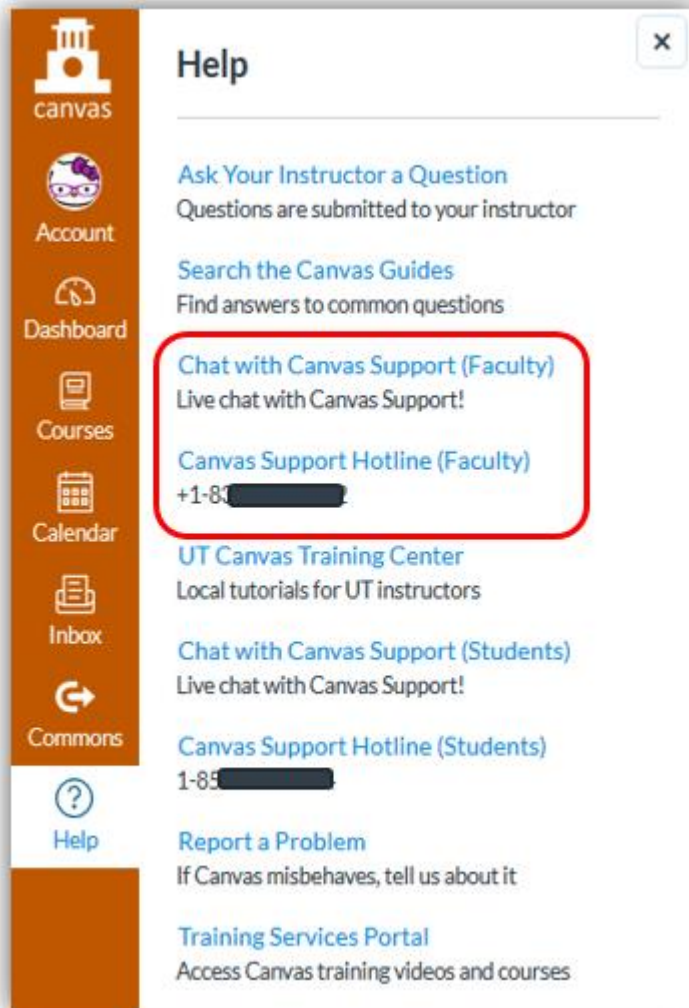

TOOLS FOR REMOTE TEACHING USING ZOOM TO TEACH

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KNOW WHERE TO GET HELP!



The screenshot shows the Canvas Help menu. On the left is a vertical navigation bar with icons for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The Help menu is open, showing several options. The 'Chat with Canvas Support (Faculty)' option is highlighted with a red box. Below it is the 'Canvas Support Hotline (Faculty)' option. Other options include 'Ask Your Instructor a Question', 'Search the Canvas Guides', 'UT Canvas Training Center', 'Chat with Canvas Support (Students)', 'Canvas Support Hotline (Students)', 'Report a Problem', and 'Training Services Portal'.

Help

Ask Your Instructor a Question
Questions are submitted to your instructor

Search the Canvas Guides
Find answers to common questions

Chat with Canvas Support (Faculty)
Live chat with Canvas Support!

Canvas Support Hotline (Faculty)
+1-8[REDACTED]

UT Canvas Training Center
Local tutorials for UT instructors

Chat with Canvas Support (Students)
Live chat with Canvas Support!

Canvas Support Hotline (Students)
1-8[REDACTED]

Report a Problem
If Canvas misbehaves, tell us about it

Training Services Portal
Access Canvas training videos and courses

- 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*
 - **Using Zoom to Teach** – <https://bit.ly/2Ps5tzP>
 - UT Canvas Team – Canvas@utlists.utexas.edu
- **Zoom Guides** – <https://support.zoom.us/hc/en-us>
 - UT Zoom Team – zoom@utexas.edu
- **Student Support** – <https://bit.ly/3dkEbGs>

ZOOM AGENDA

- **Where to start** - <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 - Record to Cloud – Zoom will post Unpublished video to course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

ZOOM WEB PORTAL

- **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

The image displays the Zoom meeting control bar and several context menus. The control bar includes icons for Unmute, Start Video, Security, Participants (1), Chat, Share Screen, Record, Closed Caption, Breakout Rooms, and an End button. Three context menus are shown: 1. A blue-bordered menu for 'Select a Camera' with options: 'Integrated Webcam' (checked), 'Choose Virtual Background', and 'Video Settings...'. 2. An orange-bordered menu for 'Share Screen' with options: 'One participant can share at a time' (checked), 'Multiple participants can share simultaneously', and 'Advanced Sharing Options...'. 3. A green-bordered menu for 'Participants (2)' with options: 'Lock Meeting', 'Enable Waiting Room', 'Allow participants to:' (with sub-options 'Share Screen', 'Chat' (checked), 'Rename Themselves' (checked), 'Unmute Themselves' (checked)), 'Remove Participant...', and 'Report...'. A secondary orange-bordered menu is also visible over the 'Participants (2)' list, showing options for 'Karyn Kondoff (Host, me)' and 'Jack Barker': 'Chat', 'Ask to Start Video', 'Make Host', 'Make Co-Host', 'Allow Record', 'Assign to type Closed Caption', 'Rename', 'Put in Waiting Room', and 'Remove'.

Select a Camera

- ✓ Integrated Webcam
- Choose Virtual Background
- Video Settings...

Share Screen

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

Participants (2)

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

Participants (2) Context Menu

- Chat
- Ask to Start Video
- Make Host
- Make Co-Host
- Allow Record
- Assign to type Closed Caption
- Rename
- Put in Waiting Room
- Remove

Zoom Desktop App

The image shows the Zoom Desktop App interface with several annotations. The main window has a blue header with 'Zoom' and navigation icons for Home, Chat, Meetings, and Contacts. A search bar is on the right. Below the header are four large buttons: 'New Meeting', 'Join', 'Schedule', and 'Share screen'. In the center, a clock shows '10:35 PM' on 'Thursday, August 6, 2020'. Below the clock, a list of settings is shown: Recording, Profile, Statistics, Keyboard Shortcuts, and Accessibility. A green box highlights this settings list. On the right, a user profile card for 'Karyn Kondoff' is shown, with a red box around the 'LICENSED' status. Below the profile card, a 'Settings' button is highlighted with a green box. A 'My Profile' button is highlighted with a brown box, with a note 'Short cut to Web Portal' next to it. A 'Check for Updates' button is highlighted with a red box. Arrows point from the profile card to the settings list and from the 'My Profile' button to the 'Check for Updates' button.

Zoom

Home Chat Meetings Contacts

Search

10:35 PM
Thursday, August 6, 2020

No upcoming meetings:

- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

Karyn Kondoff
kko***@eid.utexas.edu

LICENSED

Add a Personal Note

Settings

Available

Away

Do not disturb

My Profile

Short cut to Web Portal

Try Top Features

Help

Check for Updates

Switch to Portrait View

Switch Account

Sign Out

Zoom Cloud Meetings

Sign In

Enter your email

Enter your password [Forgot?](#)

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

Keep me signed in **Sign In**

[< Back](#) [Sign Up Free](#)

or

Sign In with SSO

Sign In with Google

Sign In with Facebook

Logged out of Desktop App?

Zoom Cloud Meetings

Sign In with SSO

Company Domain

utexas .zoom.us

[I do not know the company domain](#) **Continue**

[< Back](#)

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](#)