

Online Teaching Tip #7: Updating Your Zoom Client

Division of Academic Success

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As you know, the Zoom software continually evolves as the company improves security features and fixes other software glitches. One of the last major releases added a “Security” button to the control bar, allowing for quick access to all of the meeting security settings. Today, the company released another major version -- 5.0.0. The full list of improvements is near the end of this email.

To update your Zoom client on a desktop/laptop computer:

1. Start the Zoom application on your desktop/laptop computer.
2. Click your profile icon. (This is a circle in the upper right hand corner of the application, to the right of the “Search” box.)
3. Choose “Check for Updates”.
4. You will be then prompted to download and install the newest version of the Zoom client software. This may take several minutes. It is advisable not to do this immediately before a class session.

If you haven’t had a chance to update your Zoom since we started our remote teaching experience, now might be an ideal time. Depending on how long it has been since your last update, you might find performance or feature gains in the new version of the application.

Online Teaching Tip #6: LinkedIn Learning

Division of Academic Success

LinkedIn Learning (<http://www.linkedin.com/learning/>) is an online training platform that can help you learn new skills or can be embedded into your online class to supplement learning for your students. If you have questions about the platform or wish to set up accounts for your students, please contact Colleen.Thornton@vaughn.edu. The content can be accessed either from a desktop/laptop or by downloading the “LinkedIn Learning” app to your mobile device.

Here are some **online teaching professional development modules** for faculty:

1. Teaching Online Synchronously

This course covers the breadth of topics related to teaching synchronously online -- tools, managing and engaging learners, and assessing learning online.

<https://www.linkedin.com/learning/teaching-online-synchronous-classes/welcome?u=81127114>

1hr., 12mins.

2. Using Zoom

This course covers features of Zoom in great detail. The content is fresh; it was last updated April 16, 2020.

<https://www.linkedin.com/learning/learning-zoom/stay-connected-with-zoom-meetings?u=81127114>

1hr., 3mins.

3. Learning D2L

This course covers teaching with D2L.

<https://www.linkedin.com/learning/learning-brightspace-by-d2l/why-use-brightspace-by-d2l?u=81127114>

3hrs., 10mins.

4. Creating Desktop Recordings

This short video covers how to produce a video of content and activity on your desktop/laptop computer. This is good for developing videos to be embedded into D2L that demonstrate the use of software or websites.

<https://www.linkedin.com/learning/search?keywords=screen%20capture&u=81127114>

6mins.

5. **Flipping the Classroom**

The flipped classroom is where students watch videos asynchronously that prepare them for lecture materials. Then, synchronous time (either in person, in the physical classroom or online via Zoom) is used for exercises and discussing/applying the concepts.

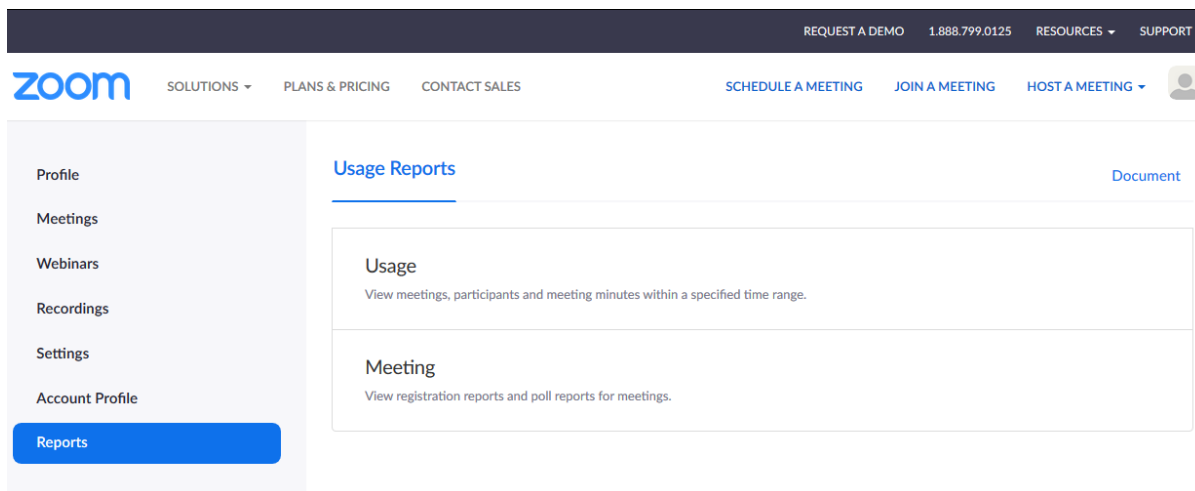
<https://www.linkedin.com/learning/flipping-the-classroom/introduction?u=81127114>

41mins.

