Become a Zoom User for an hour

ASSOCIATE PROFESSOR PANOS VLACHOPOULOS

"Necessity is the mother of invention." Plato

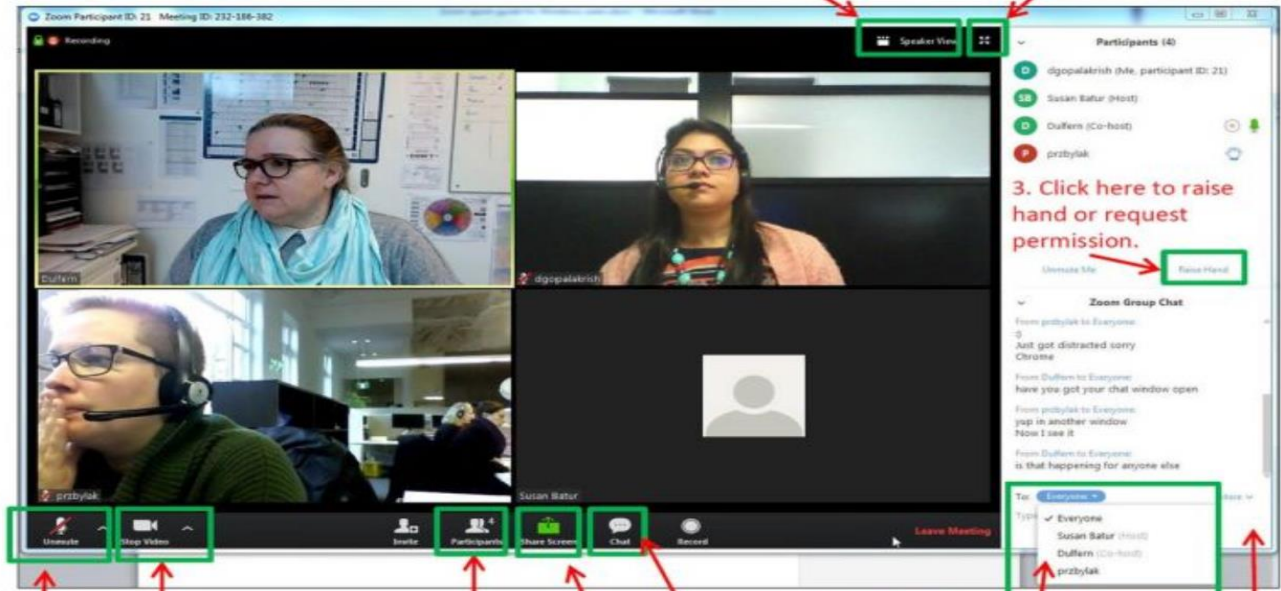MACQUARIE University

Virtual Session

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1. Please read the agenda and wait until we reach the appropriate section of the session to ask questions.

2. Not all questions can be answered in 1 hr session. Bear with us as we try our best. We may ask you to email us separately with very particular technical questions.

3. Please keep your microphone muted if you are not talking to us

4. Please use the raise hand button (under the participants' list)

5. Please use the chat function to type questions or leave comments

6. NOTE: This session will be **Recorded** and used as a resource for you to reflect. We will send you the link and the slides used in this sessions within 24 hrs.

7. Engage with the activities and try to have some fun

8. There is no coffee or tea served in this session but you are allowed to have your own hot or cold beverage (not too close to your device☺)

9. You can also save the chat discussion and comments in the end before you leave the room

The User's Interface

DO YOU SEE THE SAME THINGS?

Your main interactions

Agenda / Presentation overview

In this session we will:

1.Consider when Zoom is appropriate and what are some challenges

2. Try out a few activities as users/students and get some awareness around creating a lesson plan using zoom

3. Learn the basics around zoom: how to login to your dashboard, change profile, create meetings, the basics users and host interface, breakout rooms basics, sharing the screen basics and polling basics.

4. Depending on time and questions we may do some advanced settings review

Why Zoom?

- IT almost feels like you're connecting with another human online

- teach online lessons (group tutorials)

- lead online meetings or consultations (virtual meetings and virtual office hours)

- present online to a group (webinars)

Do I need to run Zoom? What are some challenges?

- Technical Issues/ Bandwidth Issues/ Camera and Microphone Issues
- Spatial and Social Issues: working from home? Alone? with children doing virtual schooling ? With partners also zooming?
- Health and Safety Issues: screen time. Your posture. Your work station.
- Productivity? Can you really run a lot of zoom sessions on the same day and be focused and productive?

Consider Asynchronous using ilearn tools?

