Virtual Classroom (Zoom) Workshop

Contents

Overview

Zoom is UQ's virtual classroom/meeting system. In this course you will develop an understanding of how to facilitate a collaborative virtual classroom environment using Zoom. Participants will familiarise themselves with the use of chat, webcams and breakout rooms for communication with students. Participants will also learn how to share their screen and applications, use active learning tools such as polling and reactions, as well as use an interactive virtual whiteboard.

Access Zoom

Download and install Zoom

To install Zoom on a UQ computer, follow the self-install instructions.

To install Zoom on a personal computer:

1. Visit the UQ Zoom download centre.

2. Choose 'Download' under 'Zoom Client for Meetings' to download the Zoom installer. Save the file and run the installer.

3. Zoom should open automatically once the installation is complete. If not, you can start it from the 'All Programs' menu on a PC, or the 'Applications' folder on a Mac.

Sign in to Zoom

1. Select 'Sign In'.

2. Select 'Sign In with SSO'.

3. Under 'Enter your company domain', enter uqz and select 'Continue'. If the 'Continue' button is not active, click 'Manually enter domain', enter uqz as the company domain, then select 'Continue'.

4. Enter your UQ username and password, then select 'Login'.

Test your audio and video settings

1. Select 'Settings' at the top-right of the Zoom home menu.

2. Select the 'Audio' tab in the Settings window.

3. Choose the correct speaker from the top drop-down menu, then select 'Test Speaker' to check that your sound is working correctly.

4. Choose the correct microphone from the second drop-down menu, then select 'Test Mic' to check that your microphone is working correctly.

5. Select the 'Video' tab, select the correct camera from the drop-down menu, and close the Settings window.

Sharing a screen in a Zoom meeting

Once a Zoom meeting is in progress, you can share content (like PowerPoint presentations) with all meeting participants.

These files or applications need to already be open on your device before you start the meeting.

To share a screen from the meeting window:

- On a PC or Mac: Select the green 'Share Screen'. You can choose to share your whole desktop, specific applications, or an on-screen whiteboard. You can also choose 'Show all windows...', before selecting 'Share Screen'.
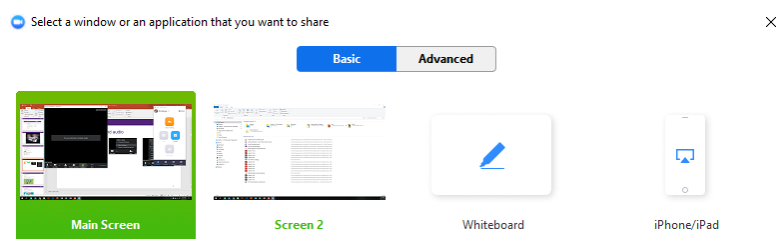
- On a mobile device: Select the green 'Share', then choose the file or application you want to share.

Once you have shared a screen or presentation, you can also use Zoom's annotation tools:

- On a PC or Mac: In the screen you've shared, a green-and-red bar will appear at the top of the window. Move the mouse over the green section to reveal a menu, and select 'Annotate' to open the annotation toolbar. Choose the annotation tool you want to use, and close the toolbar to stop annotating.

- On a mobile device: Select the blue circle icon in the bottom left corner of the screen, and choose the annotation tool you want to use. Select the blue circle icon again to stop annotating.

Tips for Using Zoom

Virtual Meetings

- Across campus

- Inter-campus
- Communicate with colleagues for professional development
- Run Teaching and Learning networks
- Meet with participants and supervisors during work placements

Virtual Office

- Make yourself more available to your students
- Schedule set times for students to 'drop in'
- Share documents and text to help answer questions
- Improve explanations by using the whiteboard
- Provide additional support

Virtual Classroom

- Include remote students in your f2f classes
- Run off-campus classes or tutorials
- Set up collaborative activities
- Invite national and international guests
- Enable student collaboration outside class times

Lesson Design

- A high degree of interactivity to keep participants engaged
- Interaction with the teacher, the media and one another
- Lots of questions giving opportunity for input
- Range of media

Moderate, rather than lecture

Preparation Tips

- Have a structured PowerPoint and distribute this to students beforehand.
- Be ready to flip between shared screens if necessary (i.e. Playing a YouTube video).

- Set up 'question slides' to allocate time for answering student questions.

- Have tutors monitoring the chat if you have more than 30 students.

- Record the meeting for student who may not be able to attend.

Virtual Classroom Tools

Tool	Example Use
Whiteboard	**Type, annotate** and **draw** on the whiteboard.
Chat	Students can **ask questions** and **communicate** with others.
Raise Hand	Students can indicate whether they want to **speak**.
Screen Sharing	**Share** slides, software or websites.
Audio	Allow **verbal responses** from students.
Reactions	Students can **respond** to questions or statements.
Polling	Students can answer **polling** questions.
Breakout Rooms	Place students in breakout rooms to facilitate **group work**.

Instant messaging with Zoom meeting participants

Within a Zoom meeting, you can send both private and group messages to the meeting's participants. In the meeting window:

To send a message to all meeting participants, select 'Chat' to open the 'Zoom Group Chat' interface. Use the text field to type a message, then key Enter to send it.

To send a private message to another meeting participant, set the participant's name in the drop-down list next to 'To' in the 'Zoom Group Chat' interface. Then type your message and key Enter to send it.

If you've accessed your meeting via PC or Mac, you can also save a copy of the chat history:

1. In the 'Zoom Group Chat' interface, select 'More' then 'Save chat'. This will save a TXT file of the chat to your computer's Zoom folder.

2. Once you've selected 'Save Chat', open the saved TXT file by selecting 'Show in Folder' in the green bar that appears.
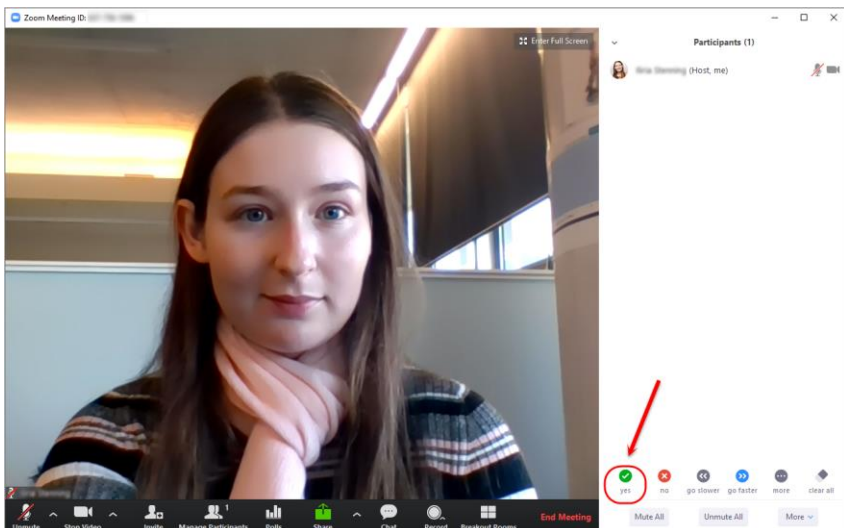
Reactions in a Zoom meeting