Online Teaching Tip #5: How to Download Previous Participant Lists from Zoom.

Zoom allows you to download Excel-formatted files of those who participated in your meetings. These lists indicate names and times of attendance. These files can be used to track attendance in synchronous online classes.

1. Visit <http://www.zoom.us/>.
2. Login to your account. You will see a blue “Sign In” link in the upper-righthand corner. Click this and use your Zoom credentials. (Your Zoom login will be your Vaughn email address. Your Zoom password will not be the same as your Vaughn email password.) If you are already logged into Zoom, you will see a blue “My Account” link in the upper-righthand corner instead.
3. From the account’s main page, you will see a “Reports” link on the left side. Click this link.



4. On the “Usage Reports” page that appears, choose “Usage”. You will see a list of meetings that you have recently conducted.
5. For each meeting, at the right side of the row, there will be a blue number link indicating the number of participants that attended that meeting. Click any number link to load the list of participants for that meeting.

Meeting Participants

☐ Export with meeting data

Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Edgar Troudt	edgartroudt@gmail.com	04/09/2020 08:18:03 PM	04/09/2020 08:18:22 PM	1

6. The participant list will include the name, email address, and amount of time in the meeting for each participant. The blue “Export” button will allow you to download this list as a CSV (comma-separated values) file, which may be loaded into Microsoft Excel. Choosing “Export with meeting data” adds other basic information about the meeting including meeting title, dates, length and meeting ID.

Online Teaching Tip #4: Adding passwords and waiting rooms to your Zoom sessions.

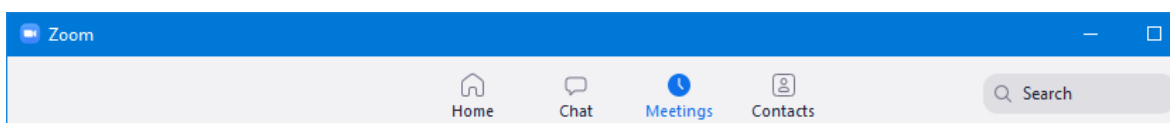
Zoom has two additional features to protect from uninvited participants in your Zoom classrooms. Waiting rooms allow instructors to actively accept participants into a Zoom session. Passwords provide an additional barrier to your room beyond the room number.

Supplementary News Article:

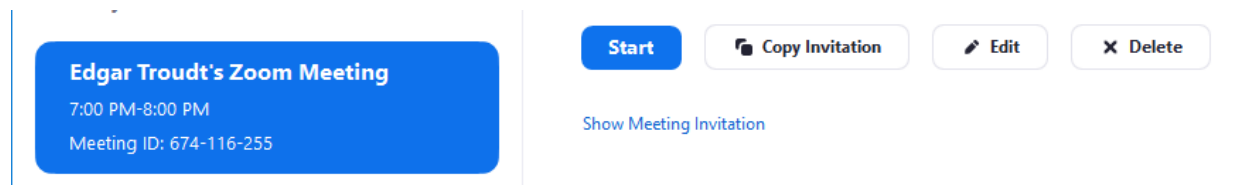
Lorenz, T., Alba, D. (2020). 'Zoombombing' Becomes a Dangerous Organized Effort, The New York Times, April 3, 2020. Available at: <https://www.nytimes.com/2020/04/03/technology/zoom-harassment-abuse-racism-fbi-warning.html>

Editing Options on an Existing Meeting

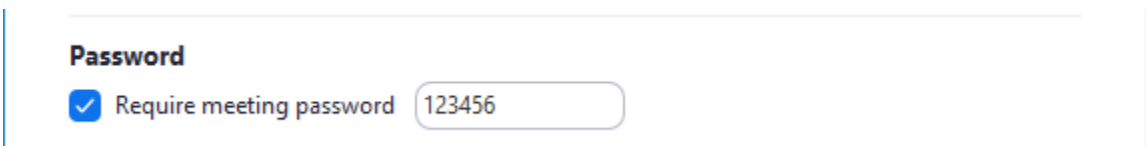
1. Start the Zoom application on your computer.



2. Choose the "Meetings" icon from the row of icons at the top of the application.
3. Click on the meeting that you wish to edit. The meeting will be highlighted in blue.