Discussion boards
Blogs
Wikis
Quiz

Q&A Sessions
Virtual Cafes
Reflections
Critical Discussions on Readings
Grouping Tool
Conditioning release

Recording of PPTs
Recordings of audio (e.g. audacity)

Quick Polling Activity

A POLLING WINDOW WILL OPEN SHORTLY

(Pedagogical Considerations)

Important Tips

1. Plan the interactive learning activities of the meeting • Besides lecturing, also enhance the connection with students by implementing active learning by including interactive elements, such as Breakout rooms, Polls, and possibly Group chat.

2. Dry run the Zoom class (with Tutors) • Rehearse your planned in-class activities in Zoom. Get familiar with the features of Zoom conference, such as Share your screen/file/ppt, Manage participant list, Polls, Breakout rooms, and also keep track of the duration for each activity and adjust your teaching plan to fit the schedule.

3. Start the Zoom conference prior to the class with appropriate setup • Start the Zoom conference 10 minutes early to test video and audio connections, especially for the first few classes.

4. Use headphones. Access zoom from a place with stable connectivity. Avoid background noise. Check your background. Switch off phones. Treat it as a 'classroom' environment.

5. Display the in-class etiquette standard in the first slide • "Raise Hand" in the group chat if students request to speak up in class. • When speaking up, try to avoid un-necessary noise, such as background noise, page turning noise, whispering. • keep students muted while not speaking

6. Make sure to notice when students raise their hands (Not acknowledging a raised hand by students is one of the worst student learning experiences!) • Open the participants list (by clicking on the Participants icon at the control panel at the bottom of the screen) and keep it as a separate window

Simple Use/ Most Used function

- **Keep your virtual office hours. Use your private zoom link. Add it on ilearn under your profile:**

Convenor: Associate Professor Panos Vlachopoulos
Office: Room 239, Y3A-10 Hadenfeld Avenue

Virtual Consultation hours (Zoom Sessions) : Wednesdays 3 to 4 . Click here to access my private Zoom room https://macquarie.zoom.us/my/panosvlachopoulos

Other simple ways to use Zoom

Face-to-face teaching approaches	*Online teaching approaches using Zoom*
Greet the students face-to-face	Start/stop your Video (Links to an external site.) and invite (Links to an external site.) participants to enable their Video (Links to an external site.) when they join the session.
Mark attendance through a roll	Use Zoom *Meeting Reporting* to mark off attendance. Reporting can be accessed directly via the zoom https://macquarie.zoom.us/
Allow a particular student to answer or ask a question	Enable the Raise hand (Links to an external site.) tool and encourage students to use the Raise Hand (Links to an external site.) tool for Q&A time.
Draw on a whiteboard to illustrate a concept or process	Use the Share Whiteboard (Links to an external site.) tool. You can also allow students to annotate (Links to an external site.) your whiteboard.
Show a website (e.g. Canvas)	Open the website in a separate browser's window, or in another browser, then use the Screen Sharing (Links to an external site.) tool
Show PowerPoint slides	Use Screen Sharing (Links to an external site.) tool, and switch between views or monitors (if using dual monitors (Links to an external site.)/displays)
Share a video in class (e.g. You Tube videos)	Enable the Share Computer Sound (Links to an external site.) option when sharing your web browser (Links to an external site.) which contains a You Tube video or any videos (Links to an external site.) that you can view in your computer.
Give students handouts in class	Use File Transfer (Links to an external site.) in Chat menu
Break students into groups	Use the Breakout Rooms (Links to an external site.) tool and randomly visit each group (Links to an external site.) during the break out session This is a great tool (Links to an external site.) to manage active learning and student engagement.
Conduct a poll with students	Use the Polling tool (Links to an external site.).
Allow a student to present their work in front of the class	Participant can share their screen (Links to an external site.)(unless the host use "lock screen share")
Record your lecture	Use the Record (Links to an external site.) option
Run a 5 mins Q&A session	Use the Chat (Links to an external site.) function, as well as group or private messaging

Sample Lesson Plan (50 minutes tutorial facilitation and 1 hour preparation)

Before our Zoom Session: Read two readings on the value of synchronous learning using Zoom. Take notes on the following questions: write down two key arguments for using zoom to motivate learners. Write down one to two puzzling questions you still have about the readings

During Zoom: Start with a welcome slide and an agenda. Present students with the netiquette. Ask them to interact with you using any of the applause, thumb up/down buttons. (5 minutes)

Run a quick polling on key concepts of the readings. Share the results. (5 minutes).

Identify some misconceptions from the polling results. Run a short clarification session. Consider sharing your screen with the readings open as pdfs and using the pointer show them where in the readings they can find clues or the right answers. Allow time for students to ask questions (20 minutes)

Extent the lesson by posing a tutorial question: What are some key limitations of using zoom sessions with students that have EFL? Opportunity to break the team in groups for 5 minutes. Ask them to discuss the question and be prepared to report back their key points using the Chat tool (15 minutes)

Final Wrap up: Ask students to type one lesson learnt from today's session or type one question. You can save the chat file and then post a summary of answers on ilearn or ask other students to provide answers asynchronously (5 minutes) .