Reactions can be used as an active learning tool within Zoom for students to efficiently provide non-verbal feedback to a question posed by their course coordinator.
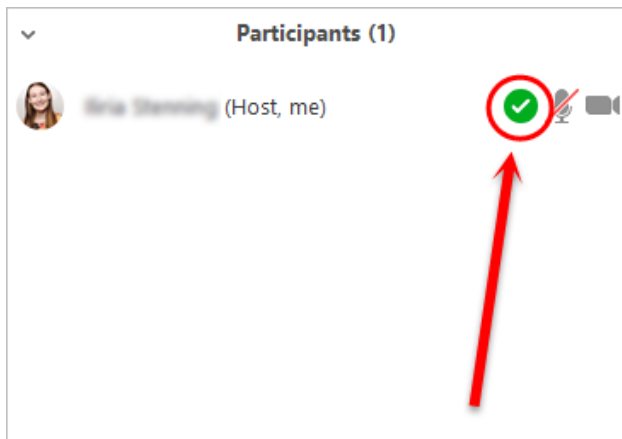
1. Click on the Manage Participants button to launch the sidebar.
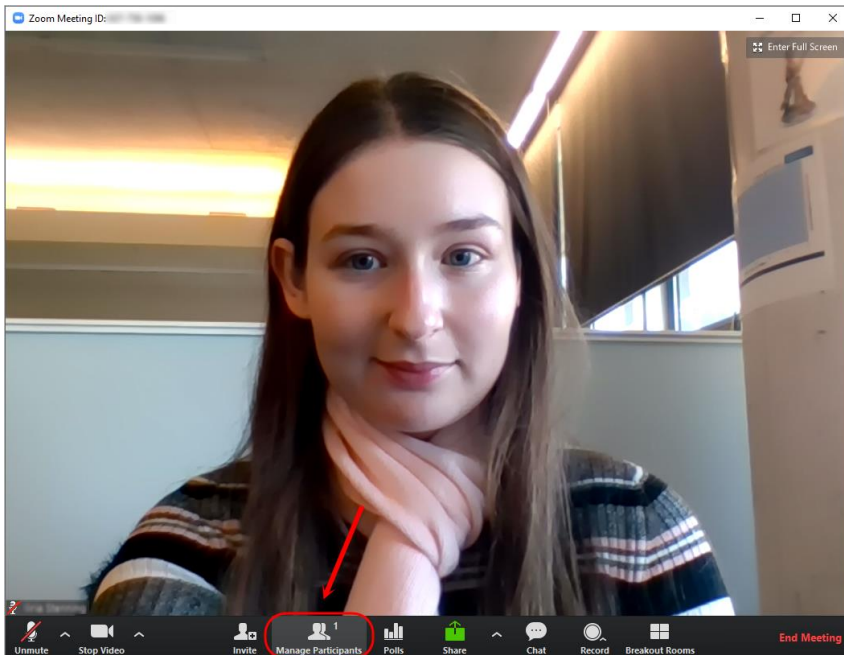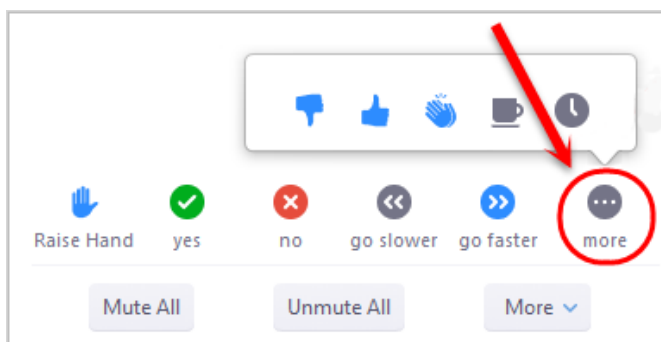

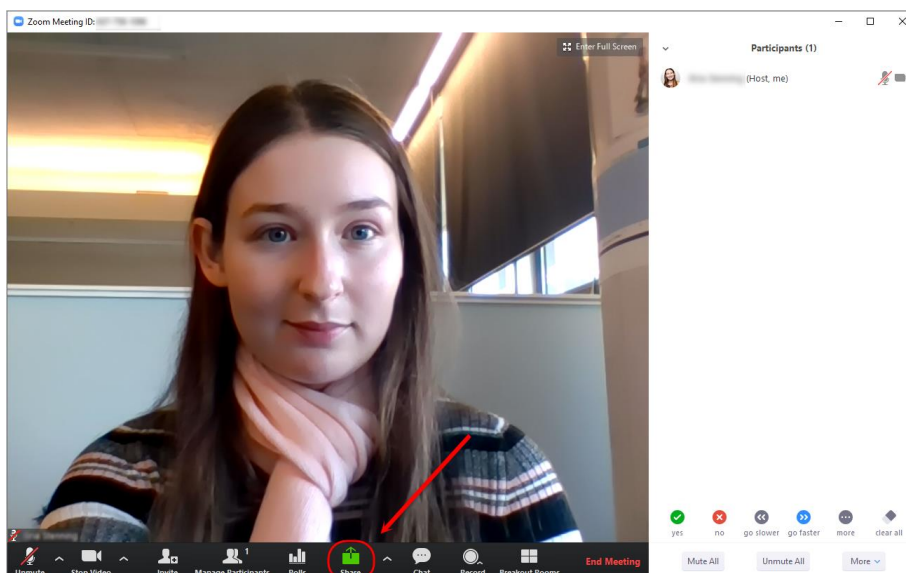
2. You can click on a reaction (i.e. yes) to apply it.

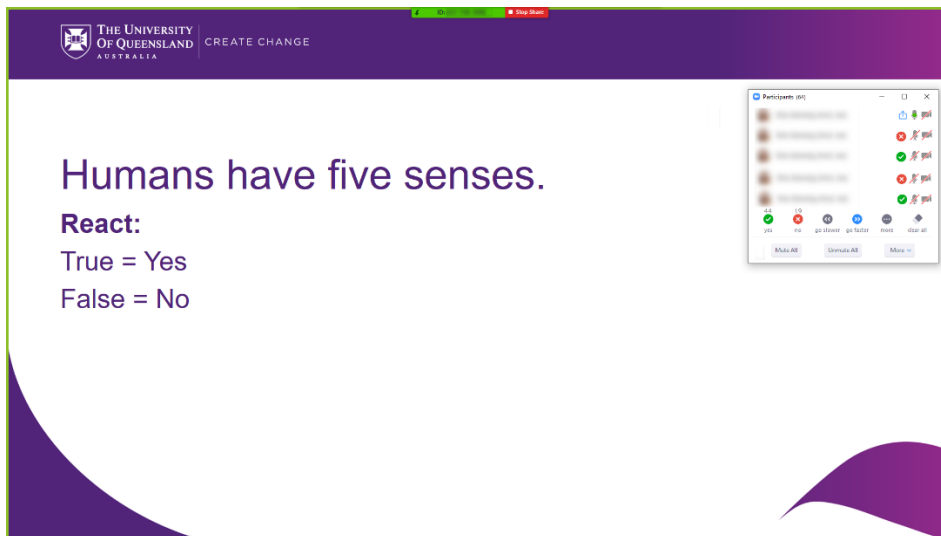3. Any applied reactions will appear next to the participant's name in the list.

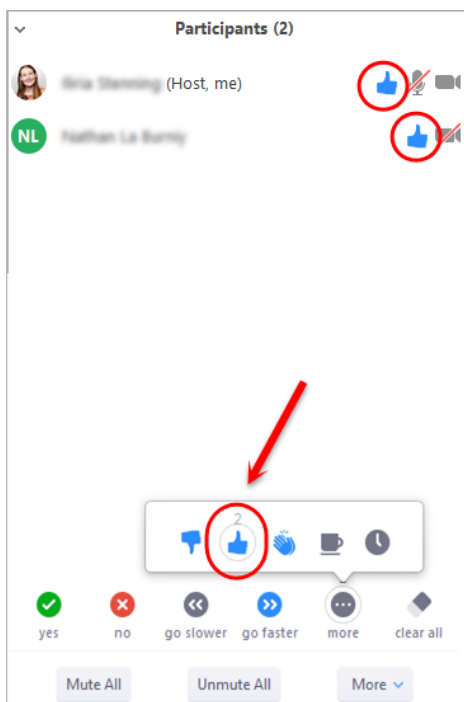4. Students can click on the more button to view additional reactions.

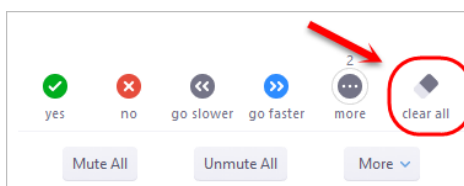5. Optionally, click on the Share button to share a PowerPoint presentation.

