

Helpful KeepTeaching + KeepLearning Resources

- [KeepTeaching.tamu.edu](https://keep-teaching.tamu.edu) Guide for course instructors to utilize the digital learning environment at TAMU
- [KeepLearning.tamu.edu](https://keep-learning.tamu.edu) Companion guide for students to set expectations for digital learning environment at TAMU
- Login to ZOOM @ tamu.zoom.us (requires NetID and Password)
- Stay Connected with Office for Academic Innovation Social Media
 - Instagram: [@TAMU Innovation](https://www.instagram.com/TAMU_Innovation)
 - Twitter: [@TAMU Innovation](https://twitter.com/TAMU_Innovation)
 - YouTube: [Office for Academic Innovation](https://www.youtube.com/OfficeforAcademicInnovation)
- [What Students are Saying about TAMU's Transition Online](#)
- College of Architecture Recorded Session 3/18/2020
 - Link: <https://youtu.be/ofcJYL5iBjg>
 - Feel free to share if helpful to others outside of TAMU

ZOOM for TAMU Studios

	Feature	Studio Application	TAMU Resource	ZOOM Resource
Best Practices in Setting Up a ZOOM Meeting for Teaching Studio	Recurring Meeting	- Easy way to create studio sessions that repeat - All settings hold from meeting to meeting		Caution! Authenticating TAMU Student Participants
	Video ON	- Encourage student engagement - Recommend that faculty also turn video ON		
	Mute All ON	Ensures an organized start to a ZOOM session		
	Waiting Room ON	- Needs to be enabled when setting up a meeting - Using Waiting Room allows you to manage who comes into the meeting and when Use Case: For Defenses when you need to convene the committee before the student		
	Co-Host SET	Allows faculty to have assistance during session Use Case: List TAs as your Co-Host to allow you to focus on teaching while they manage chats, etc...		

ZOOM In-Meeting Features Applicable to Teaching Studio (Left -> Right)	Mute ^Different Audio Inputs	If you share multimedia you may need to alter audio feeds	Manage Sound in Meetings
	Start/Stop Video ^Virtual Background	Use images or videos to bring context into your studio Use Case: You can load custom images/videos to further illustrate a site/context from studio projects	Virtual Background
	Manage Participants	<ul style="list-style-type: none"> - Quickly see who is in the session - Delegate hosts functionality - Quickly Mute All 	Manage Participants Mute/Unmute All Mute Participants
	Share Screen	Share any asset on your device with virtual participants Use Case: Delegate Screen Share to students during crits using [^] options	Sharing Screen
	Share Screen ^Whiteboard	Allows faculty to draw on BLANK SCREEN Use Case: Drawings can be saved and distributed to students	Whiteboarding
	Share Screen ^Annotate	<ul style="list-style-type: none"> - Allows faculty to mark-up drawings - Annotations needs to be turned ON in Global Settings via web portal Use Case: Mark-ups can be saved and distributed to students after session	Annotations
	Share Screen (Advanced) ^Point of Screen	Allows you to focus your screen share for improved viewing at a specific scale	
	Share Screen (Advanced) ^2 nd Camera	Move between cameras if faculty/students need to toggle between elements across physical and virtual spaces	
	Chat (in session)	Field questions, share content, and save chat content distributed during session Use Case: Send relevant information (files, URLs, content) to students during session	Controlling and Disabling In-Meeting Chat
	Record	<ul style="list-style-type: none"> - Set your session to record when you set up a session or turn ON during session - More control of recordings can be set in your Global Settings via web portal Use Case: Be sure to set chats and breakout sessions to record so you can make all artifacts of the session available to students	Cloud Recording

ZOOM In-Meeting Features Applicable to Teaching Studio (Left -> Right)	Breakout Rooms	<ul style="list-style-type: none"> - This feature allows students to collaborate in small teams while you are able to move from group to group to work with students at a smaller scale - Load pre-assigned groups in your Global Settings via web portal <p>Tip: Set Breakout Rooms to record in your Global Settings via web portal and you can archive these to send to students who may have missed class so they do not fall behind</p>	Breakout Rooms Pre-Assign Breakout Rooms
	Live CC	<ul style="list-style-type: none"> - TAMU is a beta tester for this feature - Turn ON for improved accessibility of session 	
	End Meeting	<p>As the host you can Leave Meeting or End Meeting for All</p> <p>Use Case: Pass host controls and allow students to continue session after you leave</p>	Pass Host Controls and Leave Meeting
Additional ZOOM Meeting Features Applicable to Teaching Studio	Non-Verbal Feedback Feature	<ul style="list-style-type: none"> - Participant video must be ON - Ensures students are not multi-tasking during session - This is set in Global Settings via web portal 	Non-Verbal Feedback
	Polling	<p>Set up engaging questions in your Global Settings via web portal to be used in sessions</p>	Polling
	Archiving ZOOM Artifacts	<p>Beyond video recording, you have several options to Record various elements of a session in your Global Settings via web portal</p> <p>Use Case: Enable Audio Transcription so students can toggle back and forth between video recording and time-stamped transcription as they review information after the session</p>	Automatically Transcribe Cloud Recordings
	Chat (out of meeting)	<ul style="list-style-type: none"> - Stay in touch with students by creating a class Chat channel - Share files via Chat - Answer FAQs via Chat <p>Use Case: Create a studio Chat channel and convene ZOOM session via Chat by inviting all participants to meet</p>	Chat Channels in ZOOM