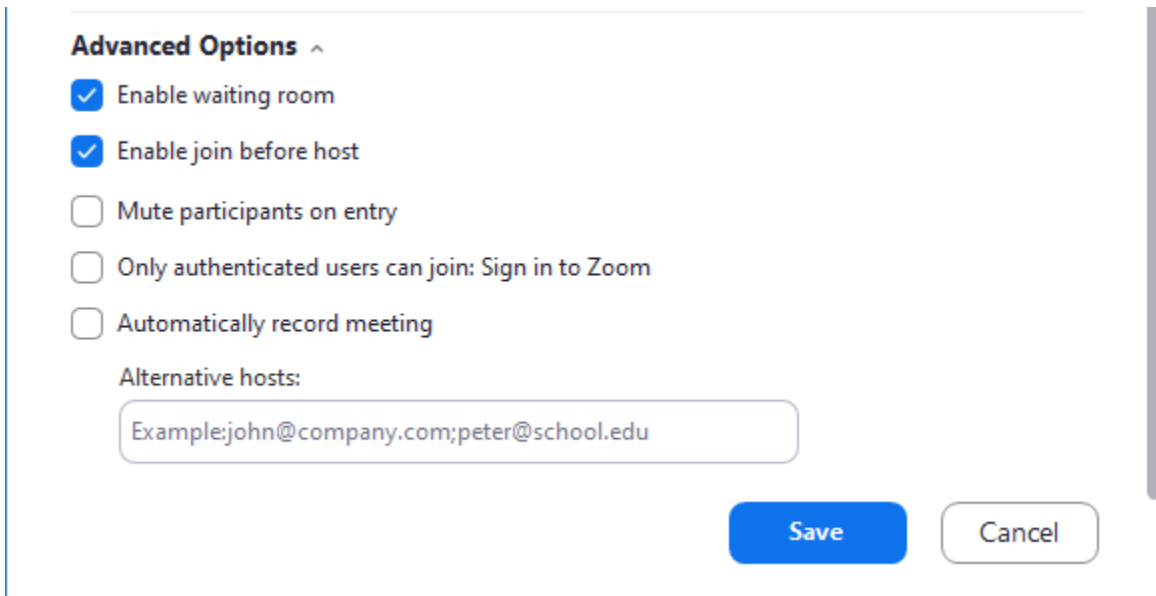


4. Choose the Edit button to the right of this meeting. The "Edit Meeting" box will appear.



5. Near the top of the box is an area marked "Password". Check the blue box, then enter an appropriate password for the meeting. **Please note that you will need to communicate this password to your students via an announcement in D2L.** Participants will now need both the Zoom ID # and the password in order to join your meeting.

6. Near the bottom of the box is an area marked “Advanced Options”. Click the arrow to the right of the text to view these options.



The screenshot shows the 'Advanced Options' dialog box in Zoom. It has a title bar 'Advanced Options ^'. Below the title bar are five checkboxes: 'Enable waiting room' (checked), 'Enable join before host' (checked), 'Mute participants on entry' (unchecked), 'Only authenticated users can join: Sign in to Zoom' (unchecked), and 'Automatically record meeting' (unchecked). Below these checkboxes is a text input field labeled 'Alternative hosts:' containing the text 'Example:john@company.com;peter@school.edu'. At the bottom right of the dialog are two buttons: 'Save' (blue) and 'Cancel' (white with a grey border).

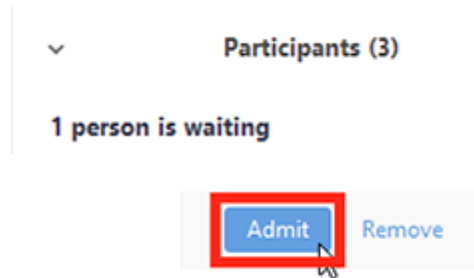
7. Check the box marked “Enable waiting room”. This will now place joining students in a separate room before they can enter your Zoom meeting. You will have to accept each joining student into the meeting.
8. Press the blue “Save” button at the bottom of the box.

Accepting Students from the Waiting Room During a Session

1. When a student joins your waiting room, Zoom will play a doorbell chime. The student is in the waiting room and cannot hear or see the contents of your meeting.
2. Every time a student joins your Zoom meeting, a box will pop up at the bottom of the screen with the name of the participant asking if you wish to admit this student to the session. If a student disconnects and reconnects, you will have to admit them each time. It is good practice to verify that the name that appears legitimately matches a student registered in your class.
3. You will also want to periodically check the “Manage Participants” tab. This tab lists students who are actively in your Zoom room, and those who are waiting to be admitted. If multiple students join at the same time, or if you do not hear the doorbell chime, you may miss the popup noted in Step #2. Click “Manage Participants” from the Zoom meeting control bar.



