

## Some Tips for Beginning Online Instruction with Zoom

*Please note: the following list of tips has been compiled from several sources.*

### Technical:

Before you get started, review your settings. The following are some of options you will probably want to enable:

- Polls
- Breakout rooms
- Chat (you can save the chat as a reference for attendance and comments)
- Registration required (this will allow you to print a usage report to see who was on the call)

*Note:* check with your organization about privacy policies and whether it is recommended to record your sessions.

### Creating your meeting invitation:

- If your class meets at the same time each week, create a “recurring” meeting invitation. This way students use the same link for each class.

### Connect with your students

- Prior to beginning online instruction, connect with your students (email, text, *Remind*, *WhatsApp* or other communication tool). Let them know online instruction will be starting soon.
- Send students login information for your *Zoom* meeting (i.e. link). Send via communication tools. Some students will access *Zoom* on their computers other on their Smartphones. Advise them to sign in a few minutes early, *Zoom* will take a few minutes to install on their device.

### The First Class

- Provide students with an orientation to *Zoom*/online instruction.
- Show students one feature and have them repeat it until they are comfortable. Build from there (even during the next class).
- Model what you want them to accomplish/do (e.g. use chat box).

- Do not worry about too much teaching content. If students are able to log in, consider it a success.
- Don't worry about keeping students in class the whole scheduled time – help them trouble shoot and get used to online instruction. Think of the long-term goal (have students return and participate).
- Expect that some students will be confused and lost – follow up with them after class
- Form student support groups – have them identify a friend to help them and check in with.

### **Delivering Instruction**

- Open on your desktop in advance anything you will want to share with the class i.e. PowerPoint, video link, photo, website. This will make it easier to find when you go to “share” your screen. Remove browsers not needed for your class.
- Maintain Pedagogical Purpose – as class begins, introduce lesson objectives.
- Keep affective filter low – celebrate and encourage students, recognize every accomplishment and success.
- Start with a low-stakes activity (i.e. post a single question, show a picture and ask them to write/say a single word)
- Post clear and simple directions (bullet points or numbered steps).
- Avoid monologues, long presentations, or posting long paragraphs.
- Email students after class – remind them of the next class and/or restate homework.

Send your class a reminder each day you have class, i.e. a text, email or other communication tool, at least an hour before class starts

**Example:** *“See you online this evening at 6:30pm!” (include link)*

*Stay positive and have fun!*