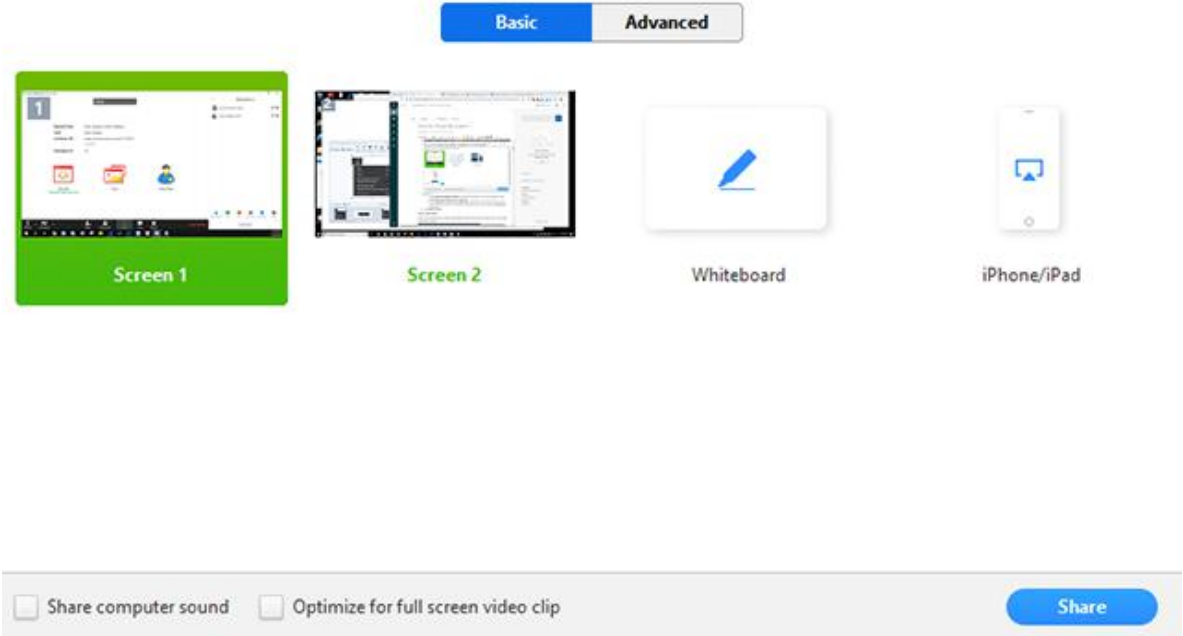
Great Tools Built into Zoom for Engagement

- [Attendee Attention Tracking](#)
- [Polling](#)
- [Breakout Rooms](#)
- [Non-Verbal Feedback](#)
- [Virtual Backgrounds](#)
- [Sharing a Screen](#)
- [Whiteboard](#)
- [Annotation](#)
- [Transcription of Meetings](#)
- [Chat](#)

Setting up Your Laptop as Your Classroom

- Sharing Screen
- Whiteboard

Basic Advanced



Screen 1

Screen 2

Whiteboard

iPhone/iPad

Share computer sound Optimize for full screen video clip Share

Setting up Your Laptop as Your Classroom

- Chatting – dos and don'ts
- Recording

- Name and videos
- Polling



Join Audio
Computer Audio Connected



Share



Invite Others





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Mute Stop Video Invite Manage Participants Polls Share Screen Chat Record Closed Caption Breakout Rooms Reactions More End Meeting

Helpful Tips for Students Success Online

- Make sure you're muted when not talking
- Be yourself and respect others
- Ask questions using chat
- Use reactions to engage with your class
- Think before you write
- Utilize the raise your hand feature if wanting to ask a question live
- Set up an intentional space where the class is going to happen



Ways to Use Zoom

- Broadcast morning announcements
- Weekly assignment overviews
- Checking in
- Record a lesson and share
- Class discussions
- Homework hour
- Questions and Answers
- Office hours with parents/students
- Collaborations
- Guest speakers
- Virtual content experiences
- More



Virtual Field Trips



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Connecting **Learners And Industry Professionals!**

Nepris connects educators with a vast network of industry professionals to engage students in their learning and prepare them for their future. Professionals now have the opportunity to share their skills and knowledge with learners to inspire the next generation of the workforce.