4. To move a student from the waiting room to the main Zoom meeting, click the blue “Admit” button next to their name.



Removing Participants During a Session

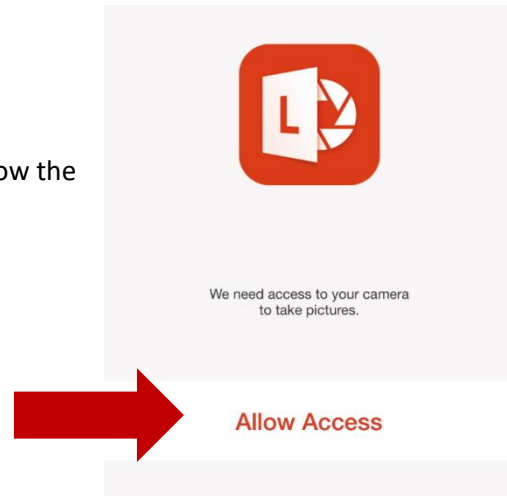
1. The “Manage Participants” area also allows you to remove a participant from an active meeting.
2. On the list of participants, hover your mouse over the participant that you wish to remove.
3. Click the blue “More” button to make changes to this participant.
4. The “Remove” option will disconnect the participant from the meeting. The “Put in Waiting Room” option returns the participant to the session’s waiting room.

Online Teaching Tip #3: Creating Word and PDF documents from paper with your mobile phone.

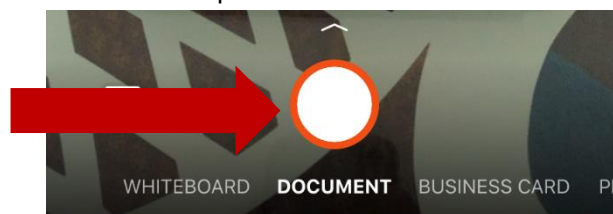
In some cases we have paper-only documents that we wish to share with our students (e.g., articles, written feedback on assignments, old paper handouts). Using the Microsoft Office Lens application on your mobile phone, you can turn phone photos into PDF and Word documents.

Using Microsoft Office Lens

1. Download the Microsoft Office Lens app from the appropriate app store for your mobile phone.
2. Start the Lens app.
3. The first time you run this app, you will need to allow the app access to your camera and photo library.



4. Using the photo screen inside the app, take a picture of your document. For the best results, align your camera and document so that you are not taking the photo at an angle. You should ensure that all 4 corners of the document are within the photo.
5. Press the white circle to take the picture.

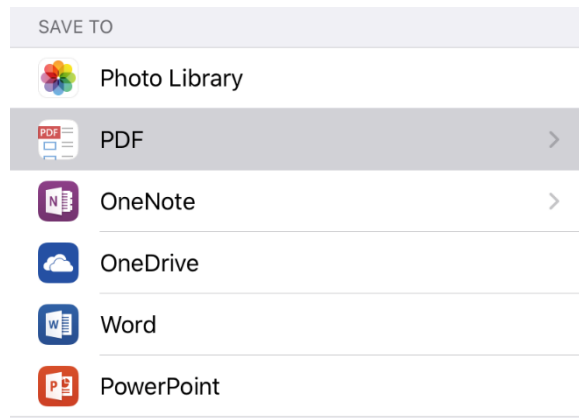


6. The app will now show you the photo. Using the icons at the top you can: delete the image, crop extra areas from the photo, rotate the image, add text, or draw on the image.



7. Click the orange "Done" button when you are finished.

8. You will be presented with a series of options for saving the image. For OneDrive: if you use your Vaughn credentials (i.e., Vaughn email address and Vaughn email password) you can sign in to Office365 and save this image directly to your Vaughn OneDrive.



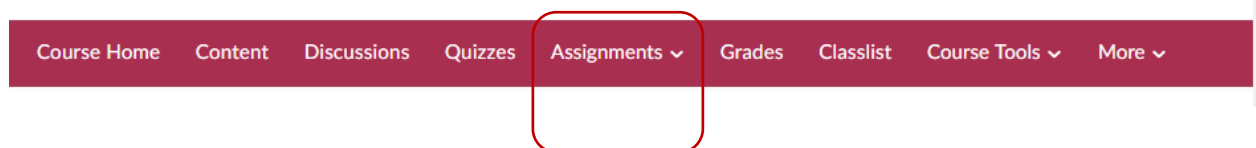
9. You can also save this as a PDF document for simple sharing or a Microsoft Word document if you intend to edit it further.

Online Teaching Tip #2: Adding dates to a student's calendar.

