

Clarkson College

Introduction

This document was created by the Center for Teaching Excellence to give faculty some tips and advice as we begin the new academic year amid a global pandemic. Take some time to read and process the information presented in the different sections of this document as you plan for the upcoming semester.

Classroom Management

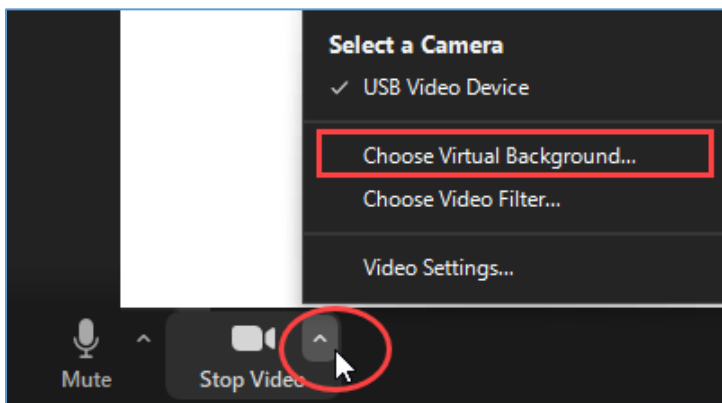
- Set clear expectations on how you will be having students use and access Zoom in your course. Your syllabus and your Canvas course are good areas where you can share this information. It is also a good idea to communicate this orally the first week of class, especially when teaching synchronously.
- Let students know that they must let you know ahead of time if they will be missing a class. Emphasize that attending a synchronous class through Zoom has the same expectations as attending in person. However, as the faculty, be ready to be flexible. Students are facing new challenges during these difficult times. Some may be ill, taking care of an ill relative, helping their young children attend school remotely, etc. Communication with your students is key to help them learn during this pandemic.
- Keep your Zoom meeting links organized in your Canvas course so that students can find them easily. Additionally, always record your Zoom lectures for students who may have missed your synchronous class due to a legitimate reason.
- To build a sense of community, encourage students to include a headshot on their Zoom profile. Having their cameras on during a lecture is fine, but keep in mind that it may not always be possible due to internet bandwidth limitations.
- Tell students in large groups to mute themselves when not participating orally. Whenever possible, encourage them to use a headset or earbuds. This will prevent feedback during the Zoom session.
- Encourage students in large groups to use the chat function in Zoom to ask questions. Let them know that you will be going over their questions later in the lecture. If you will be using a PowerPoint slideshow during your lecture, include a “Questions” slide, as a reminder for you to go over the chat questions that may have been posted, and to allow students present to ask questions that may have arisen. Add as many question slides as needed to provide meaningful breaks during your lecture.
- Remember to read questions aloud from the chat for everyone else before responding! Similarly, for students who ask questions in person, always repeat their questions before replying in case the question cannot be heard by students attending remotely.
- Tell students that if they have a private question, it is best for them to email you or contact you

later with their concern.

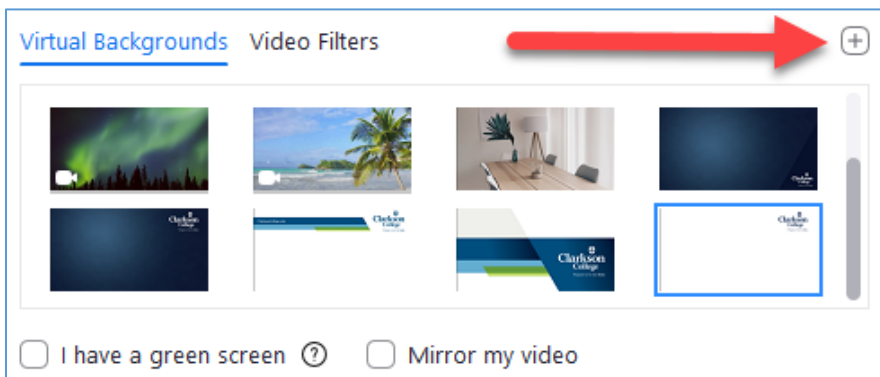
- Just like you would do in a face-to-face classroom, consider giving students restroom breaks during the lecture. If your students are showing signs of fatigue, have them stand up, stretch, or give them a quick break for them to get coffee or water. *Zoom burnout* is as real as *death by PowerPoint!*

Teaching Tips

- Be on time. Encourage students to login at least 5 minutes before the lecture begins.
- Dress as you would dress if you were teaching on campus. Have the same expectations for students.
- Use the Clarkson College themed Zoom backgrounds if you are teaching from home and cannot find an appropriate natural background to share with your students. Marketing has put together some Zoom backgrounds for you. You can find them on the [Intranet Tools and Resources](#) page under **Latest Documents**. You can also use these backgrounds when presenting at conferences remotely. To change your Zoom background, download the files first. Then, while on Zoom, click the arrow next to the camera icon and select **Choose Virtual Background**.