Tutorial Lesson Plan 1 hr and a half

ARTS1000 HUMANITIES AND THE WORLD

- Start the zoom Session: welcome and netiquette. Present and agenda and timing (5 minutes)
- Run a short 10 minutes introduction to the tutorial problem/question. E.g. What are the challenges of social isolation: review from the literature. (10 minutes)
- Add a more focused question for group discussion: How does Coronavirus restrictions impact on your life. You will be sent to a breakout room for 15 minutes and you are asked to consider the question and make notes on the whiteboard provided. I will give you 1 minute notice to return back to the main room. Each group will then present for up to 2 minutes their views (30 minutes)
- Break : leave zoom open. Microphone muted. There will be a time for 15 minutes break. Please take a break to relax your eyes, get a coffee, toilet break etc. Be back by " add time" (15 minutes)
- Welcome students back and set the agenda for the next 30 minutes.
- Watch a video together from a news channel or youtube. Ask students to take note as they watch. The video may be from a community or aged group that is more disadvantaged than your students (e.g. a remote community in Australia, or immigrants with no support network or elderly people). Ask students to take note on the challenges reported. (15 minutes)
- Wrap up and QA: using the raise hand function students take their turn to ask questions

iLearn Groupings

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Square bracket groups in iLearn

Groups   **Groupings**   **Overview**

PICT2010_FHFYR_2020_ALL

Groups

[Lecture_1|MON|11:00AM|C01] (120)
[Lecture_1|MON|11:00AM|C02] (178)
[PICT2010_2020_FHFYR_EXT_U] (78)
[PICT2010_2020_FHFYR_INT_U] (298)
[PICX2010_2020_OUAS1_EXT_U] (32)
[Tutorial_1|MON|01:00PM|C03] (30)
[Tutorial_1|MON|01:00PM|C05] (30)
[Tutorial_1|MON|03:00PM|C02] (30)
[Tutorial_1|MON|03:00PM|C06] (30)
[Tutorial_1|MON|04:00PM|C07] (30)
[Tutorial_1|MON|04:00PM|C09] (30)
[Tutorial_1|MON|05:00PM|C08] (28)
[Tutorial_1|MON|05:00PM|C10] (26)
[Tutorial_1|MON|12:00PM|C01] (32)
[Tutorial_1|MON|12:00PM|C04] (32)

Your internal tutorial groups are setup as 'square bracket' groups in your iLearn unit automatically. eg. [tutorial_1|MON|01]

This group setting can be used in iLearn Forums and Announcements to send message/zoom link to a particular tutorial group.

Note: these [ ] groups should not be edited/deleted

For further assistance email ilearn.help@mq.edu.au

(Zoom Basics)

Macquarie.zoom.us

USE YOUR MQ CREDENTIALS

Your Zoom dashboard
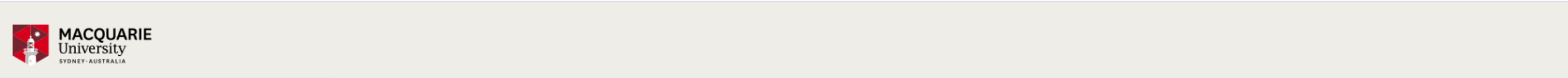
Start with editing your profile

ADD A PHOTO AND EDIT/CUSTOMIZE YOUR PERSONAL LINK

Different types of meetings

SCHEDULE MEETINGS OR USE PERSONAL MEETING ROOM?

My Personal Meeting Room

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REMEMBER TO EDIT YOUR PROFILE

Upcoming Meetings   **Previous Meetings**   **Personal Meeting Room**

Start Meeting

Meeting Templates

Topic	Panos Vlachopoulos' Personal Meeting Room
Time	Add to 📅 Google Calendar 📧 Outlook Calendar (.ics) Y! Yahoo Calendar
Meeting ID	770-767-1672
Meeting Password	✕ Require meeting password
Join URL:	https://macquarie.zoom.us/my/panosvlachopoulos ⤴ Copy the invitation
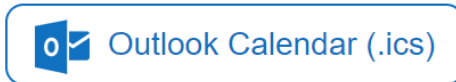
Opening Zoom

The User's Interface

DO YOU SEE THE SAME THINGS?

Consider your background.

