KEEP TEACHING
keepteaching.tamu.edu
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
determine priorities, limit complexity and access 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>
<thead>
<tr>
<th>Week of the Semester</th>
<th>Total Out of Class Work Hours</th>
<th>Faculty Instruction Hours Remaining</th>
<th>Out of Class Student Hours Remaining</th>
</tr>
</thead>
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</tr>
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<td>12</td>
<td>72</td>
<td>9</td>
<td>18</td>
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</tbody>
</table>
Teach

Now that you have determined course priorities, modified your syllabus, identified technologies that will facilitate revised learning activities, and communicated with your students, it is time to deliver Learning Activities in the digital learning environment. Focus on providing timely feedback, clear organization and communication, and promoting interaction among students and between students and the course instructor when feasible.

Quick Start

Revise your syllabus as needed and make available to students. Then, review steps for Keep Teaching with ZOOM and/or Keep Teaching with Google Classroom based on the Learning Activity you need to modify so that you are able to achieve your desired outcome with the recommended technologies for each Learning Activity.

Navigate to relevant Learning Activities for additional considerations and tips.

- Post Course Materials
- Deliver Course Lectures
- Assign Projects
- Administer Assessments
- Collaborate through Group Work
• Recommended communication channels
• How to create a distribution list via TAMUDirect
• Convene students via ZOOM
• Sample communication
TEACHING WITH ZOOM
By the end of this training, participants will be able to:

- Host a Class / Meeting through ZOOM
- Deliver virtual instruction through ZOOM
- Incorporate ZOOM features that enhance teaching and learning through an online environment
DISCLAIMER

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

Go to tamu.zoom.us and login using your TAMU ID and Password

You may have to claim an account if you have not already
Recommended Settings for Teaching (Turn ON):

- Mute Participants upon Entry
- File Transfer
- Co-host
- Polling
- Annotation
- Whiteboard
- Non-verbal Feedback
- Breakout Rooms
- Closed Captioning – Enable live transcription
- Save captions
- Virtual Background
FILE TRANSFER

1. Click on the Chat icon within the meeting controls.
2. Click on File. Then select the location of the file and click open. The file will automatically be sent.
CREATING A POLL

1. Go to the Meetings page and click on your scheduled meeting. If you do not have a scheduled meeting, schedule a meeting now.

2. From the meeting management page, scroll to the bottom to find the Poll option. Click Add to begin creating the poll.

3. Enter a title and your first question.

4. Select whether you want the question to be a single choice or multiple-choice question.

5. Type in the answers to your question and click Save at the bottom.

6. If you would like to add a new question, click Add a Question to create a new question for that particular poll.
1. Start the scheduled Zoom meeting that has polling enabled.
2. Select the Polling option in the menu bar.
3. Select the poll you would like to launch.
4. Click Launch Poll.
5. The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.
6. Once you would like to stop the poll, click End Poll.
7. If you would like to share the results to the participants in the meeting, click Share Results.
1. Click the Share Screen button.
2. Select the screen you want to share.
3. Click on the Share button.
1. Click the Share Screen button.
2. Select the screen you want to annotate over.
3. Click the Share button.
4. In the Annotation Controls, click on Annotate.
1. Click the Share Screen button.
2. Select the Whiteboard.
3. Click on the Share button.
1. As the host, you will be able to see icons, such as: Raise Hand, Yes, or No
2. During lecture, this icon will be useful to see if any of your students have any questions
WAITING ROOM

1. When a participant enters your meeting and you have waiting room enabled, you can admit them by clicking the Admit button next to their name under Manage Participants.
1. Click the Breakout Rooms icon.

2. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
   - Automatically: Let Zoom split your participants up evenly into each of the rooms.
   - Manually: Choose which participants you would like in each room.

3. Click Create Rooms.
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.
1. You will be notified via email when your cloud recording is done processing.
2. You can access your Zoom cloud recording by going to tamu.zoom.us account.
3. After you log in, go to Recordings. Under Cloud Recording, you can download, share, or delete your cloud recordings.
4. Share the link to your students by copy and paste.
REPORTS

1. In your Account Settings, go to the Reports tab.
   - Usage: participation
   - Meeting: polling
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
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