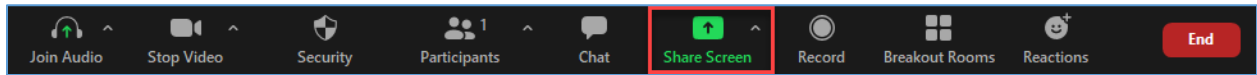


Next, click the “+” sign to upload your backgrounds. Once they are uploaded, you can select the background you would like to use by clicking on it. Keep in mind that if you switch computers, you may be required to reupload your backgrounds.

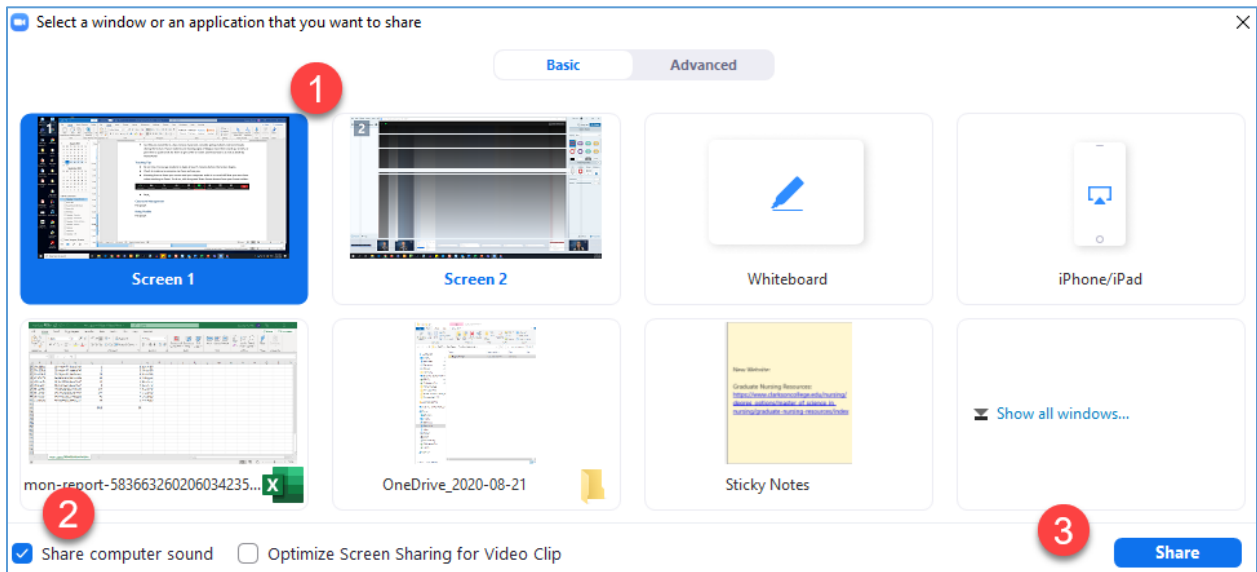


- Check to make sure everyone can hear and see you.

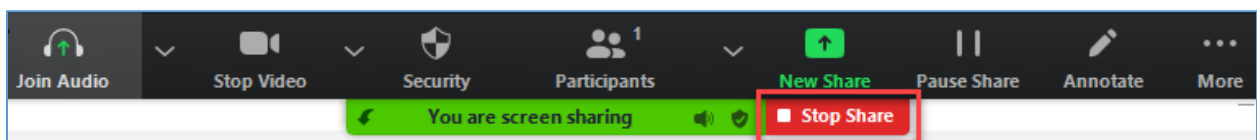
- Knowing how to share your screen and your computer audio is a crucial skill that you must have when teaching on Zoom. To do so, click the green Share Screen button from your Zoom toolbar:



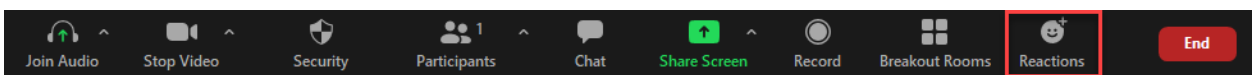
- Next, choose the screen you would like to share, click the checkbox next to **Share computer sound**, and then click **Share**.