Host and Co-Host

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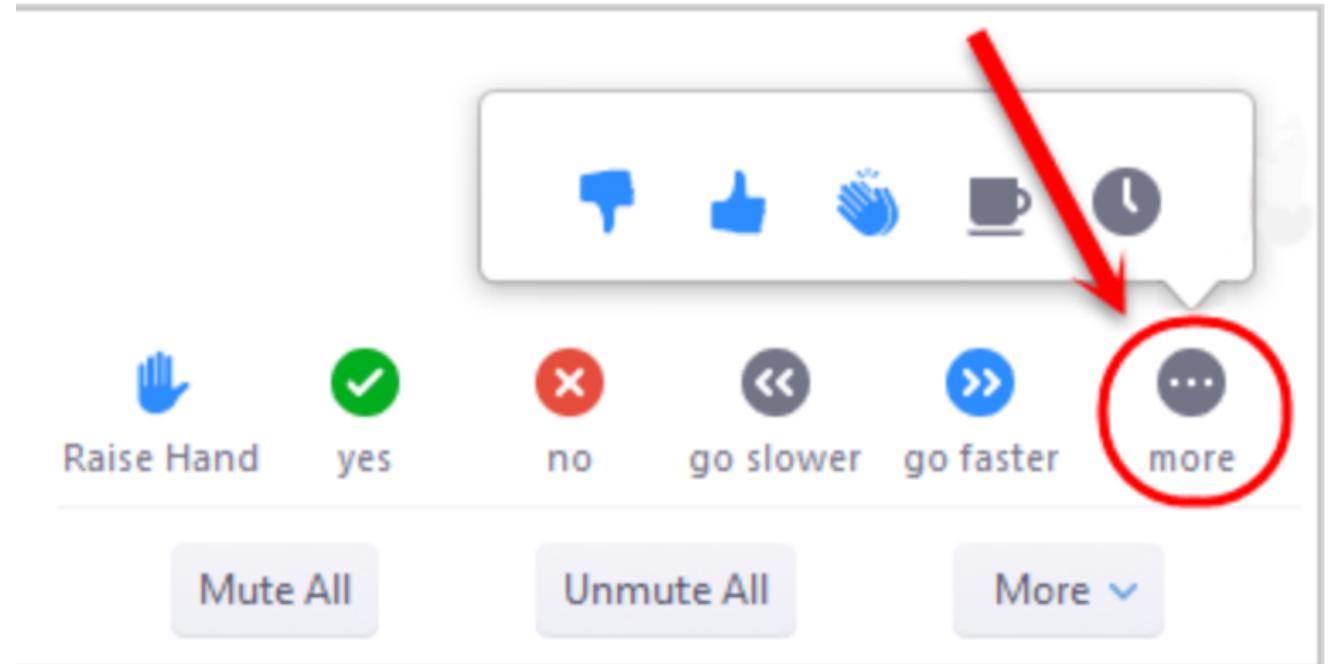University

The host controls will appear at the bottom of your screen if you are not currently

screen sharing.

Add some Interactivity
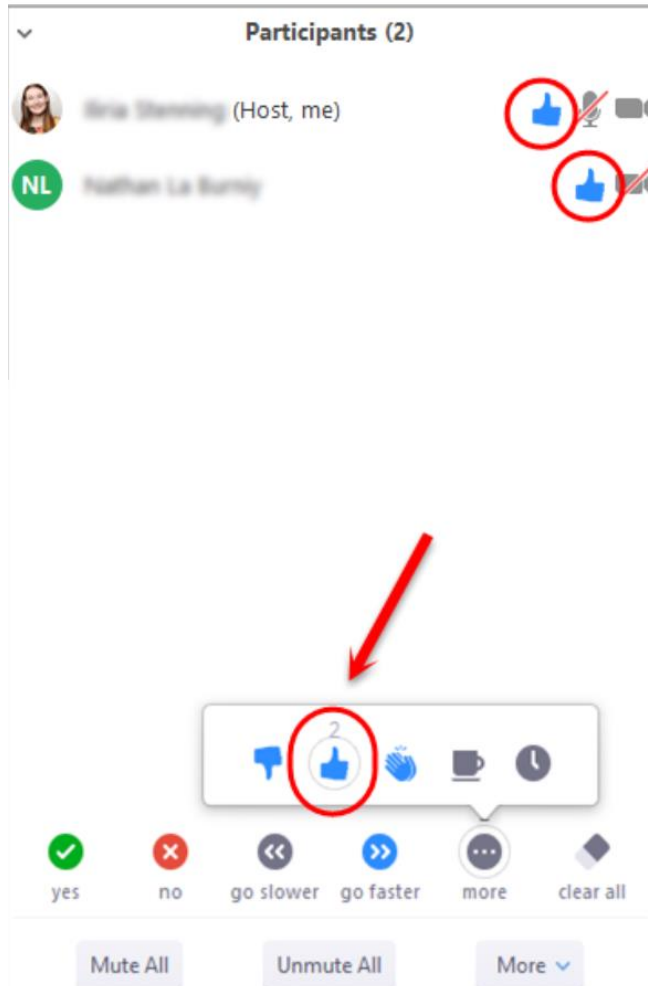
Screen Sharing options

. Select the desktop or application you would like to share and click **Share Screen**.