6. Students can then react to indicate their response to a particular question, statement or topic.
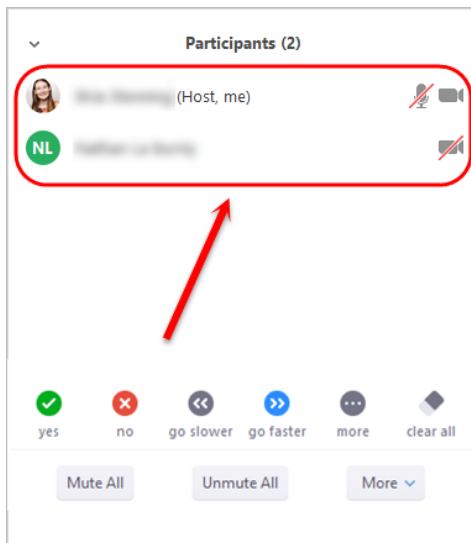
7. The total number of reactions will appear above each icon to give you an indication of response numbers.

8. Click on the clear all button to clear reactions for all participants.

9. Reactions for all participants will then be cleared.
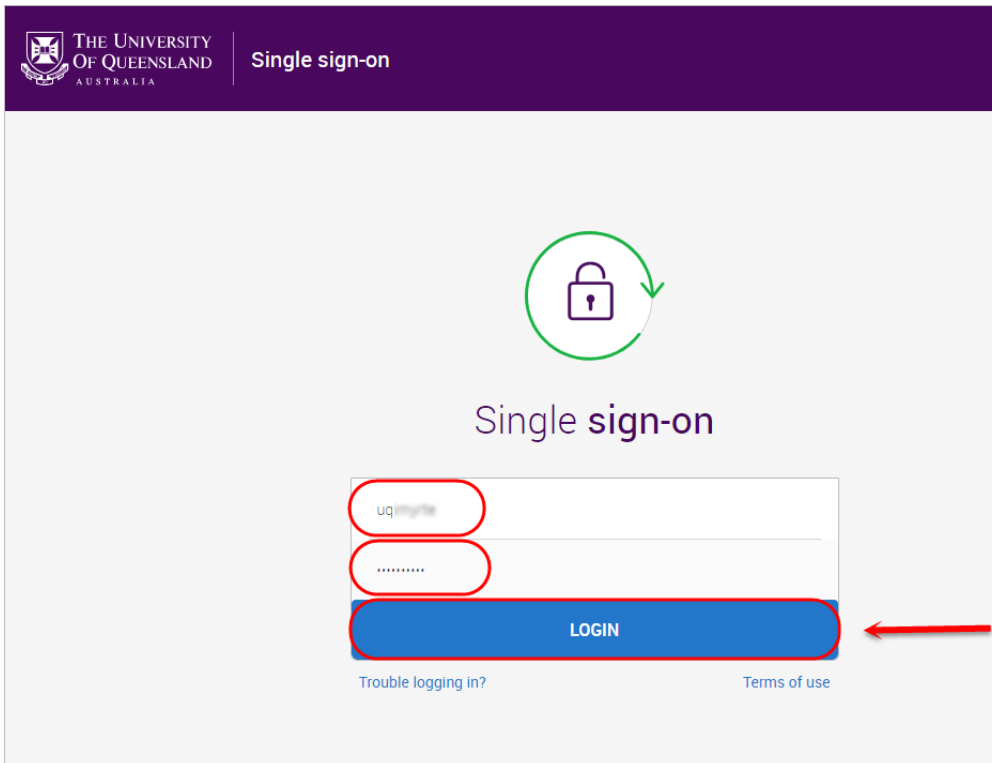
Polling in a Zoom meeting

Polling can be used as an active learning tool within Zoom for student engagement. Staff can poll students to check their understanding or gather views on a particular topic.

Creating a Poll

1. Go to https://uqz.zoom.us.
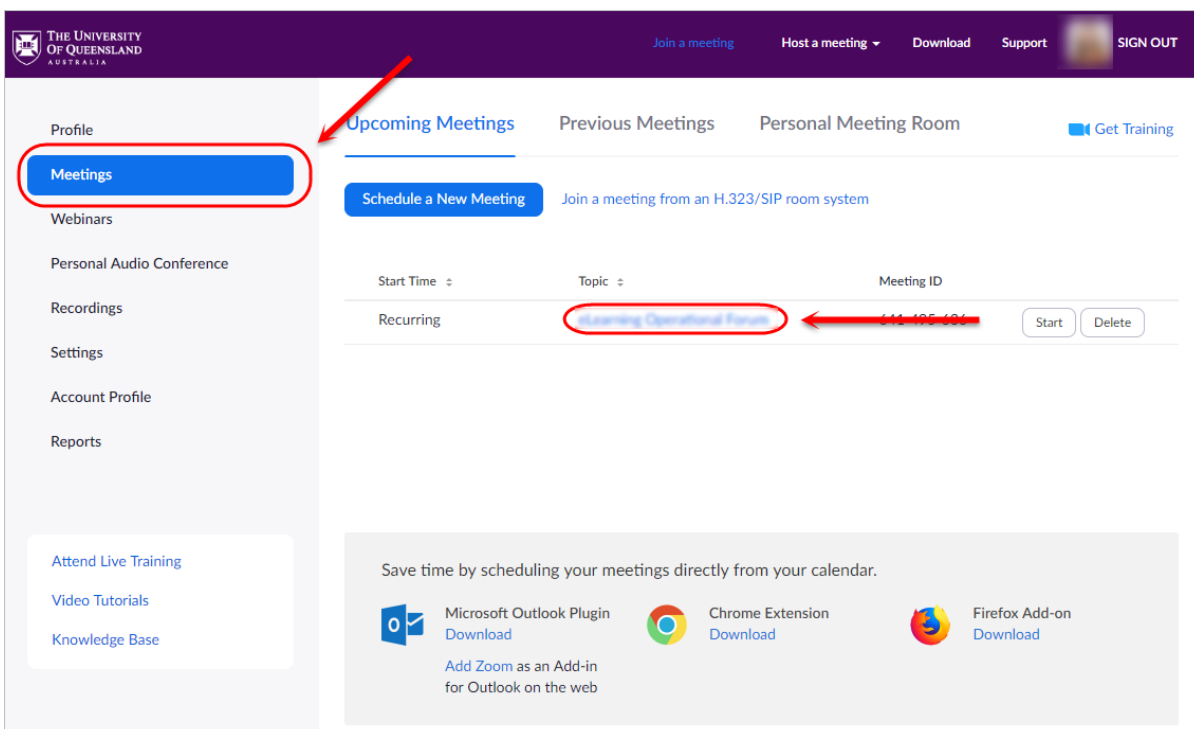2. Click on the Sign in button.

3. Enter your UQ username and password.
4. Click on the LOGIN button.

5. Select the Meetings tab from the menu.

6. Under the topic column, click on the meeting title.

7. Click on the Add button to create a new poll.

8. Enter a title for the question set in the title textbox.

9. Optionally, check the Anonymous checkbox if you want anonymised student responses.

10. Enter your question in the question textbox.

11. Select either the Single Choice or Multiple Choice radio button.
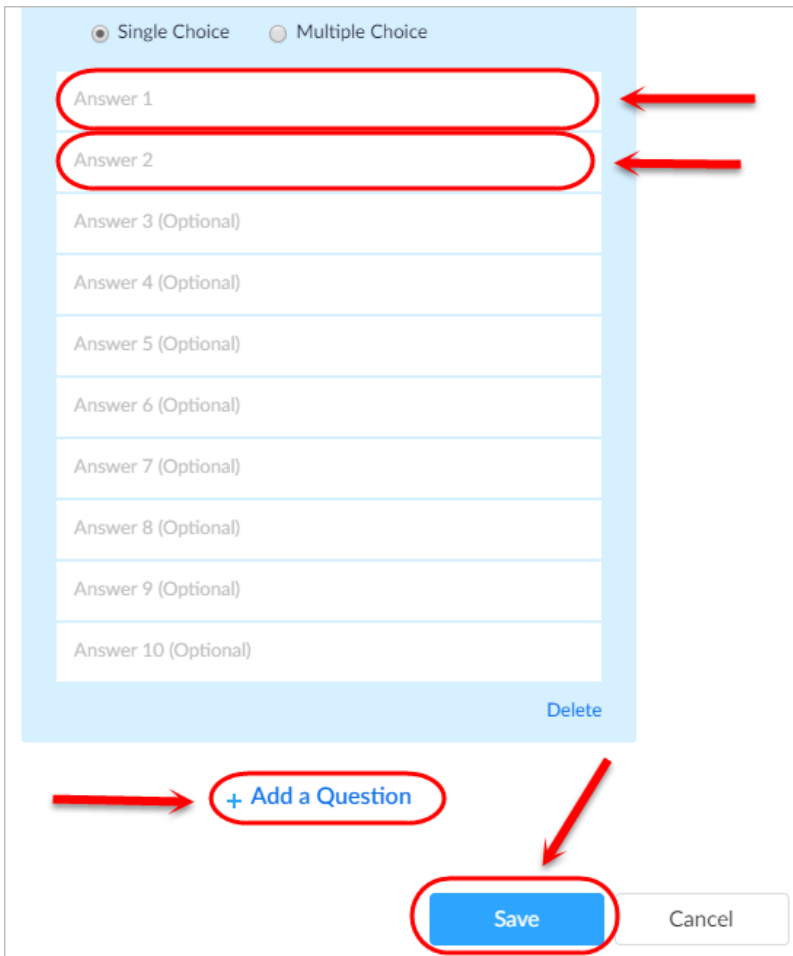
12. Enter at least two possible answers in the answer textboxes.

