

Using Zoom for synchronous online teaching

An overview

Synchronous teaching may speak to students' motivation, sense of obligation and social needs. The overall experience from the spring semester is that the students who were able to participate synchronously enjoyed using Zoom in addition to asynchronous content.

Zoom has a record option, just remember to let the students know that you are recording before you start (GDPR).

E-learning considerations

- Learning activities in Zoom can include lectures, student presentations, follow-up sessions to discuss asynchronous content (e.g. finding out what take-aways the students have based on blackboard videos, quizzes), group discussions, or supervision.
- Zoom lets you set up separate meetings (with individual links and the opportunity of setting up recurring meetings for a course), but you also have your own 'office' (the so-called Personal Meeting Room), which always has the same link.
Zoom holds up to 300 participants, and students can also set up their own Zoom meetings. Students are encouraged to use their SDU-login to participate in activities via Zoom. Log in can be done via syddanskuni.zoom.us.
- Although Zoom works well, it may be difficult to keep students engaged for 3+ hours. Hence, please consider using Zoom as a supplement to asynchronous activities.
- Please consider the following tools:
 - Let students know whether they are expected to ask questions by using the raise-hand-function, the chat, interrupting etc. It is important for students' active participation that they know the 'logistical' framework.
 - Pre-assign breakout rooms if a class has set groups for smooth transition from lecture to group discussion. Also consider using Zoom's automatic breakout room division into groups of 2-3 randomly selected students for those 2-5 minute activities where you would usually ask the students to discuss something with the student next to them.It is possible for one Zoom room to include both pre-assigned breakout rooms and automatically generated ones. The teacher has the option of visiting each breakout room, and participants in a breakout room can ask for help from the teacher.

- Zoom has a built-in poll option which allows for multiple choice and multiple answer questions. This is useful for getting a sense of whether the students' are following the content as expected. For more advanced polls, consider using PollEverywhere via your SDU account. The "yes"/"no" reaction buttons can also be used for a quick poll.

Technical tips and tricks

- Set up your account on syddanskuni.zoom.us.
Enter by clicking "Create meeting" and "Settings" and consider activating:
 - Waiting room** (for security purposes. The waiting room has an 'admit all' option in case you are teaching a large class).
 - Host and Participant video** (this sends a signal to the students that you would prefer to see them rather than a black square with their name on it)
 - Mute participants upon entry** (to avoid having to ask all students to mute themselves as the first thing before class starts)
 - Chat and private chat** (to allow students to communicate with each other, answer each other's questions etc. Please let the students know whether or not you will be checking the chat during the lecture)
 - Co-host** (consider assigning a student co-host to let in any late-comers from the waiting room)
 - Polling** (polls can be set up before or during class)
 - Screen-sharing** (all participants)
 - Annotation** (annotation allows you and the students to write directly on a shared image, e.g. pointing out any issues on a blueprint or drawing a graph)
 - Whiteboard** (you and the students can draw together on a blank virtual whiteboard)
 - Non-verbal feedback** (this allows students to raise hand and use 'yes' or 'no' icons)
 - Breakout room** (can be pre-assigned or assigned during class)
 - Identify guest participants** (this will let you know whether the students are logged in with their SDU-login)
 - Join from your browser** (this opens an extra option for those having difficulties with the app).

If you need any help with setup or would like someone to discuss or try out the zoom options with before teaching, please contact Sara Kvist (sark@tek.sdu.dk).