Desktop 1

Desktop 2

Whiteboard

iPhone/iPad via AirPlay

iPhone/iPad via Cable

zoom.us - Zoom - Pro Account
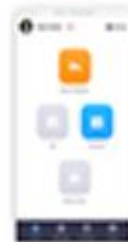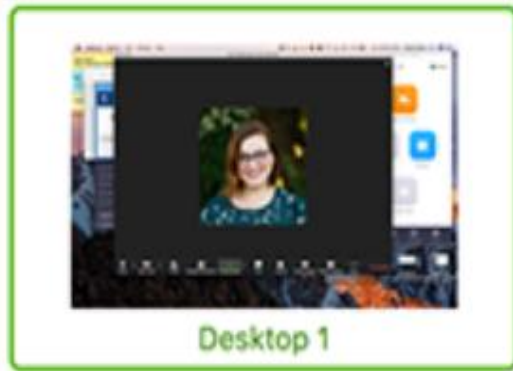
Breakout Rooms

BASIC FUNCTION

. When you tutor assigns you to a breakout room, you will receive a pop-up message on your screen that says The host is inviting you to join Breakout Rooms. In the Breakout Rooms pop-up box, click Join.
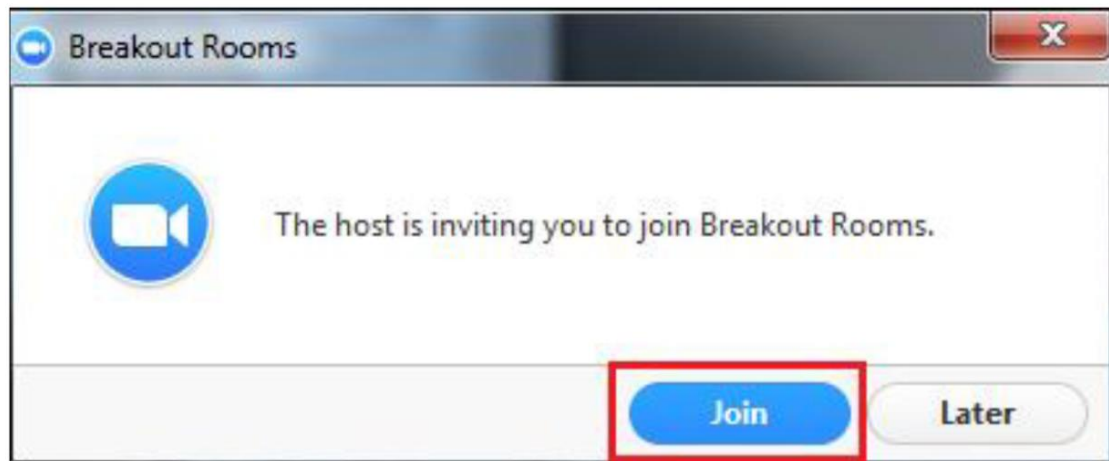
Your breakout room interface is very similar to the webinar main room. The menu at the bottom includes additional options that allow you to invite and request your tutor for help and leave the breakout room.

(some advanced features)

Breakout rooms

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nmute | Stop Video | Invite | Manage Participants | Share Screen | Chat | Record | **Breakout Rooms** | End Meeting
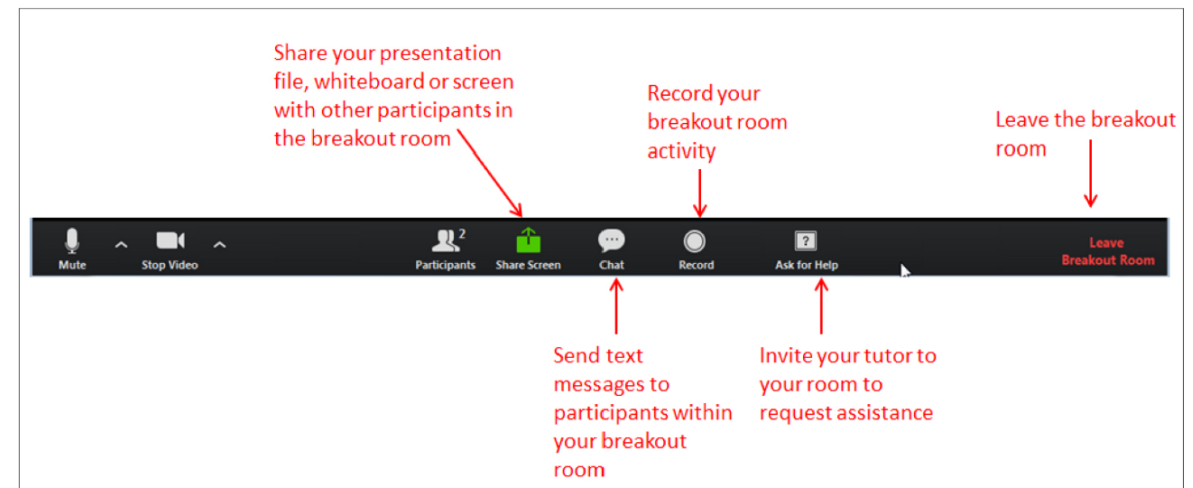
Click Breakout Rooms icon.