13. Optionally, click on the + Add a Question link to add another question to the current set.

14. Click on the Save button when complete.

Launching a poll

1. Access your Zoom meeting via the link (e.g. https://uqz.zoom.us/j/1234567).

2. Click on the Polls button.
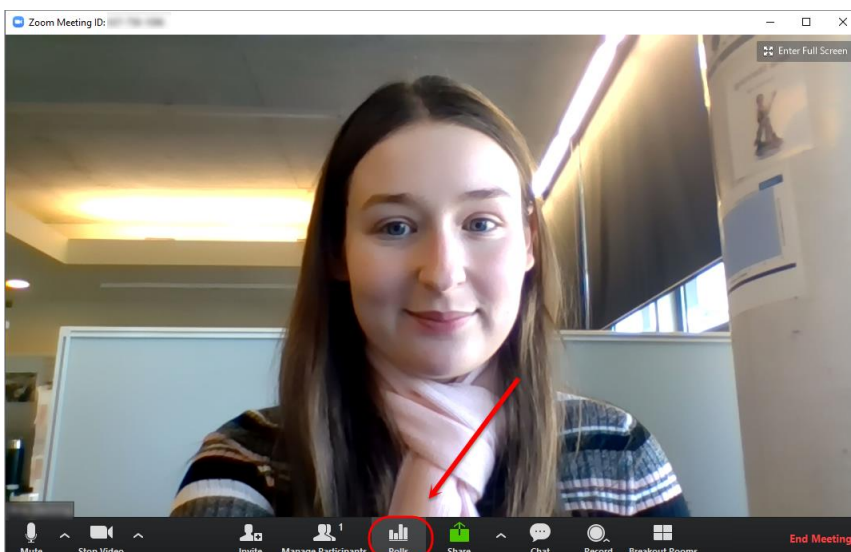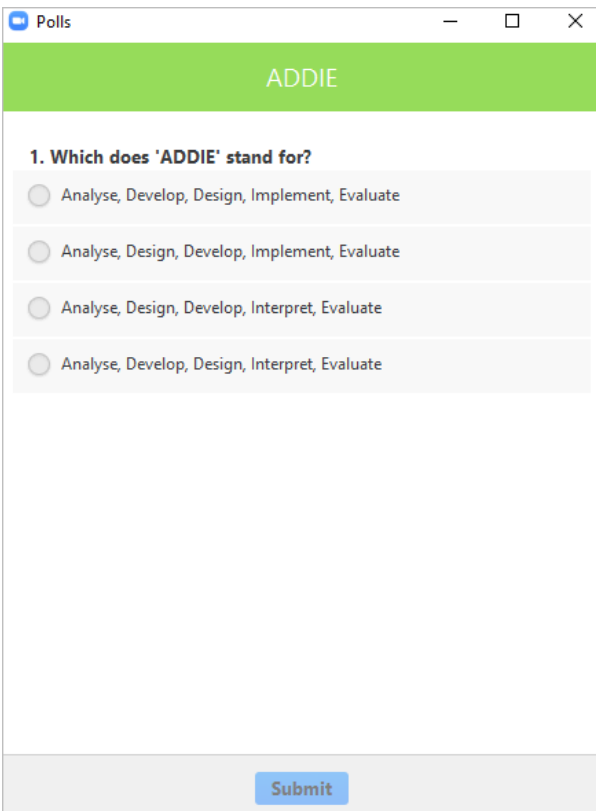
3. Click on the Launch Polling button to launch your poll.
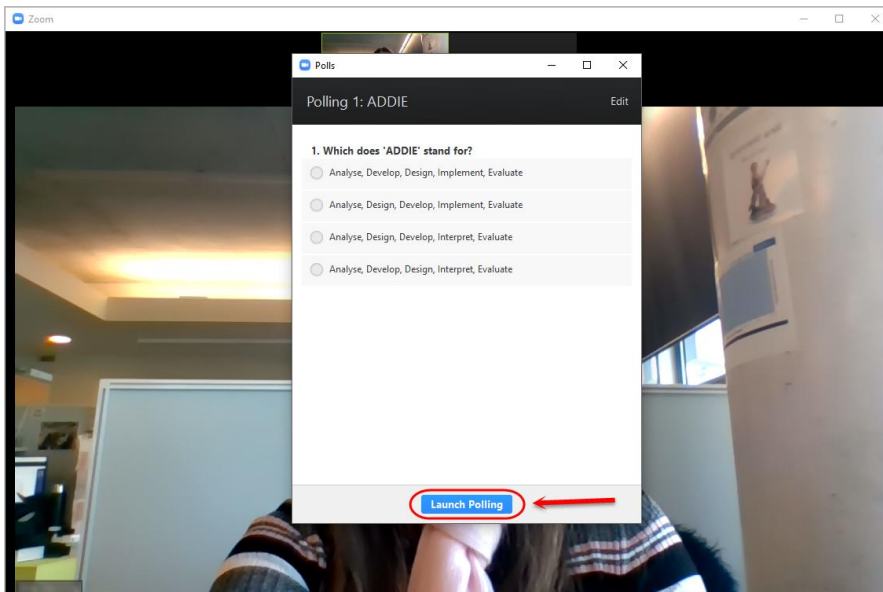
4. Students will then be presented with the following window where they can submit their answer to the question(s).

Note: Only participants are able to respond to polling questions. Co-hosts and hosts will only be able to launch and share polling results.

5. Click on the End Polling button once you have the desired response rate (i.e. 100% voted).
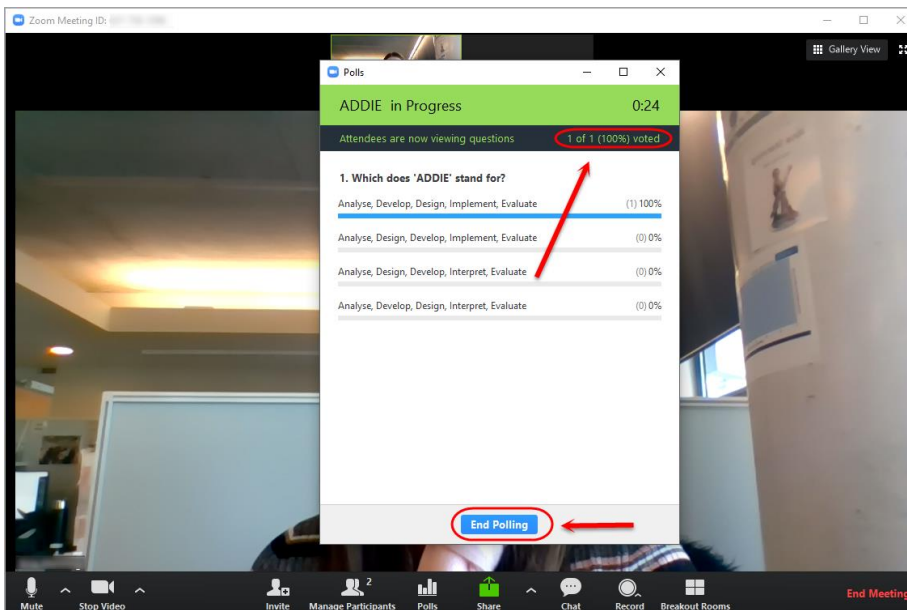
Sharing poll results

