

Zoom is a web conferencing tool that allows instructors and students to have video conferences and online meetings with colleagues and experts abroad. Features include:

- Live conversations/lectures/Q&A with experts around the world
- Students can log into the video chatroom in class or remotely
- You can record the session for later viewing
- Live chat feature that the host can control—students can submit questions without interrupting the speaker
- Free to everyone associated with CU, and Zoom has a month-long free trial for guests.

To use Zoom in your classes, please consider the following:

- Whom you would like to ‘bring’ to your classroom
 - Consider an expert to give a guest lecture, another class with a similar subject to do collaborative work with, etc
 - Several guests for a panel discussion
 - Zoom could also be used to facilitate small group work and small out-of-class discussions between students
- How will your students prepare for the work?
 - How will you make this an interactive and active learning experience for your students?
 - What will students do before and after the session?
 - Will they be interviewing your guest? Have them prepare advance questions.
 - Will you require a pre-Zoom session reading?
 - Require them to review the “Netiquette” guide

CU Faculty and students have free access to Zoom through their IdentiKey and password—visit <https://oit.colorado.edu/services/conferencing-services/web-conferencing-zoom> for instructions to download and use.

Make your Classroom Zoom session a technical success by doing the following in advance of your session:

- Communicate and Prepare with your Zoom guest(s)
 - Verify their access to Zoom
 - Do a test Zoom login with your guest BEFORE the class
 - Include teaching them how to screenshare
 - Troubleshoot connectivity issues

- If your guest speaker has not lectured over video conference before, do a practice run with them. Use the same hardware (laptop, mic, camera, etc) and speaking spaces as you will in the Classroom Zoom session, if possible.
- [Optional but recommended] Get permission to record and put session online for students (record session, save, upload to Kaltura, post on Canvas)
 - You will need a [CU Release of Photo/Video Waiver](#) from all participants that are seen on-screen (including students)
- Explain your teaching and learning goals—what do you want your students to get out of the experience?
- Explain what you want from your guest—a lecture (specify topic and approximate duration), a guest-led discussion, a performance/live reading, etc
- Ask for them to complete a short, post-session survey
- Communicate with ASSETT
 - The date of your session, so that tech support can be on hand
 - Have ASSETT show you how to use Zoom, or investigate it yourself
 - Verify that you have a working camera/microphone on your device
 - Borrow a laptop from OIT or the dept if needed and practice with whatever platform you will use during the Classroom Zoom session.
 - Schedule a 10-minute debrief with ASSETT for within a week of the session
- Communicate with your students
 - Have an ASSETT student fellow come to class and give Zoom tour
 - What work they will have to do before and after the Zoom session (see student prep guide above)
 - If students will be logging in to the Zoom session outside of the classroom, verify that they have downloaded the app to their device (phone, ipad, laptop) and know web-conferencing etiquette.

After your Classroom Zoom session, please do the following:

- Fill out the post-session survey as soon as possible
- Have your students and guest(s) fill out the post-session survey
- Meet with ASSETT within a week of your session to debrief and discuss (schedule this in advance of your Classroom Zoom session)

Resources:

- Biggest Do's and Don'ts of Video Conferencing - <https://www.entrepreneur.com/article/238902>
- Videoconferencing Tips for Success - <https://www.it.northwestern.edu/videoconferencing/tips.html>

- Video Conferencing Etiquette to Ensure the Success of Your Virtual Training or Meeting - <https://www.mclabs.com/blog/video-conferencing-etiquette-ensure-success-your-virtual-training-or-meeting-infographic/>
- Attendee Controls In A Meeting - <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>