

# Zoom: An Instructional Guide



Learn more about [securing your Zoom virtual classroom](#)

## Delivering virtual instruction

### Teaching live using Zoom (synchronous)

- Teachers can [add Zoom meetings in AsULearn](#).
- Teachers and students will click on the meeting link at the appropriate time and meet together online.
- Teacher can press the record button, choose **Record to the cloud**, and receive a link to share from Zoom.

### Recording classes via Zoom (asynchronous)

- Start a Zoom meeting.
- Press the record button, choose **Record to the cloud**.
- Teach your lesson, sharing your screen if needed.
- End meeting, and send/post the link to the recording with detailed expectations including assignments. When you share the meeting, click the box that says **require registration**; this setting will allow you to see who has viewed the video.

## Commonly used controls in Zoom

### Managing participants

As the host of a class/meeting, you can manage participants such as renaming, muting, stopping the video and other controls for participants.

[Managing participants in a meeting](#)

### Video ON/OFF

Once in a meeting, you can turn your video on by clicking the **Start Video** icon on the bottom left of your screen. To turn it off, click the **Stop Video** icon.

[Attendee controls in a meeting](#)

### Muting

To ensure minimal background noise during your Zoom meeting, it is recommended that you mute everyone on the call when they're not talking. To do this, click on the **Participants** icon at the bottom of your screen click **Mute All** in the side panel.

[Mute and unmute all](#)

### Chat in a meeting

- Meeting participants can ask questions during a Zoom Meeting via the meeting chat. Start by clicking the **Chat** icon on the bottom right of your screen.
- Once the chat panel will open up on the right, you can view and respond to all public chats.
- Use the three dots to choose whether you want to send messages to all meeting attendees or the host privately. **Note:** Private chats will not be visible to the host.

[Control and disable in-meeting chat](#)

### Sharing screen

- Click the **Share Screen** icon at the bottom of your screen to share your desktop.
- If you'd like to share specific windows or applications, you can choose to do so from the dialog box.

[How do I share my screen](#)

## Teaching over video

### Tips and tricks for virtual lessons

- For your first class, set aside some time to introduce your students to Zoom and ensure that they're able to connect their audio and video.
- Give an agenda or plan for each class by Screen Sharing a document or slide at the beginning of class. This gives students a clear idea of how the class will progress, what will be covered, and the activities they'll engage in.

- Discuss online etiquette and expectations of the students in your first virtual class and periodically revisit the topics.
- Utilize an iOS device or the Whiteboard, or Annotate a shared document and let your students engage as well. When sharing a whiteboard, document, screen, or image, try whiteboarding math problems or have a student use annotation to highlight items such as grammar mistakes in a paper you're sharing.
- Take time to promote questions, comments, and reactions from your class. Give a minute to allow your students to utilize reactions, write their questions in chat, or be unmuted to ask their questions live.
- Divide into smaller groups for a discussion on a certain topic. You can use Zoom's Breakout Room feature to either pre-assign or auto-assign students into groups for a short period of time so they may discuss things together.
- Have students be the presenter and share projects with the class. This allows your students to show what they're working on while practicing their presentation skills. It also allows students to hear from one another.

## Tips and tricks for delivery

- Pre-set your meeting to mute participant's microphones upon entry. This helps to avoid background noise and allow your students to focus on your lesson.
- Look at the camera to create eye contact with your students. This helps to create a more personal connection while teaching over video.
- Take a second to check chat or your student's video (if on camera) to check-in with your students and get feedback.
- Speak as if you're face-to-face with the class while ensuring you're at the appropriate distance from the microphone for the best audio experience.
- When delivering a presentation, sharing images, files or video, give your students a moment to open or take in what you've shared.
- Embrace the pause. Take a moment after the end of your comments and allow for students to engage before continuing on.

## Resources

- [Polling](#)
- [Breakout Rooms](#)
- [Non-verbal Feedback](#)
- [Virtual Backgrounds](#)
- [Sharing a Screen](#)
- [Whiteboard](#)
- [Share an iOS Device for digital inking](#)
- [Annotation](#)
- [Transcription of meetings](#)
- [Chat](#)
- [Recordings](#)

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- [AsULearn Faculty Support](#)
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- [Google Calendar Appointment Slots](#)
- [How to Schedule Zoom Meetings for Other People](#)
- [Troubleshooting Common Issues](#)
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