- **Create the Rooms automatically or manually.**
- **You may rename Rooms and/or assign Participants.**
- **Once you click 'Open all Rooms' an invitation gets sent to Participants.**

Breakout Rooms

Assign 10 participants into 4 Rooms:

◉ Automatically   ◯ Manually

2-3 participants per room

Create Breakout Rooms

Automatically Assign
Fastest method
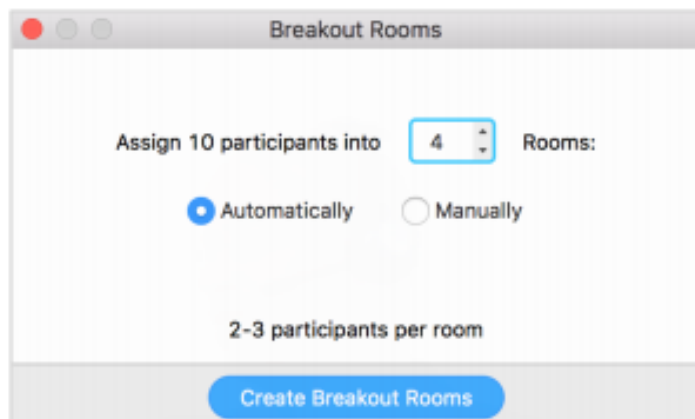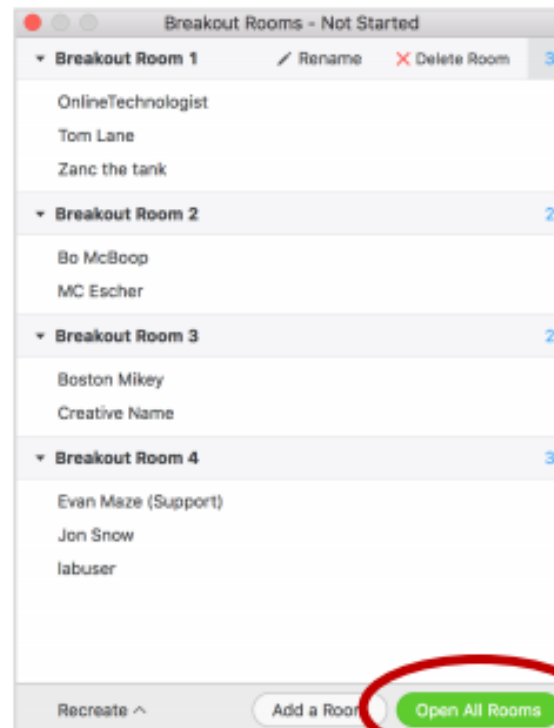
Breakout Rooms - Not Started

- ▼ Breakout Room 1 | ✎ Rename | ✕ Delete Room | 3
  - OnlineTechnologist
  - Tom Lane
  - Zanc the tank
- ▼ Breakout Room 2 | | 2
  - Bo McBoop
  - MC Escher
- ▼ Breakout Room 3 | | 2
  - Boston Mikey
  - Creative Name
- ▼ Breakout Room 4 | | 3
  - Evan Maze (Support)
  - Jon Snow
  - labuser

Recreate ∧ | Add a Room | **Open All Rooms**

OR

Manually Assign
For recurring groups

Breakout Rooms - Not Started

🔍 Search

- ▼ Breakout Room 1 | ✎ Rename | ✕ Delete Room | Assign
- ▼ Breakout Room 2 | | Assign
- ▼ Breakout Room 3 | | Assign
- ▼ Breakout Room 4 | | Assign

☐ Bo McBoop
☐ Boston Mikey
☐ Creative Name
☐ Evan Maze (Support)
☐ Jon Snow
☐ MC Escher
☐ OnlineTechnologist
☐ Tom Lane
☐ Zanc the tank
☐ labuser

