TOOLS FOR REMOTE TEACHING USING ZOOM TO TEACH

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KNOW WHERE TO GET HELP!

- Search the Canvas Guides – “How To’s”
- Live Chat & Phone Support 24/7/365
  - Available to all UT faculty, staff and students!
- **Canvas Training Center** – UT specific
  - UT Canvas Team – Canvas@utlists.utexas.edu
- **Zoom Guides** – [https://support.zoom.us/hc/en-us](https://support.zoom.us/hc/en-us)
  - UT Zoom Team – zoom@utexas.edu
Where to start - [https://zoom.its.utexas.edu/](https://zoom.its.utexas.edu/) [Zoom@UTAustin]

Zoom Web Portal [utexas.zoom.us/meeting]
- Profile, Meetings, Recordings, Settings, Reports
- Pre-assign Breakout Rooms and create Poll questions HERE

Canvas Zoom integration – Zoom from course navigation
- Schedule a Meeting - Zoom sends calendar invite
- Record to Cloud – Zoom will post Unpublished video to course

Zoom Host meeting controls – Screen sharing, Polls, Chat, Participants, Breakout rooms
Profile – add a picture! User Type = Licensed (not Basic)

Meetings – upcoming Meetings, including Canvas Meetings
  - Click Meeting to Edit; Add Polls, select Breakout Rooms pre-assign

Recordings – view Cloud/Local Recordings and transcripts
  - Click Meeting to Copy Shareable link, Edit or Delete recording

Settings – adjust default Meeting and Recording Settings
  - Waiting Room, Chat, Email Notifications

Reports – Usage (participants) and Meeting (polls) Reports
USING ZOOM IN CANVAS

- [Course Navigation] **Zoom** > Click **Schedule a New Meeting**
  - Invites all students; TA Discussion sessions – use Zoom Web Portal
  - Automatically create Event in Canvas calendar
  - Create Recurring Meetings, *Every T/Th at 2pm for 12 sessions*
  - Decide how you are going to name future “meetings”
    - Stay consistent – Lecture [Date], “Tu/Th” Office Hours, etc.
- **Guest Speakers** – **Meeting options “Sign in to Zoom (Guest)”**
- **Hold virtual office hours** (use **Waiting Room** or Breakout Rooms)
ZOOM RECORDINGS

- Post recordings in central location (Canvas!)
  - Select "Record Automatically" and "In the Cloud," Zoom will upload video and transcript after processing
  - Start a cloud recording (during meeting)
  - Posts “Unpublished” under Cloud Recordings tab

- Review the Transcript! Download or Edit in Web Portal
  - Viewing and editing the transcript
  - Audio transcripts are saved in VTT format
LECTURE LIVE WITH ZOOM

- Use Zoom Meetings to hold lectures in real-time
  - Share screens (PowerPoint/Keynote); Using Digital Whiteboards (TOTAL crs)*
  - Launch Polls, field questions in Chat
  - Set up Zoom Breakout Rooms to use as smaller discussion groups
    - Pre-assign participants using the sample CSV file as a template. Format student email address as UTEID@eid.utexas.edu
  - Share a video - Optimizing a shared video clip in full screen
- Tips for Lecturing on Zoom, Transitioning to Online Teaching *enroll*
- Accessibility Best Practices for Classes Using Zoom (SSD)
Zoom Meeting Controls

Select a Camera
- Integrated Webcam
- Choose Virtual Background
- Video Settings...

One participant can share at a time
Multiple participants can share simultaneously
Advanced Sharing Options...

Unmute
Start Video
Security
Participants
Chat
Share Screen
Record
Closed Caption
Breakout Rooms

Lock Meeting
Enable Waiting Room
Allow participants to:
- Share Screen
- Chat
- Rename Themselves
- Unmute Themselves
Remove Participant...
Report...

Participants (2)

Karyn Kondoff (Host, me)

Jack Barker

Chat
Ask to Start Video
Make Host
Make Co-Host
Allow Record
Assign to type Closed Caption
Rename
Put in Waiting Room
Remove
Logged out of Desktop App?

You have been signed out of your Zoom account. Sign in again to resume using Zoom.
RESOURCES

Canvas Training Center – Workshops and Consults

New! Course Templates: Synchronous, Asynchronous & Hybrid/Blended Create a sandbox and import a template to get started

Zoom @ UT Austin – Log In page and Zoom Privacy and Security

Transitioning to Online Teaching & Learning – Resource library

Presentation Skills, Digital Whiteboard, Tips for Zoom, click to enroll

Faculty Innovation Center “The Commons” Online/Blended Course Planning

Turn On Live Captions in Google Slides – YouTube video

PowerPoint Office 365 – Present with Real-time Captions/Subtitles

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