1. Click on the Share Results button to share the polling results with students.
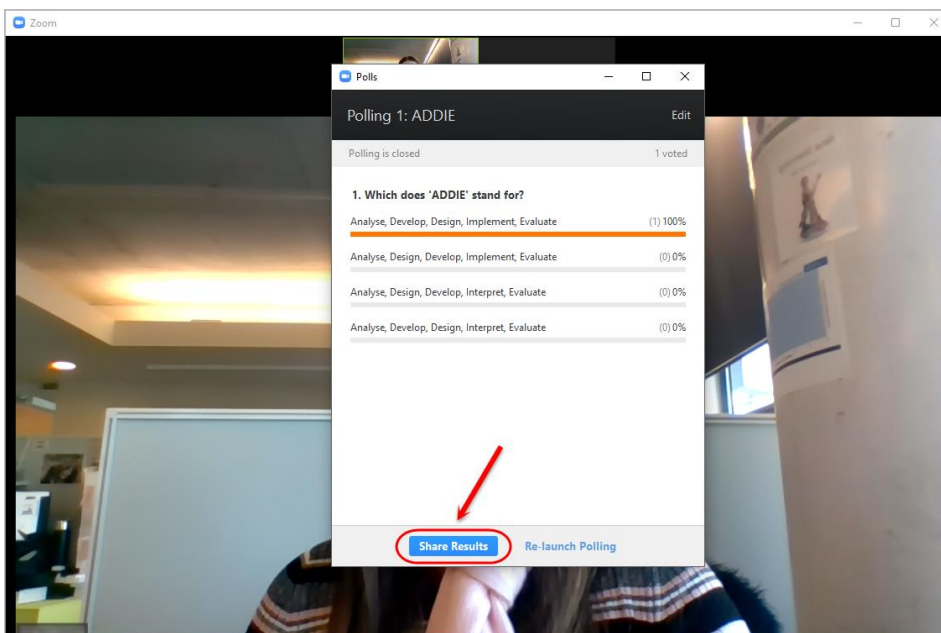
2. Students will then be presented with the following window where they can view the poll results.
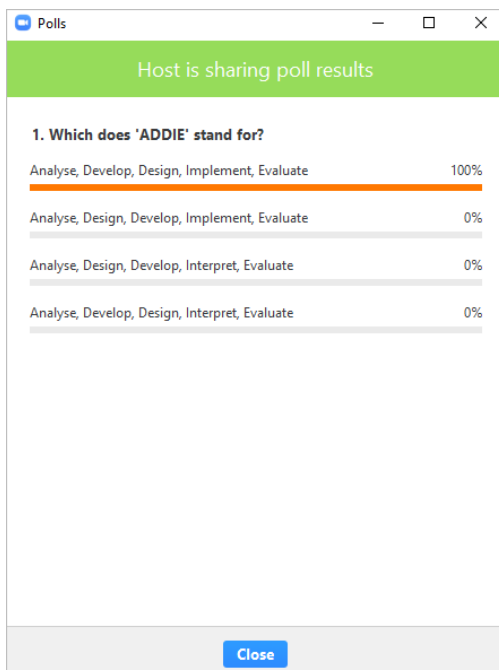
3. Click on the Stop Share Results button to stop sharing results with students.
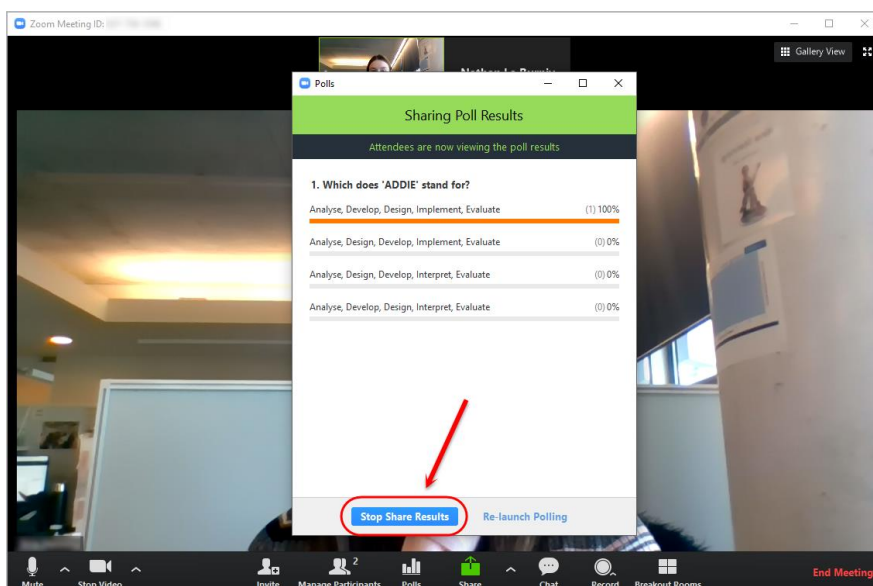
Re-launching a poll

1. Optionally, click on the Re-launch Polling button to relaunch the question so students can vote again.

2. Click on the Continue button to confirm the re-launch.

Note: Re-launching a poll will clear the existing poll results.
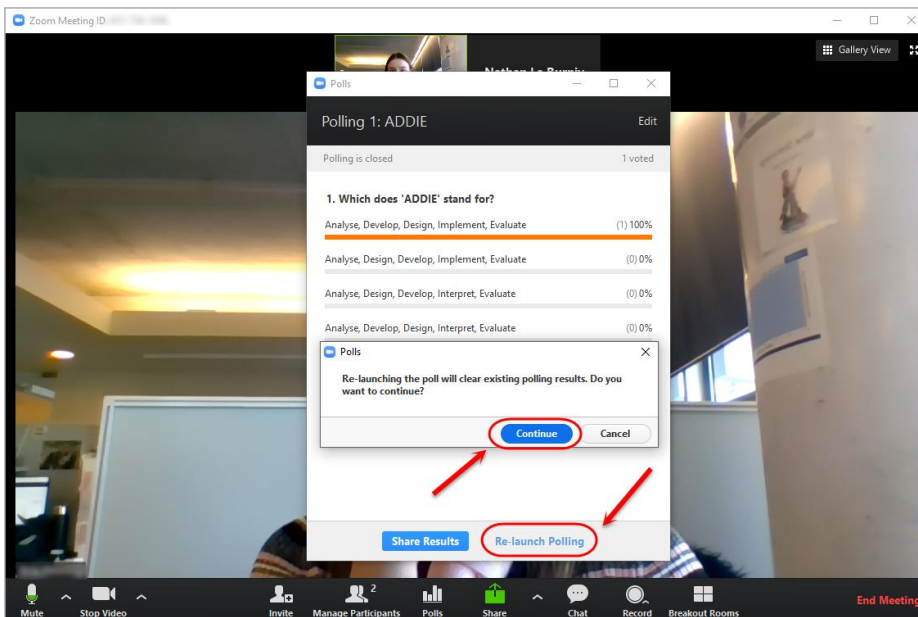
Multiple question sets