Educators

Professionals

Learners

Intermediaries

Administrators

Administrator's Guide: Rolling Out Zoom

Be sure to obtain parental consent

- Zoom relies on you to obtain consent from parents for their children to use the Zoom services.

Supervised Account Creation

- The administrator should provision accounts for individual student users to ensure schools can maintain supervision and control over its student user accounts

MSI Option

- Account administrators can use tools to mass configure the Zoom desktop client with the appropriate user settings for the entire school account
 - [Mac](#)
 - [Windows](#)



Administrator's Guide: Rolling Out Zoom

Only allow users to join meetings within your organization's account

- If you issue student devices, you can lockdown the Zoom client to only allow users to join meetings from within your school's account.

Require sign in to account to attend meetings

- If using a school email address, enabling this setting requires users to login securely, ensuring that each meeting participant is monitored and identified. Further details available [here](#).

Meeting Registration

- Meeting hosts can ensure that only registered and approved participants can attend a meeting. Further details available [here](#).

Disable Group Messaging account-wide or restrict student IM contacts

- You can restrict Group Chat and Instant Messaging or limit chat only to certain contacts such as Instructors or Counselors, restricting the possibility of students posting or disclosing any personal information to other students publicly. Instructions available [here](#).

In Meeting Security and Controls

The meeting host has a variety of controls they can use to secure their meeting - <https://support.zoom.us/hc/en-us/articles/115005759423>

- Lock the Meeting
- Expel a Participant
- Prevent Participants from Screen Sharing
- Attendee On-Hold
- Disabling Video
- Mute participants or Mute All

Privacy Tips

Best Practices for Protecting Student Privacy When Using Online Educational Services

- Maintain awareness of other relevant federal, state, or local laws.
- Be aware of which online educational services are currently being used in your district.
- Have policies and procedures to evaluate and approve proposed online educational services.
- When possible, use a written contract or legal agreement.
- Extra steps are necessary when accepting Click-Wrap licenses for consumer apps.
- Be transparent with parents and students.
- Consider that parental consent may be appropriate.



Privacy Resources

[Zoom's Privacy Policy](#)

[Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices](#)

[Protecting Student Privacy While Using Online Educational Services: Model Terms of Service](#)

[FAQ on Photos and Video under FERPA](#)



Zoom Support

<https://support.zoom.us/hc/en-us>

The screenshot shows the Zoom Help Center website. At the top left is the Zoom logo and 'Help Center' text. To the right are links for 'SALES' and 'PLANS'. Further right are 'JOIN A MEETING' and a 'Sign in' button. Below the navigation is a search bar with a magnifying glass icon. A yellow banner contains a note about wait times. Below that is a 'Popular Topics' section with ten icons and labels: Getting Started (rocket), Audio, Video, Sharing (play button), Meetings & Webinars (calendar), Zoom Phone (phone), Account & Admin (person), Zoom Rooms (monitor and phone), H.323/SIP (network diagram), Messaging (speech bubbles), Integration (gears), and On-Premise (globe). A blue 'Help' button with a question mark is in the bottom right corner.

zoom Help Center SALES PLANS JOIN A MEETING Sign in

Search

Note: We are experiencing longer wait times than normal due to increased demand. You can still view answers to frequently asked questions or [contact us](#) but wait times may be longer than expected. Thank you for your patience.

Popular Topics

- Getting Started
- Audio, Video, Sharing
- Meetings & Webinars
- Zoom Phone
- Account & Admin
- Zoom Rooms
- H.323/SIP
- Messaging
- Integration
- On-Premise

Help

Q&A

Submit your questions in the chat box

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