Recreate ∧ | Add a Room | Open All Rooms

Breakout rooms

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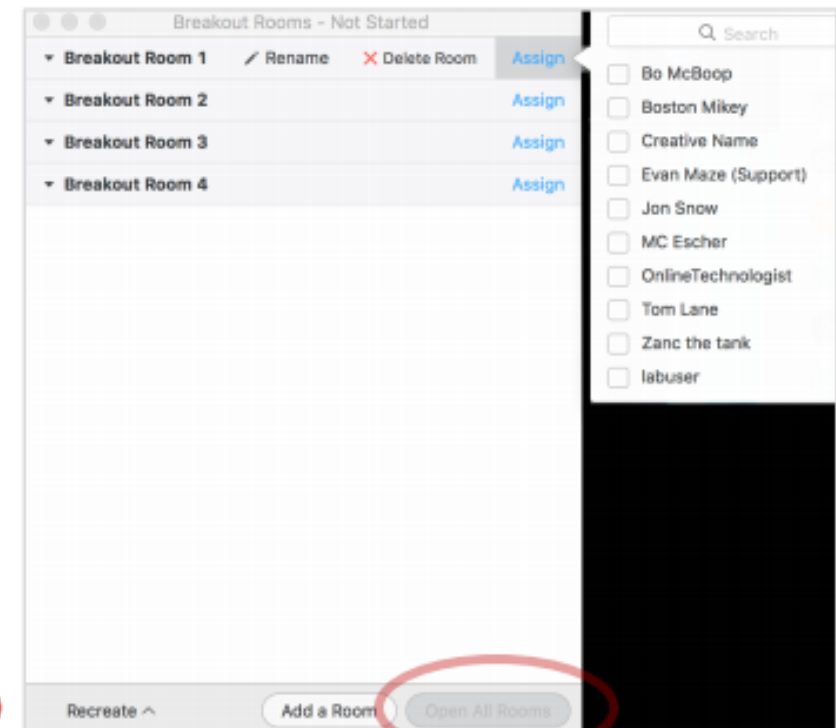
Breakout Rooms
Advanced Features

Breakout Rooms - In Progress

Breakout Room 1 — Join
- OnlineTechnologist (not joined)
- Tom Lane (not joined)
- Zanc the tank (not joined)

Breakout Room 2 — Join
- Bo McBoop (not joined)
- MC Escher (not joined)

Breakout Room 3 — Join
- Boston Mikey (not joined)
- Creative Name

Breakout Room 4 — Join
- Evan Maze (Support)
- Jon Snow (not joined)
- labuser → Move To

Broadcast a message to all ^   Close All Rooms
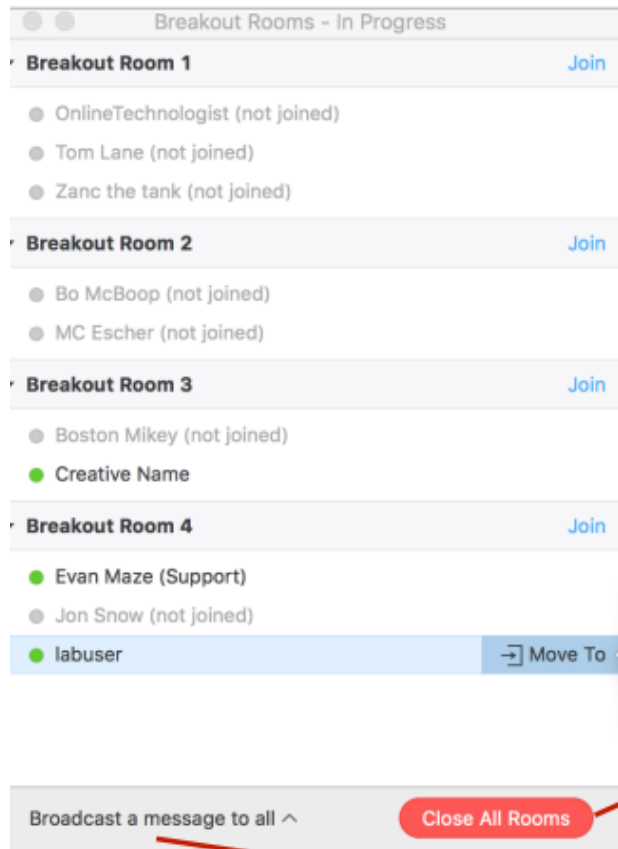
- Once started, the Host can move freely between the rooms by clicking Join.
- A Co-host must initially be assigned to a Room and accept the invitation, but thereafter can also move freely between Rooms. Regular Participants can only reenter the main session via the bottom right 'Leave Breakout Room'.

Reassign Participants while Rooms are live.