D2L provides each student a master calendar of assignments due, events taking place in class, and when particular lessons are available. You can help your students plan their week better across all their classes by ensuring that you add dates to everything that takes place in your online course.

Adding Due Dates to Assignments

1. Click on **Assignments**



2. Select an existing assignment or create a new one.

New Assignment

A screenshot of the 'New Assignment' form in D2L. The form has four tabs: Properties, Restrictions, Objectives, and Turnitin®. The 'Properties' tab is selected and highlighted with a blue underline. Below the tabs is a large light blue box labeled 'Name *'. Inside this box is a text input field containing the word 'sample'.

3. Select the Restrictions tab. Due date information can be found here.
4. Check the "Has Due Date" box.

A screenshot of the 'Due Date' section in the 'Restrictions' tab. It shows a checkbox labeled 'Has Due Date' which is currently unchecked. A large red arrow points to this checkbox. Below the checkbox are three input fields: a date field containing '4/2/2020', a time field containing '6:51 PM', and a 'Now' button. Below these fields is the text 'Canada - Toronto'.

5. Enter the appropriate date(s) and time(s). Creating due dates will automatically add the assignment into the students' master calendar.

Availability

☐ Has Start Date

3/26/2020 2:51 PM Now

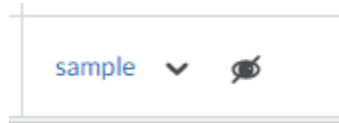
Canada - Toronto

☐ Has End Date

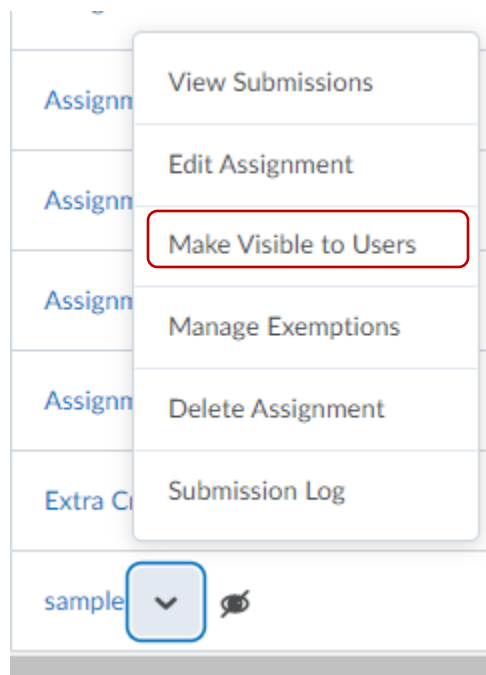
4/2/2020 6:51 PM Now

Canada - Toronto

6. With a set start and end date, the student will be able to see the assignment but will be unable to access it until the specified date. This allows the student to plan for future work.
7. Note: If the assignment is not visible to students, they will not see it in the calendar. An assignment is not visible if there is an icon that shows an eye with a line through it.

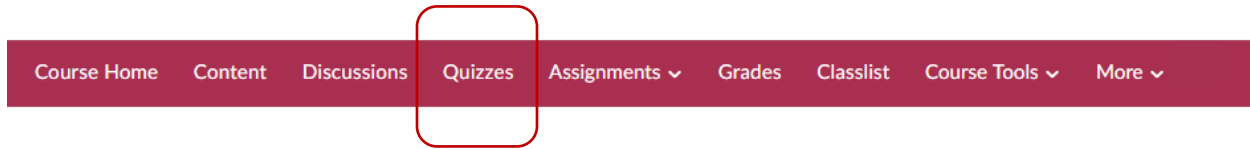


To make the assignment visible: select the downward pointing arrow. Then click "Make Visible to Users".