Essential Elements of Any Studio

Considerations for Helping Students Transition Online

- Space** Think about your students' physical environment as central to the online studio learning environment. Facilitate a focus on space in the transition online by having students visually document and share the physical space they have set aside as they complete the semester online. Celebrate the diversity of individual physical spaces as is typical in a campus studio, recognizing these may very well be strung across the state and country rather than scattered within the confines of the same four walls in College Station, Texas.
- Collaboration** Student-to-student and student-to-faculty collaboration can occur in much the same way in ZOOM as it does in person. ZOOM's cloud-based environment allows seamless sharing of archived content from sessions that both students and studio faculty can access at a later date. As we shift to a fully online learning environment at TAMU, lessons in virtual communication and collaboration are as paramount to the student experience now more than ever, and will serve students well as they enter the job market and need to buttress design-based skills with virtual communication and collaboration competencies to be able to stand out in the job market.
- Critique** Create opportunities for crits in an online studio. Consider ways to use ZOOM to continue with "pin ups" to generate incremental feedback in the design process so that ideas can be refined, while student peers also engage in this critique process. ZOOM provides a mechanism to visually pin up in real-time using the Screen Share feature. Drawings can be marked up using the Annotation tool; and as an added value, these sessions can be archived for students to reference the dialogue and artifacts of the crit at a later date.
- Ground Rules** Conduct ZOOM sessions like you would want your students to by making use of **screen-share** capabilities, the **chat** function, and turn your **video ON** for improved faculty-to-student and peer-to-peer engagement.

Questions + Answers from 3/18/2020 College of Architecture ZOOM Session

Q: Does using the video ON feature limit overall participant capacity?

A: No! Our TAMU license allows each meeting to have up to 300 participants. There have been some exceptions to this as we move TAMU fully online. Those requests and associated costs are being managed by Provost IT (PITO). You can display up to 49 participants in gallery view of a ZOOM session. For more on this see ZOOM's [help documentation](#).

Q: How can a faculty member make suggestions to students who are having trouble with connectivity?

A: A faculty member can suggest that a student having trouble with connectivity turn video OFF and use dial-in audio.

Q: How do I access ZOOM?

A: Download Zoom for your computer, tablet, or smartphone at tamu.zoom.us/download. Once installed, select *Sign in with SSO*.

Q: What is the Chat Channel feature and how might it be helpful to College of Architecture studio classes?

A: Chat Channel feature functions outside of a ZOOM session. This feature allows you set up a group that is easy to manage, communicate with, and you can even convene this group in a ZOOM session from the Chat Channel feature.

Q: Can you mute people who dial into a ZOOM session via telephone?

A: Yes! You do this the same way for a participant dialing in via telephone as you would for a participant connecting online. During the meeting navigate to:

Manage Participants -> Select "More" next to Participant's Name -> Select Mute

Q: Is it possible to mark on students' shared screen?

A: Yes! Use the Annotation feature which has to be enabled in your Global Settings via the web portal: tamu.zoom.us -> SSO -> Settings -> In Meeting (Basic) -> Annotation

Q: Why would I have a Co-Host in my ZOOM session?

A: Setting a Co-Host allows you to have assistance in the session with elevated access to some features.

Q: Can you load a breakout group into a recurring meeting?

A: Likely, but this is not a feature that has been tested. We recommend you follow [these steps](#) for pre-loading participants into a Breakout Room and test with a recurring meeting.

Q: How do I demonstrate software over ZOOM?

A: Use the Share Screen feature and you can show any application running on your device.

Q: Does Virtual Background work in both the ZOOM desktop client and web portal?

A: Yes! See additional documentation on setting up a Virtual Background from ZOOM [here](#).

Q: How do you load a profile image to display when your video is OFF?

A: Loading a profile image needs to be done in the web portal. Follow these steps: tamu.zoom.us -> SSO -> Profile -> Select the Image -> Select Change and upload a new image

Q: Is there a way to keep the tool bar located at the bottom of a ZOOM session from hiding?

A: Yes! tamu.zoom.us -> SSO -> Settings -> In Meeting (Basic) -> Select Always Show Meeting Control Toolbar

Additional Ideas for College of Architecture during Transition to Online Course Delivery

- Encourage students to use ZOOM in group work and have them contribute to improved in-meeting features and use cases
 - See [KeepLearning.tamu.edu](https://keeplearning.tamu.edu) for more tips to help students work virtually in groups
- Think about what ZOOM is doing to transform space at all scales
 - Work space
 - Parks
 - Public space
 - Etc...
- How are companies using ZOOM/virtual work for continuity? Check in with Adobe, Autodesk, industry professionals, etc...
 - [Virtual Work Skills Everyone Needs](#)