1. If you have created more than one question set, click on the down arrow to select the next set.
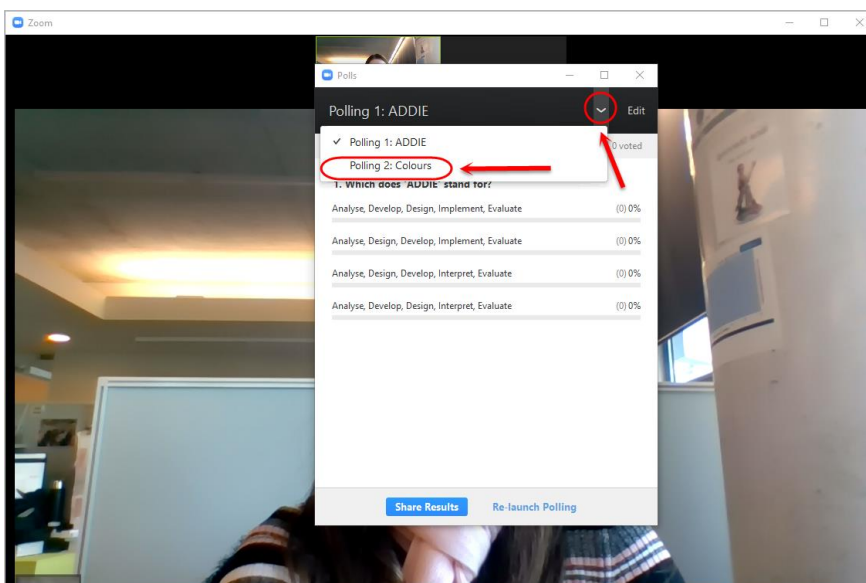
2. You can then launch the next question set for students.
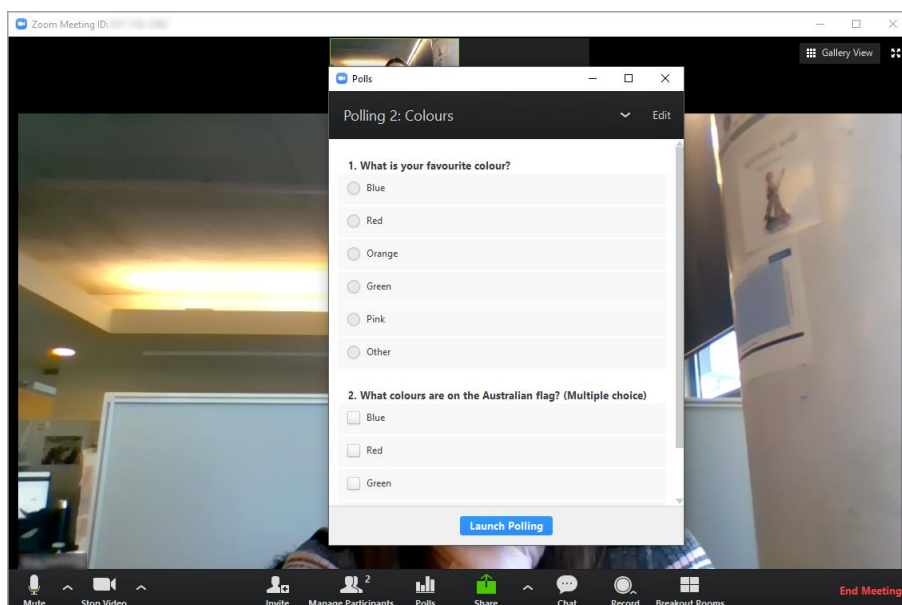
View polling results report

For step-by-step instructions, refer to the Downloading a Report of Poll Results guide by Zoom.

Breakout Rooms

Breakout Rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

- Up to 50 breakout rooms can be created
- Max 200 participants in a breakout room (requires Large Meeting 200 add-on)
- Breakout room participants have full audio, video and screen share capabilities

If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in. If local recording is being used, it will record the room the participant who is recording is in. Multiple participants can record locally.

Create Breakout Rooms

Note: You can also pre-assign participants to breakout rooms when you schedule the meeting instead of managing them during the meeting.

1. Start an instant or scheduled meeting.
2. Click **Breakout Rooms**.

3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:

- **Automatically**: Let Zoom split your participants up evenly into each of the rooms
- **Manually**: Choose which participants you would like in each room

4. Click **Create Breakout Rooms**.

5. Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

Assigning Participants to Rooms

To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.
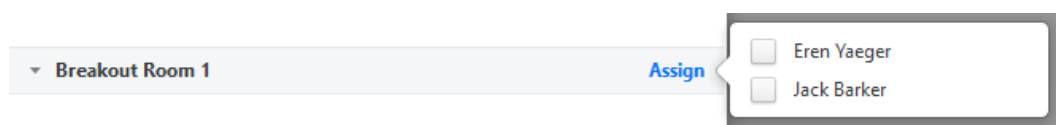
Once a participant has been assigned (manually or automatically), the number of participants will show in place of the **Assign** button.
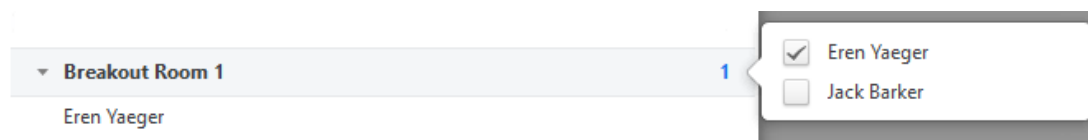
Preparing Breakout Rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.

*   **Move to** (participant): Select a room to move the participant to.
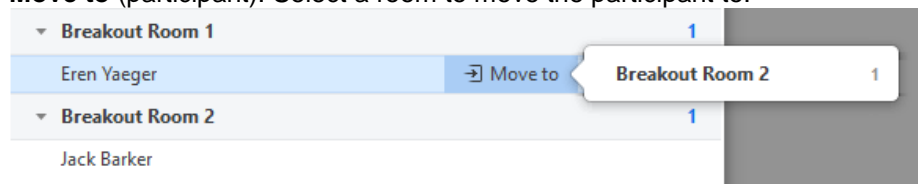
*   **Exchange** (participant): Select a participant in another room to swap the selected participant with.
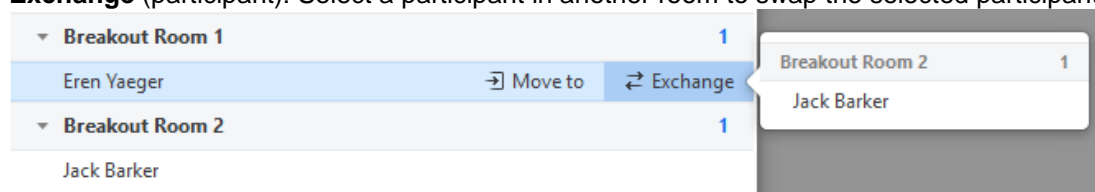
*   **Delete Room**: Delete the selected room.

*   **Recreate**: Deletes existing breakout rooms and creates new ones.

- **Add a Room**: Add another breakout room.
- **Open All Rooms**: Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.
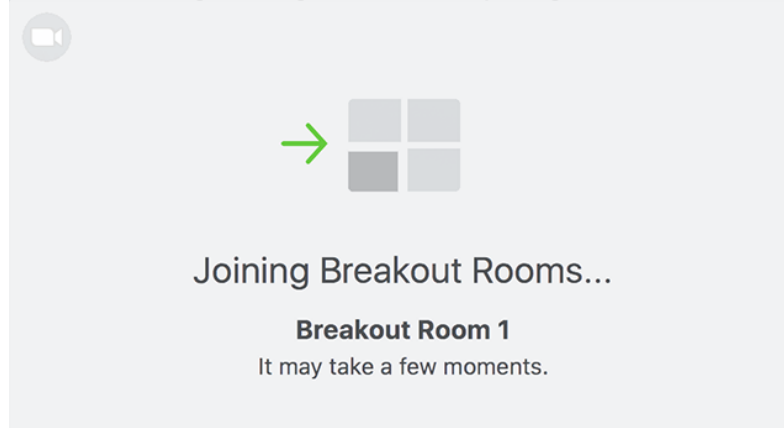
Managing Breakout Rooms in Progress

Once the Breakout Rooms have been started, the participants will be asked to join the Breakout Session. The host will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by **(not joined)** next to their name.
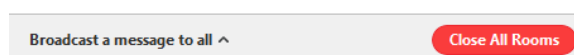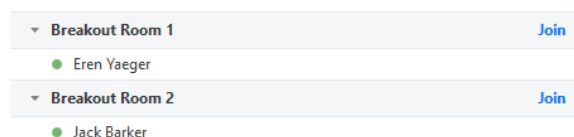
- **Join**: Join the breakout room.
- **Leave**: Leave the room and return to the main meeting (only shows when in a breakout room).
- **Close All Rooms**: Stops all rooms after a 60 second countdown, shown to the host and participants, and returns all participants back to the main meeting.