- To stop sharing your screen, click **Stop Share**:

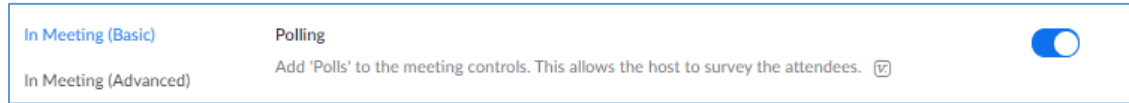


- Always include your learning objectives or competencies for the day on your PowerPoint.
- Speak clearly, and always use a microphone when delivering your lecture over Zoom.
- Due to the current situation, stay in front of the class when lecturing face to face. Always follow social distancing protocols.
- To make your class interactive for those attending through Zoom, have them use the **clap** and **thumb up** icons available in the Zoom toolbar under **Reactions**:

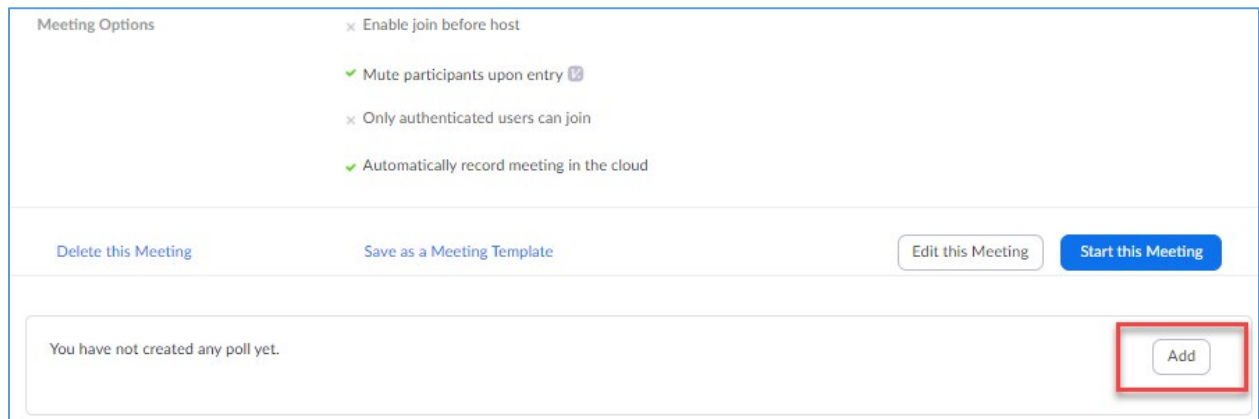


- You can also create polls using the Polls feature in Zoom. To have that option, make sure the

Polling button is turned on under **Settings** in your Zoom account:



- Then, after creating your next Zoom meeting, make sure to click the **Add** button at the bottom of your meeting details to create your polls. For more details on creating Zoom Polls, go to: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>.



- If you need a more robust survey to check for comprehension, create a classroom survey through the **Forms** app in Office 365.
- Enhance a Zoom session by making use of your Canvas course. Create discussion topics that students will be required to complete at certain points in the lecture, create assignments where a submission is expected at some point during the Zoom lecture, etc. Your Canvas course shell is a great resource for you to keep students engaged and accountable.
- Have students create presentations remotely in groups or individually. Then, have them present to the group.
- Incorporate videos and multimedia that can add value to your Zoom lecture.
- At the end of your lecture session, always check for understanding. Encourage students to reach out if they need additional help.

- Invite guest speakers to your class if possible. Sometimes, a colleague can be a great guest speaker. You may need to be a guest speaker in his or her class to return the favor, but it will be worth it!
- Zoom allows you to use breakout rooms where students can collaborate in small groups. To learn how to create and manage Zoom Breakout Rooms, visit: <https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms>. Remember to set clear expectations and provide clear instructions before sending students to a specific breakout room!
- Try to keep writing notes in real time at a minimum. However, if you must, practice using the

secondary webcams that IT has installed in some classrooms. That way, students attending your lecture remotely can also see your whiteboard notes. Using the secondary webcam is easy, but it is best to practice prior to your first lecture.

- Zoom has a feature called **Whiteboard**, which you will see when clicking the **Share Screen** button. This option works best if you have a tablet or a digital pen that can allow you to write effectively. When writing on a tablet with a digital pen, the palm of your hand could interfere with your writing. To prevent that, you can use a digital artist glove like the one below, or a winter glove that may be sitting alone in your drawer. Keep in mind that your writing may be slightly delayed.



(Parblo PR-01 Two-Finger Glove – [Amazon](#))

A document camera (Elmo) can also help capture your notes. Just make sure you are sharing the correct screen while on Zoom.

Final Thoughts

Keep in mind that we all make mistakes. Sometimes plans don't go as intended. Don't be too hard on yourself. These current times have pushed all of us to be more creative than ever. Take some time to enjoy the Aha! moments that you will experience from your students and yourself. Take a deep breath when faced with a new challenge and remember, we are all in this together!