Adding Due Dates to Quizzes

1. Click on Quizzes.

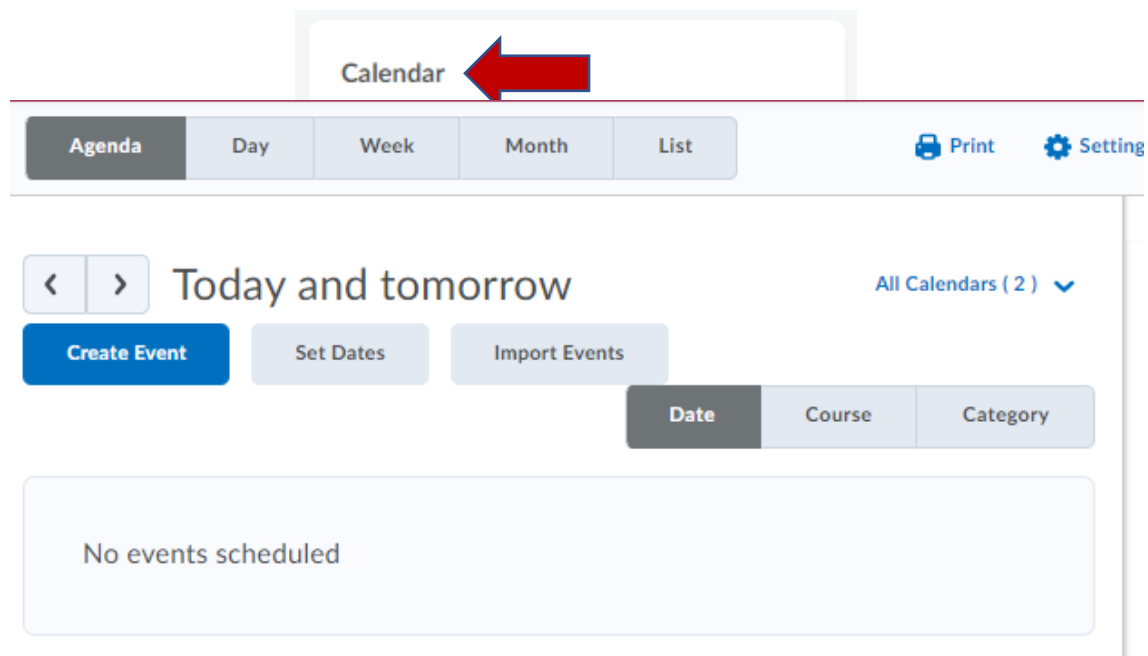


2. The process is the same as for Assignments, the steps from the previous section.

Creating Course Events

In addition to assignment and quiz due dates, you can add custom events that appear on the students' master calendar.


1. Select the Calendar.



2. Select Create Event.





3. Fill in the information about the course event, including the “When” section at the bottom.

Title

 Add Content

Enter Event Title







Description



Paragraph ▾

B *I* U ▾

...



