ROBERT H. SMITH SCHOOL OF BUSINESS | OFFICE OF DIGITAL LEARNING

Using Zoom as a Teaching Assistant

Leveraging Zoom for Teaching and Learning in the Virtual Classroom

First Things!

- Always test your technology before you use it in a classroom setting. Login early to troubleshoot any unanticipated problems.
- Read through DivIT's Guide for Using Zoom in Canvas.
- Log in early and always test your technology before you use it in a classroom setting.
- Establish norms for online class participation to ensure meaningful and enriching discussions.

Scheduling a Video Conference in Canvas

- **Step 1:** Enable your Zoom account in Canvas.
  - Go to "Account" within Canvas
  - Select "Settings"
    - On the right hand side of the page, ensure your starred email account is your @umd.edu email, not your @terpmail.umd.edu email.
    - If it is not the @umd.edu email, click "+Email Address" and register your @umd.edu email.
    - Once the email is added, star your @umd.edu email.
- **Step 2:** Open the relevant Canvas Course and navigate to the "Zoom" button on the left navigation bar.
- **Step 3:** Click on the "Schedule a New Meeting" in the top right of your screen.
  - Set the time and date you want that meeting to reoccur.
  - If the meeting is repeated on a daily, weekly, or monthly basis, check the recurring button.
  - Select "Mute Participants on Entry" to prevent any late comer background noise.
  - Add additional collaborators, such as your professor or fellow Teaching Assistant.
  - Choose the option to "Record the meeting automatically" if you want to record your office hours or presentation.
- **NOTE: Your professor should schedule any and all sessions they plan to host, including Live Class sessions. Otherwise, there may be complications in how the faculty member can access the session.**

Facilitating a Video Conference via Zoom

- **Step 1:** Before logging into the Live Session, test your computer audio. Refer to Zoom's Guide for Testing Audio for step by step instructions.
- **Step 2:** During the Conference:
  - Reduce Background Noise: Zoom suggests several shortcuts to manage new participants entering a video meeting via this Muting Participants Guide.
  - Personalize Your View: There are three different video layouts when no one in the meeting is screen sharing: Active Speaker, Gallery, and Mini. Refer to the Zoom Guide for Changing your Video Layout.
  - Increase your Real Estate: Refer to Zoom's Guide to Using Dual Monitors when you want to see the content you are sharing on one screen and your participants on another.
  - Share Your Screen: Read Zoom's Guide to Sharing Your Screen, or reference OTL's Guide to Screen Sharing in Zoom.
    - Share Computer Sound When Screen Sharing - If you are sharing a video clip or music, you will want to share your computer sound when you share.
    - For sharing presentations, refer to Zoom's Guide to Sharing a PowerPoint Presentation.
    - To utilize the Whiteboard, read through Zoom's Guide to Sharing a Whiteboard.
- **NOTE: You cannot utilize the Polling feature as a TA unless you are the host. Only the host can set up a poll.**

Creating Breakout Rooms in Zoom

- **Step 1:** Review Zoom's **Guide to Getting Started With Breakout Rooms in Zoom**
- **Step 2:** Read through Zoom's **Guide to Managing Breakout Rooms**. The guide will show how to create breakout rooms, assign participants to rooms, prepare your breakout room, ask for help in a breakout room, and how to broadcast a message to breakout rooms.
- **Step 3:** Refer to Zoom's **Guide to Pre-Assigning Participants to Breakout Rooms**. Pre-assigning participants to breakout rooms is helpful when you already have students working in pre-existing groups and want them to work together in a live session.

How do I manage the participants on the conference call?

- The "**Manage Participants**" button allows you to see who else is on the conference. Feedback features also include:
  - Raised Hand: Students can select this button in response to a question or to ask to speak.
  - Agreement / Yes: Indicated through a green check mark.
  - Disagreement / No: Indicated through a red "x" mark.
  - Slow Down / Speed Up: A great way for students to let you know if they are ready for you to advance to the next slide.
  - You have the option to clear these marks by selecting the "Clear All" button.
- Students will have the opportunity to share their screen, unless you deny them access to this feature. To turn this feature off go to the up arrow next to the screen share button and select advanced settings. In advanced settings you will be able to choose who gets to share their screen.

Recording & Uploading the Conference

- When you are in the "Schedule a Meeting" menu, scroll to the bottom where you will see a button to record a conference. Select that option to save a recorded version of the conference to the cloud. If you, instead, choose to record the conference during the meeting, there is a button on the bottom toolbar that will allow you to do that.
- If you select "Record to Cloud," the recording will show up in the Canvas page where you initially scheduled a call.
- You can also record and upload using your individual Zoom Account. OTL's **Guide to Recording Group Presentations in Zoom** will provide you with step by step instructions.
- If you receive the same questions over and over again from different students, you could record a brief video in Zoom to give the students a real time reference guide.
- When using the whiteboard, you can save the annotations you made through the save button in the toolbar. This is a great reference point for students who may have the same questions in the future.

Where should I look if something does not work as it should?

- **My Video/Camera Isn't Working** - What to do if your video doesn't show up in Zoom settings.
- **Echo In Your Meeting?**
- Review Zoom's extensive **Video Library**. Their brief videos will answer any and all questions you can imagine.