

# Tips & Tricks: Teachers Educating on Zoom

## General Tips on Shifting your Mindset to Teaching Online

- Include a hook question into your lessons to engage with your students. Use features like chat, polling, or reactions to help get participation early in your lesson.
- Introduce the lesson or project with clear expectations.
- Tutorials should be led by example (live on video, or pre-recorded).
- Assessments should be mostly summative in nature for ease of grading.
- Use Scaffold Learning Activities to break down learning into manageable chunks as students progress toward stronger understanding.
- Organize lessons in sections to set clear endpoints.
- Have a clear closing activity.



## Teaching Over Video - Delivery Tips and Tricks

- Pre-set your meeting to mute participant's microphones upon entry. This helps to avoid background noise and allow your students to focus on your lesson.
- Look at the camera to create eye contact with your students. This helps to create a more personal connection while teaching over video.
- Take a second to check chat or your student's video (if on camera) to check-in with your students and get feedback.
- 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.
- When delivering a presentation, sharing images, files or video, give your students a moment to open or take in what you've shared.
- Embrace the pause. Take a moment after the end of your comments and allow for students to engage before continuing on.

## Tips and Tricks for Virtual Lessons

- Have a lesson plan. Give an agenda or plan for each class so students have a clear idea of how the class will progress, what will be covered, and the activities they'll engage in. Periodically cover online etiquette and expectations of the students.
- Ensure you're sticking to your lesson plan. Monitor your time and ensure the class is progressing at the pace you outlined to ensure you cover everything you outlined.
- Utilize the Whiteboard or Annotate a shared document and let your students engage as well. When sharing a whiteboard, document, screen, or image, try whiteboarding math problems or have a student use annotation to highlight items such as grammar mistakes in a paper you're sharing.
- Take time to promote questions, comments, and reactions from your class. Give a minute to allow your students to utilize reactions, write their questions in chat, or be unmuted to ask their questions live.
- Divide into smaller groups for a discussion on a certain topic. You can use Zoom's Breakout Room feature to either pre-assign or auto-assign students into groups for a short period of time so they may discuss things together.
- Have students be the presenter and share projects with the class. This allows your students to show what they're working on while practicing their presentation skills. It also allows students to hear from one another.



## Tips for Grading in an Online Class

- Set high standards and clear expectations.
- Make use of Discussion Boards. Students can respond to 2 other students post where appropriate to engage collaboration.
- Use summative assignments to measure a student understanding.
- Use Google forms or a platform similar to create fill-in assignments.
- Give students ownership of the learning process.
- For live classes, use formative verbal Q&A for class points.
- Turn around time is important to keep students informed and engaged.

## Great Tools Built into Zoom for Engagement

- 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-During-Meetings>
- 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>
- Transcription of meetings: <https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings->
- Chat: <https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>