Attendees

Everybody in the Course Offering ▾

 Add Groups/Sections

When

☐ All day

3/26/2020

3:30 PM

to

3/26/2020

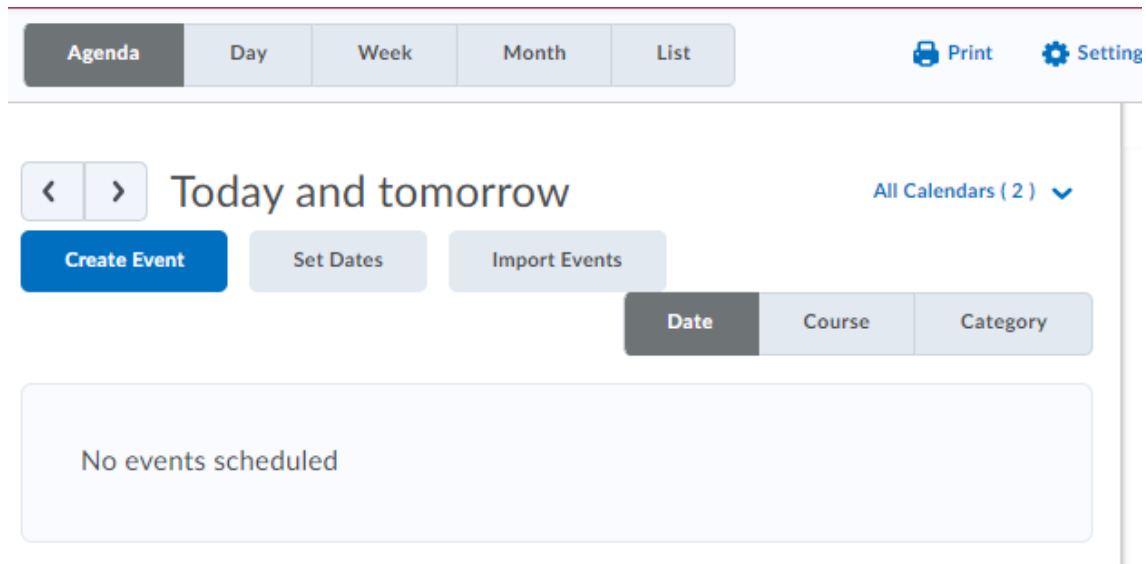
4:00 PM

Canada - Toronto

Canada - Toronto

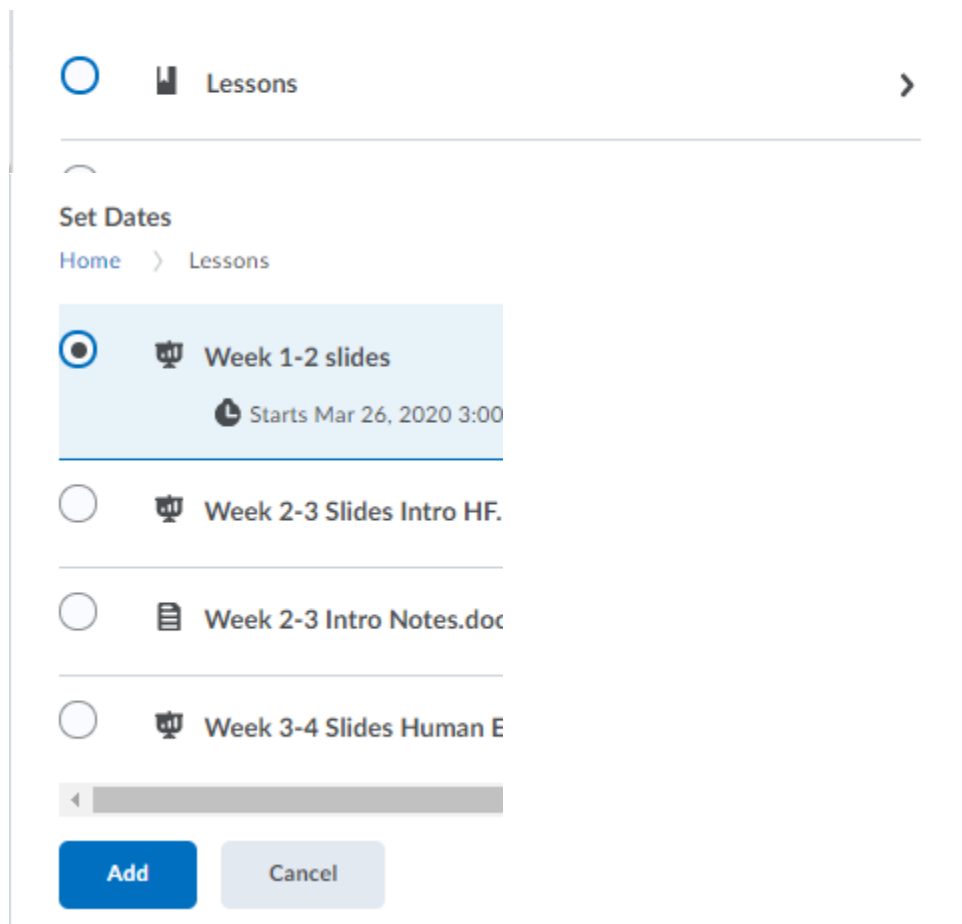
Adding Due Dates to Other Course Content

1. Still in the Calendar from the previous section, select “Set Dates”.



The screenshot shows a calendar application interface. At the top, there are tabs for 'Agenda', 'Day', 'Week', 'Month', and 'List'. To the right of these tabs are 'Print' and 'Setting' icons. Below the tabs, there are navigation arrows and the text 'Today and tomorrow'. To the right of this is a dropdown menu labeled 'All Calendars (2)'. Below these elements are three buttons: 'Create Event' (blue), 'Set Dates' (light blue), and 'Import Events' (light blue). Below the buttons are three tabs: 'Date' (dark grey), 'Course' (light grey), and 'Category' (light grey). The main content area below these tabs is a light blue box with the text 'No events scheduled'.

2. Select your content and then Add







The screenshot shows a 'Set Dates' dialog box. At the top, there is a search bar with a magnifying glass icon and the text 'Lessons'. Below the search bar is a list of items. The first item is 'Week 1-2 slides' with a clock icon and the text 'Starts Mar 26, 2020 3:00'. The second item is 'Week 2-3 Slides Intro HF.' with a clock icon. The third item is 'Week 2-3 Intro Notes.doc' with a document icon. The fourth item is 'Week 3-4 Slides Human E' with a clock icon. At the bottom of the dialog box are two buttons: 'Add' (blue) and 'Cancel' (light blue).

3. You may select a due date, start date, and end date by clicking on No Due/Start/End date boxes. You will then be prompted to enter an appropriate date.

Title

Week 1-2 slides







Description



Paragraph ▾

B *I* U ▾

...



Due Date

No due
date

Start Date

3/26/2020

3:00 PM

×

End Date

No end
date

Canada - Toronto

Online Teaching Tip #1: Using breakout rooms in Zoom for synchronous groupwork.

