Zoom Pedagogical Considerations

- **Use slides and screen sharing** within Zoom to make sure discussion questions are visible to students who may have a slow Internet connection or who may struggle to hear the audio for the initial question. (Look for "Share Screen" at the bottom of your Zoom call.)
  - On your first slide, **display an agenda** at the start of the class session so that students know what to expect of the shared time together.

- **Use the chat** (bottom of your screen). See In-Meeting Chat.
  - Moderate discussion, i.e., "call on" a student with a comment to speak, to help them break into the conversation.
  - For larger classes, assign a co-facilitator to help moderate the chat and make sure important questions and comments are addressed. Even for smaller classes, it may be worthwhile to ask a student (or two) to take on special roles as "chat monitors" to voice if there are questions that arise that the instructor has missed.
  - You might use the chat to troubleshoot technical problems. For example, if a student is having trouble connecting via audio or video, the chat might be a space for you as the instructor or for fellow students to work together to problem-solve. This may, again, be an opportunity to assign a student to a special role, especially if you have students eager to help on the technical aspect of things.

- **Use Zoom Breakout Rooms** to help students talk in smaller groups (just as they would do break-out groups in a larger class environment). See Managing Video Breakout Rooms.

- **Rethink your classroom activities** to make the class more interactive even if Zoom students don't have ideal connections and aren't able to hear and see everything perfectly.
  - Have students write and comment together on a shared Google Doc.
  - Try using Poll Everywhere or Google Forms to collect student responses, and then share results with both in-person and online students.

- **Consider making discussion questions available in advance** in Canvas, etc. so that students can access the questions if screen sharing does not work. If sharing slides in advance to Canvas, share as PDFs, as students will be able to access the material on their phones.

Zoom Troubleshooting:

- **If your microphone is not working,** use the phone number listed in the Zoom invitation when you set up a Zoom call. You can use your phone as the microphone and audio source for your call rather than your computer's built-in microphone if necessary.

- **If your Internet connection is slow or lagging,** consider temporarily turning off your video stream and only maintaining the audio stream. Sometimes, running the web camera on your computer will use up the Internet's bandwidth in a way that might make communication challenging. Turning off the video should improve communication quality and consistency.

- **If you have earbuds or a headphone set, wear them!** Wearing earbuds or headphones will reduce the amount of noise that your computer will pick up during your quality, which will make it easier for your students to hear you. Similarly, you may want to advise your students to wear earbuds or headphones during the call.

- **Advise students to mute their microphones if they are not speaking and unmute the microphones when they wish to speak.** Students may be joining Zoom calls from all kinds of different locations, many of which may create background noise that could be distracting. Encourage students to mute themselves if they're not speaking to minimize unnecessary or distracting background noise. Using the "raise hand" feature or simply seeing the microphone unmuted will give the group a visual cue for when a student wishes to speak.

- **Check the "chat" space for student questions and contributions.** Some students may not have working microphones and, therefore, may be unable to contribute via voice. The chat room is a good place for students to contribute, ask questions, and be involved.

- **Check the [Zoom Help Center](#)**

Accessibility Suggestions:

- **Automatic live captioning is not available in Zoom (automatic captions are visible if you record a Zoom session)**.
  - You may wish to **use Google Slides** and enable the **live captioning feature within Google Slides.** If you share your screen using Google Slides, your voice will be captured and live captions will appear.
  - See [Present Slides with Captions (via Google Drive support)](#) for more information.

- **For students who are blind or have low visibility, narrate the material that you're displaying visually on the screen.**
  - Just as you might read materials aloud in class, read screen material that you share on-screen just in case students are not able to see essential text.

Source: Stanford University. Teaching in Times of Disruption.