Whiteboard

How to Share a Whiteboard

1. Click the **Share Screen** button located in your meeting tool bar.
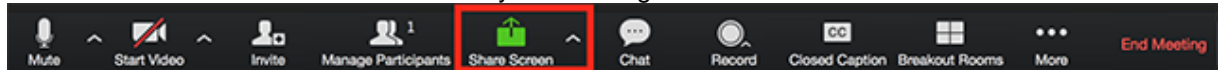
2. Click **Whiteboard**.

Whiteboard

3. Click **Share**.

4. The annotation tools will appear automatically, but you can press the **Whiteboard** option in the meeting controls to show and hide them.
   Annotation tools:

- **Mouse**: Deactivate annotation control and switch back to your mouse pointer.
- **Select**: Select, move, or resize your annotations.
- **Text**: Insert text.
- **Draw**: Insert lines, arrows, and shapes.
- **Stamp**: Insert predefined icons like a check mark or star.
- **Spotlight/Arrow**: Turn your cursor into a spotlight or arrow.
- **Eraser**: Click and drag to erase parts of your annotation.
- **Format**: Change the formatting options of the annotation tools.
- **Undo**: Undo your latest annotation.
- **Redo**: Redo your latest annotation that you undid.
- **Clear**: Delete all annotations.
- **Save:** Save all annotations on the screen as a screenshot. The screenshot is saved to the local recording location.

6. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.

Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages.

7. Click **More** in the meeting controls for these annotation options:

- **Allow/Disable participants annotation:** Allow or prevent the participants from annotating on your shared screen.

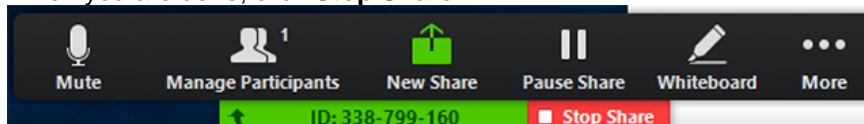- **Show/Hide Names of Annotators**: Show or hide the participants' name when they are annotating. If set to show, the participant's name will briefly display beside their annotation.

8. When you are done, click **Stop Share**.

Multiple Whiteboards in a Meeting

If you have simultaneous screen sharing on, multiple participants will be able to share a whiteboard at once. However, to see two whiteboards at once, or your own whiteboard and another participant's, you will need to have dual monitors enabled.

Invite others to a Zoom meeting

As you are starting a Zoom meeting, there are four ways you can invite participants in. Follow these steps, then choose an invitation method:

1. Open Zoom, and log in if required.

2. Select 'Start with video' from the home menu to begin hosting a Zoom video meeting. You can also select 'Start without video' if you want an audio-only meeting.

3. Select 'Invite' from the bottom menu of the meeting window. The invitation menu will show you a range of options for inviting participants to your meeting:

Option 1: Invite participants via email

1. Select the 'Invite by Email' tab, if not already selected.

2. Choose an email service to automatically generate an invitation email. This will create a draft email.

3. Modify the email as required, then send it to your meeting participants.

Option 2: Invite participants via Zoom chat

1. Select the 'Invite by Contacts' tab.

2. Enter a participant's name, or choose from the list of UQ Zoom users.

3. Select 'Invite'.

Option 3: Invite participants by pasting a URL or text into other email or chat programs

1. Select 'Copy URL' or 'Copy Invitation'. This will copy a Zoom meeting URL or the draft invitation to your device's clipboard.

2. Paste the URL or text into your email or chat program, then send your message to meeting participants.

This URL is only useful to other Zoom users. If you want to invite users who connect from other desktop videoconferencing programs, or from room-based videoconferencing systems, you'll need to send the full invitation

Recording a Zoom meeting

1. In the meeting window, select 'Record' then 'Record to this Computer' or 'Record to the Cloud' to immediately start recording.

2. You can stop and start recording multiple times in a meeting by selecting 'Pause' and 'Resume'.

3. Select 'Stop' to end your recording.

Once the meeting has ended, Zoom may take some time to generate the video file, depending on the length of your recording.

If you have recorded to your computer, Zoom will generate an MP4 video file and store it in the Zoom folder in your documents.

If you have recorded to the cloud, you'll receive an email with the links and passwords you need to access the recordings.

Remember to download the recordings before their online expiry date, which is also in the email.

Scheduling a Zoom Meeting

1. Open Zoom on your desktop, and log in if required.

2. Select 'Schedule'.

3. Enter a meeting title in the 'Topic' field.

4. In the 'When' section, select a start date, time and expected duration for the meeting. Tick the 'Recurring meeting' box if want to make this a regular meeting.

5. In the 'Video' section, choose whether 'Hosts' and 'Participants' can use video in the meeting by marking the radio buttons 'On' or 'Off'.

6. In the 'Audio Options' section, leave the setting on 'Both'.

7. In the 'Meeting Options' section, you have access to the following options by selecting 'Advanced Options':

    o   Tick 'Require meeting password' to set a password for the meeting, then enter a password in the text field that appears

    o   Tick 'Enable join before host' to allow meeting participants to join before the host arrives at a Zoom meeting

    o   Tick 'Mute participants upon entry' to ensure that a meeting in progress is not disturbed by joining participants

    o   Tick 'Use Personal Meeting ID' to create a meeting ID attached to your Zoom login (instead of a randomly generated Meeting ID number).

    o   If you wish to assign another Zoom user as a meeting host, enter their email address in the 'Alternative hosts' field.

8. In the 'Calendar' section, select a calendar application to schedule the meeting. Zoom will generate a meeting invitation with connection details, and you can share this with your meeting participants.

9. Select 'Schedule' to finalise.

Scheduling an Online Tutorial

Create a Zoom Meeting Area

1. Navigate to desired location within your Learn.UQ course site where you wish to place the Zoom Meeting Area.

2. Hover over Tools > More Tools and select Zoom from the drop-down menu.
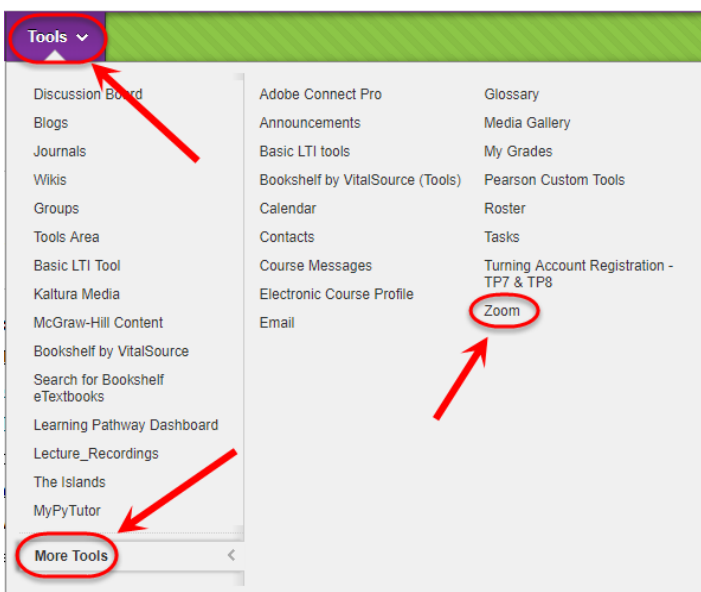
3. Add a Link Name (e.g. Online Tutorials).
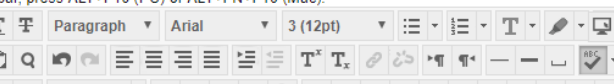

4. Add a description in the Text textbox outlining what Zoom will be used for (i.e. Click on the above link to access the Online Tutorials via Zoom).

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Click on the above link to access the Online Tutorials via Zoom.

Path: p   Words: 12

5. Click on the Submit button.

OPTIONS

Available	● Yes ○ No
Track Number of Views	○ Yes ● No
Date Restrictions	☐ Display After [ ] 📅 [ ] 🕐
	Enter dates as dd/mm/yyyy. Time may be entered in any increment.
	☐ Display Until [ ] 📅 [ ] 🕐
	Enter dates as dd/mm/yyyy. Time may be entered in any increment.