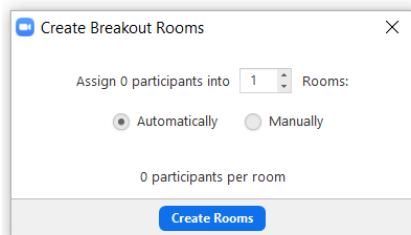
Zoom has the capability of creating breakout rooms within an existing main room. You can use this for peer-to-peer and groupwork exercises where the students should be speaking only to a specific subgroup of the class.

Here's how you create these rooms:

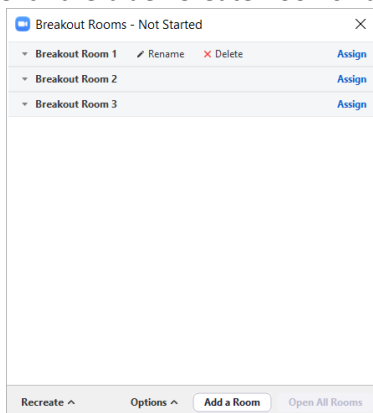
1. Find and click the "Breakout Rooms" button at the right side of your Zoom control bar. The icon is a square comprised of four squares.



2. In the new popup box, determine how many groups (a.k.a., breakout rooms) you would like to create. Determine whether the participants should be added "Automatically" (meaning that the students are required to enter the breakout room) or "Manually" (meaning that the student would have the choice). (Generally, we recommend choosing "Automatically".)

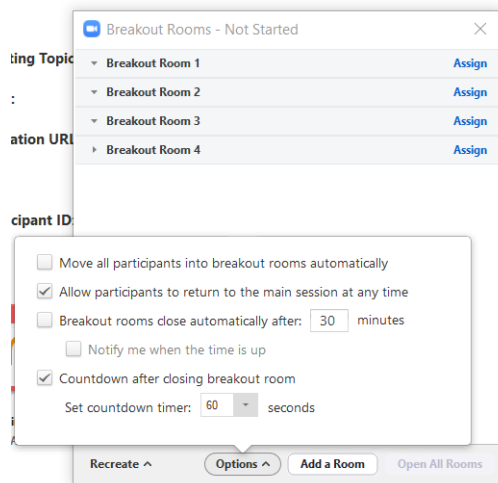


3. Click the blue "Create Rooms" button. A new popup will appear.

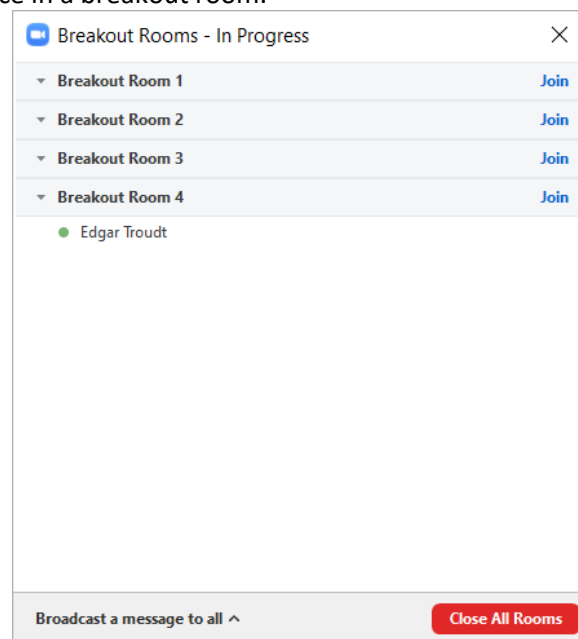


4. If desired, rename the breakout rooms. To do so, hover your mouse over a room and choose "Rename".
5. You may also adjust the number of rooms. If there are too many rooms, you may "Delete" a room by hovering your mouse over the room. If there are too few rooms, the "Add a Room" button at the bottom will do exactly that.

- Students may be assigned to each room by clicking the blue “Assign” link next to each room. A blue checkbox indicates that this student will be put into that room.



- The “Options” button at the bottom of the Breakout Rooms popup will allow you to set additional parameters, such as an automatic timer for ending the groupwork exercise.
- Once all participants are assigned, click the “Open All Rooms” button. If you selected “automatically” in step 2, students will be immediately moved into the breakout rooms. If you selected “manually” in step 2, students will be presented with a popup requesting their presence in a breakout room.



- You, as the host, are welcome to join any of the breakout rooms to participate in the groupwork conversation. Click the blue “Join” link to do so.
- At the end of the groupwork period you may choose to “Close All Rooms”. This moves students from the breakout rooms into the main Zoom class again. If you set an automatic timer in step #7, you can wait for the timer to do this.