This training will cover advanced Zoom engagement features. We recommend attending our Getting Started with Zoom training for an overview prior to attending this session.

For an updated training schedule, please visit KEEPTEACHING.tamu.edu.
QUICK START, CENTRALIZED RESOURCE FOR FACULTY

1. Evaluate what learning activities you need to modify based on credit hour expectations

2. Use the chart to view recommended technologies by learning activity

3. Review steps for Keep Teaching with ZOOM and/or Keep Teaching with Google Classroom based on the learning activity you need to modify

4. Continuously communicate with your students regarding your plan of action
keepteaching.tamu.edu

determine priorities, limit complexity and access resources

1. EVALUATE
   REMAINING COURSE ACTIVITIES

2. TEACH
   CONTENT IN THE DIGITAL LEARNING ENVIRONMENT

3. COMMUNICATE
   REGULARLY WITH STUDENTS

4. ACCESS
   ADDITIONAL RESOURCES
Tip: Update your syllabus to include details of how the course will change, including changes to assignments, due dates, grading rubric and contact information. If the syllabus changes, it must be made available to all students via email and posted in a place where students can access it.

### Three Credit Hour Expectations

<table>
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<tr>
<th>Week of the Semester</th>
<th>Total Out of Class Student Work Hours</th>
<th>Faculty Instruction Hours Remaining</th>
<th>Out of Class Student Hours Remaining</th>
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TEACH

CONTENT IN THE DIGITAL LEARNING ENVIRONMENT
• Recommended communication channels
• How to create a distribution list via TAMUDirect
• Convene students via ZOOM
• Sample communication
keepeteaching.tamu.edu

- Getting started with ZOOM
- Guide to Teaching with ZOOM
- Getting started with Google Classroom
- Guide to Teaching with Google Classroom
- Accessibility
- Academic Integrity
- More Resources!
GETTING STARTED WITH ZOOM
By the end of this training, participants will be able to:

- Schedule and send ZOOM meetings
- Modify ZOOM settings
- Identify key ZOOM meeting controls
This training will use the Zoom Desktop Client. If you do not have it installed onto your computer, please go to tamu.zoom.us to download or visit your college or departmental IT support.
## LEARNING ACTIVITIES

<table>
<thead>
<tr>
<th>LEARNING ACTIVITY</th>
<th>DELIVERY METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Course Materials</td>
<td>Google Classroom, eCampus</td>
</tr>
<tr>
<td>Deliver Course Lectures</td>
<td>ZOOM</td>
</tr>
<tr>
<td>Post and Submit Assignments</td>
<td>Google Classroom, eCampus</td>
</tr>
<tr>
<td>Administer Assessments</td>
<td>Devise Alternative Quiz &amp; Exam Delivery Format</td>
</tr>
<tr>
<td>Collaborate through Group</td>
<td>ZOOM, Google Classroom, eCampus</td>
</tr>
<tr>
<td>Hold Office Hours</td>
<td>ZOOM</td>
</tr>
</tbody>
</table>
GETTING STARTED

Login to your Zoom desktop client

You may have to claim an account if you have not already
SCHEDULE A MEETING

1. After you have logged in, you will be on your homepage.
2. Click Schedule.
1. Basic Recommended Settings
   • Topic
     • Rename to Course Name and/or Number
   • Change date and time
   • Set duration
   • Meeting ID
     • Generate Automatically
   • Password
     • Do Not Require Meeting Password
   • Video
     • Host ON; Participants ON
   • Audio
     • Telephone and Computer Audio
   • Advanced options (if necessary)

Click Schedule
1. When you click Schedule, a dialogue box will appear with information for your participants.

2. Click on Copy Invitation.

3. Paste the copied information to your established communication channel.
1. From your Homepage, click on the Meetings tab.
2. Select the meeting you would like to start. Click on Start.
KEEP CALM & ZOOM ON

- It will take a few seconds for your computer to recognize that it already has Zoom desktop client installed.
- Just refresh your browser if you get this message and you see the launch application link.
1. In the meeting controls, click the arrow next to Mute/Unmute.
2. Select the correct microphone that you would like to use.
1. In the meeting controls, click the arrow next to Start Video.
2. Select the correct camera that you would like to use.
1. In the meeting controls, click the arrow next to Start Video.
2. Click on Choose Virtual Background.
3. In the dialog window that appears, choose the virtual background you would like to use or upload your own.
MANAGING PARTICIPANTS

1. Click on the Participants icon.
2. Click on the More icon. Select the action you would like to apply.
1. Click the Share Screen button.
2. Select the screen you want to share.
3. Click on the Share button.
1. Click Chat in the meeting controls.
2. This will open the chat on the right. You can type a message into the chat box or click on the drop down next to To: if you want to send a message to a specific person.
RECORDING A MEETING

1. When in a meeting, click the Record icon.
2. Click on Record to the Cloud.
3. Once you are done recording, click on the Stop Recording icon.
ACCESSIBILITY DURING YOUR ZOOM MEETING

- Live Captioning
- Closed Captioning
- Automatic Transcripts
- Keyboard Accessibility
- Screen Reader Support
1. Sign into the Zoom web portal and navigate to Account Settings.

2. Navigate to the Cloud recording option on the Recording tab and verify that the setting is enabled. Note: If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

3. In the Advanced cloud recording settings, click the Audio Transcript checkbox to enable it, then click Save to confirm the change.
ENDING YOUR MEETING

1. Click End Meeting
2. Then, click end meeting for all.
1. Sign into the Zoom web portal and navigate to Account Settings.

2. Navigate to the Cloud recording option on the Recording tab and verify that the setting is enabled. Note: If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

3. In the Advanced cloud recording settings, click the Audio Transcript checkbox to enable it, then click Save to confirm the change.
ADMINISTER ASSESSMENTS

If you find out that your School / College does not have pre-existing arrangements in place with an online proctoring service, we suggest you consider strategies to reduce opportunities for academic dishonesty.

Option 1: Faculty-Proctored Exam can view up to 49 participants (via ZOOM)
Option 2: Written Take-Home Exam (submitted via Google Classroom)
Option 3: Oral Exam (via ZOOM)
Option 4: Assessment modified to Project
  • Case Write-Up
  • Faculty Observations (via ZOOM)
  • Journaling or Self Reflection
  • Laboratory Report
  • Essay Sprints / One-Minute Essays
  • Papers
  • Peer Feedback and Evaluation
  • Portfolio
  • Presentation (via ZOOM)
  • Video Projects or Digital Storytelling
MOBILE APPS
RESOURCES

KEEPTEACHING.TAMU.EDU

SUPPORT

• AlHelp@tamu.edu
• 979-458-3417
SPECIAL THANKS TO

Office for Academic Innovation
Center For Teaching Excellence
Disability Resources
Division of IT – Help Desk Central
Enterprise Information Systems
Provost Communications
Provost Information Technology Office
Student Recreation Center
University Libraries