*Click **Submit** to proceed. Click **Cancel** to go back.*
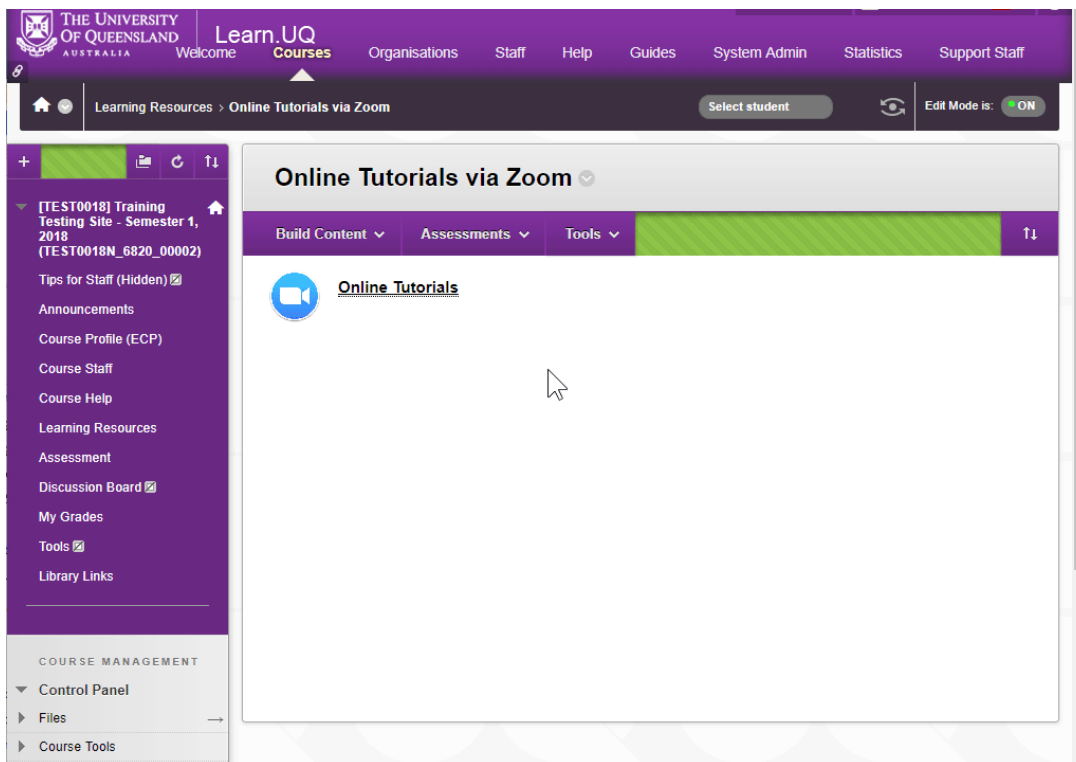
Cancel   Submit

Schedule a Zoom Meeting

1. Navigate to the location of the Zoom Meeting Area in your Learn.UQ course site.

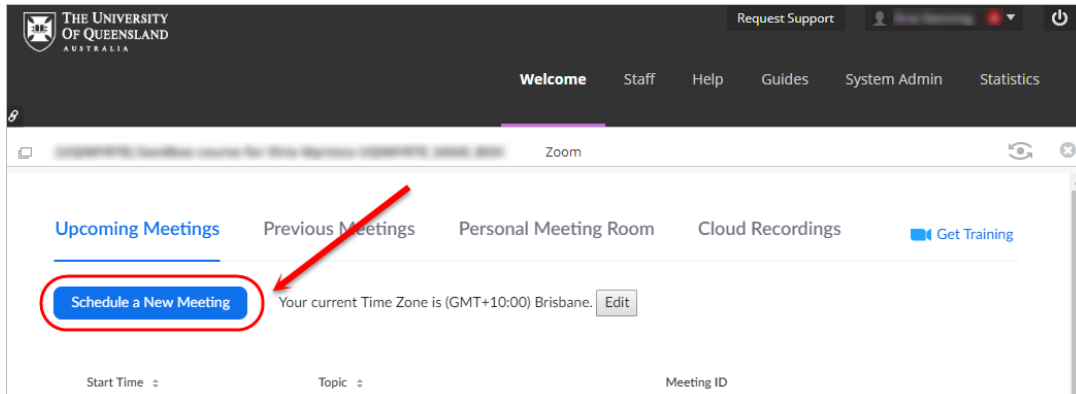2. Click on the Zoom Meeting Area link (i.e. Online Tutorials link).

Online Tutorials ⌄

Click on the above link to access the Online Tutorials via Zoom.

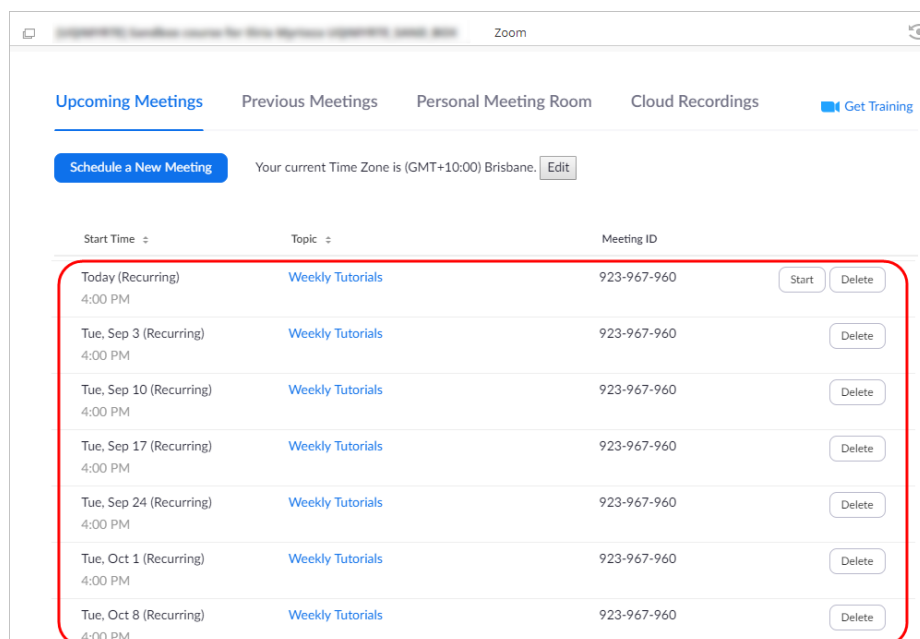3. Zoom will launch automatically within Learn.UQ.

4. Click on the Schedule a New Meeting button.

5. You will then be able to schedule a single or recurring Zoom meeting within your Learn.UQ Course.

6. Any meetings scheduled through the Zoom Meeting Area will have a unique ID based on your course.

Note: Students will only be able to view any Zoom meetings you create within the Zoom Meeting Area. Any other meetings scheduled separately through the Zoom application will not appear in this list for students.

Further Resources

Technical Support

- help@learn.uq.edu.au
- Phone 336 56000

eLearning Solutions Service

The eLearning Systems and Support team provide an eLearning Solutions Service to help staff implement eLearning solutions for the most common teaching and learning problems, using centrally supported eLearning tools.

eLearning Resources

A range of instructional resources are available on our eLearning website, including self-help text based guides, self-help videos, teaching and learning quick-guides and information on known technical issues. Additionally, updates are also available on the progress of eLearning projects such as the implementation of new tools and upgrades to current systems.

eLearning Newsletter

The eLearning newsletter is published fortnightly and includes articles on eLearning tips for the start and end of semester, promotion of new tools, tool functionality and how tools could be used to improve teaching and learning. Other relevant communications on policy updates, tool upgrades and outages are also included in the newsletter.

Pedagogical Resources

The Institute for Teaching and Learning Innovation (ITaLI) provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics.

Student Resources

Library Services provides AskUS a help and information service for students. They also offer face-to-face help, provide online Learn.UQ student guides and run workshops for students.

eLearning Workshops

A range of technical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the Teaching and Learning Technologies series on the Staff Development website.

ITaLI Workshops

A range of pedagogical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the Teaching, Learning and Assessment series on the Staff Development website.

Custom Workshops

Custom workshops on implementing Technology Enhanced Learning using centrally supported eLearning tools are available on request for faculties / schools / courses. Workshops can be organised for teaching staff, tutors and professional staff. The eLearning team can provide laptops, iPads and a data projector.