- Jon Snow
- labuser (not joined)

All Breakout Rooms will close in 34 seconds.
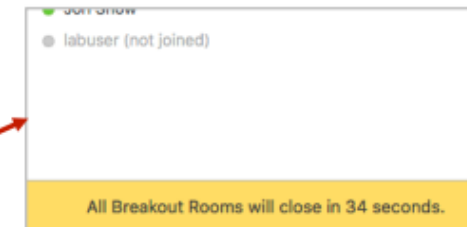
Closing All Rooms initiates a 60 second count-down for everyone before it automatically brings them back to the main session.

6 Minute Warning

Broadcast

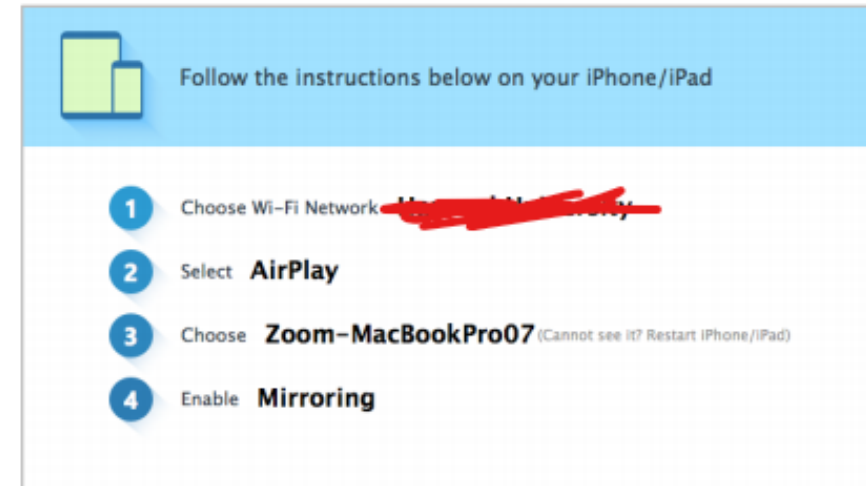Broadcast a message to all ^   Close All
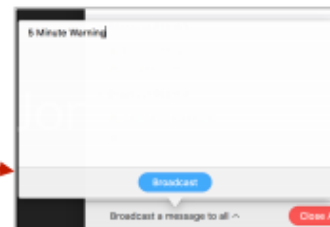
Broadcast Messages appear at the top of student screens for 5-10 seconds.

Option to share your ipad/iphone/tablet

Click Screen Share and select your iOS device
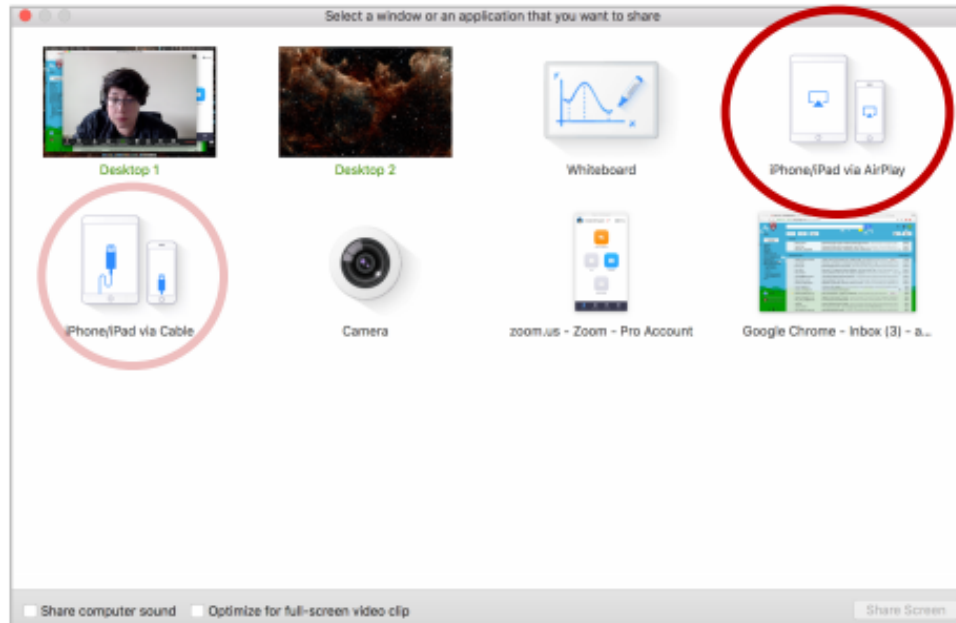
If using AirPlay / Wi-Fi

AirPlay requires your computer and iOS device to be connected to the same Wi-Fi network. You can share apps and documents, but Zoom's annotation tools are still accessed by the computer.

Final Tips

Speak less than10 minutes, then have some interaction!

Be enthusiastic. Smile. Imagine you have just received good news.

Make a recording of yourself so you can listen and improve the next time

Never, ever, ever finish with "any questions?". Always have a wrap-up story prepared.

"Necessity is the mother of invention." Plato