**Zoom Tips for Faculty**

HOT MIC: Assume the second you turn on the computer to the second you turn off the computer that you have a live mic and live video and watch what you do and say.

See Them. Cameras do take up extra band width, but there is no equal to make sure they are in class and paying attention. Requiring their video cameras be on for class or at minimum when they speak and for them to be unmasked even if they never talk can help them overcome shyness and connect with others and forces a certain level of preparation before class. This rule applies to you too. Use your camera and keep your eyes on your camera. I have a pink sparly dot next to mine to remind me where to look. It is so tempting to want to watch yourself or others, but your eyes will look “shifty” as one of my students called it because you aren’t making eye contact with the viewer.

Hear Them. Require that they allow zoom to use your video and turn your computer audio on. You can adjust volume either on your keyboard (look for the speaker symbol) or in Settings.

Be prepared. Have web links or documents you plan to show up and minimized so all materials are easily at hand or have them preloaded into a LMS to you only need to go to one place for everything. Just as you would in class, have a clear plan for your activities and gather some form of feedback or assessment from students often. Have water, tissues, and a clock without an alarm handy.

Be Visible: Have a bright light facing you (window or lamp) so students can easily see your face. Make sure any sites with personal info are closed and that your screensaver and the room behind you in camera view is something you are willing to share with students. Wear a bright color.

Smile or at least do not frown. Often, at the start and end, you will be waiting for someone to show up or adjusting tech stuff and most people get focused on that and either stop smiling or worse start frowning so it is like watching an animatronic teacher go dead and suggests your normal friendliness is an act. Non-verbal communication skills matter on a video platform.

Be heard. Talk facing your laptop or iPad microphone so the sound is clear. Turn off air conditioning and any noisy appliances or fans. Turn off any notifications on your computer, on your phone, or any electronics in the room including clock alarms. Speak slowly with pauses for students to process info between sections. Silence is not a bad thing.

Quiet During Feature Presentation: Keep pets, children, and exuberant others out of the room. An occasional puppy zoom bomb can lighten the mood, but regular incessant barking can make you hard to hear or understand.

Pull the Plug: Set zoom to mute students on entering and know how to mute them or cut their video in an instant. Practice this.

Secure it. Set up a waiting room or password protect your site so you can better control access to it. If you schedule each class separately rather than as a reoccurring meeting Zoom can automatically generate a different room link each time, which can also keep the room more private.

Check in: Use polls and surveys about both connection/delivery and course content. Ask for thumbs up, a comment in chat, or just randomly call on students.

Don’t Go on Autopilot. Avoid simply reading prepared slides or a scripted lecture because that is unengaging and students do not need you present to watch pre-prepared materials. Think about what the best use of real time access to you would be for students. Have a plan for how you can illustrate or discuss the concepts in ways that also allow you to evaluate their grasp.

Expect Silence. Expect a lot more silence than you have in the classroom. Even if you don’t mute their mics, students will be quiet because they are listening carefully and also a little nervous to speak out in an unfamiliar forum especially if you have a large group. Use and monitor chat to let the conversation develop there as well as through audio. You can also use breakout rooms to get them talking in smaller groups that then can report back.

Conflict Plan. Have a plan for possible student conflict. I record every session just in case for my protection and theirs. My plan is also to send a private text message reading, “I hear what you are saying and I want to discuss this with you. Please email me a good time when we can talk about this privately.” That usually solves things. If necessary, be prepared to kick them out.

Practice. If you are worried, you can pre record a version of yourself doing this and be ready to share screens and show it or post it on a class Facebook or YouTube page if something goes down. Also, use one of the one-on-one session offered in faculty training or enlist a friend to do a dry run with you. It may take several practice runs adjusting everything to feel comfortable. Rewatch your recordings and the classes of others and ask for student feedback on delivery to improve your zoom classes.

**Syllabus Suggestions:**

**Zoom:** To meet in zoom from any web browser go to XXXX.   It isn’t essential you have zoom.us downloaded and installed on your own machine, but it seems to run a bit better if you do install it. It also runs better if you close all other links or programs on your computer or iPad before logging on.

 You should use your computer or iPad instead of your phone, although it works there too in an emergency) since the mobile option of Zoom is not large enough to see the materials and does not offer all the feature of the regular online version.  As you join our meeting please allow zoom to use your video and turn your audio on. You can adjust volume either on your keyboard ( look for the speaker symbol) or in Settings.

**WIFI:** If you need free wifi you can access it from anywhere on campus including the parking lots, most public library parking lots around the country, and most McDonalds or Starbucks parking lots around the country.

**Netiquette:** Good students avoid distractions and are not themselves a distraction to others. You are expected to close or silence everything including text on your phone before you join us on Zoom and work in a quiet room (no music or tv, free of pets, parents or roommates who might interrupt). Please remember this is an academic environment so avoid using language, screen images, and other content that might be distracting or offensive to other members of the class. We are a class, a community, and we can only make this class enjoyable and engaging if we are all respectful and attentive to one another.

**The Code of Student Conduct Applies Online**.

**Students are NOT allowed to record audio or video components of online courses including zoom sessions or share any student information or performance (discussion, work, etc) at any time. If you need course recordings because of a disability, please email me and accommodations will be made.**