We will begin shortly at 2:00 pm
Test your microphone & speakers
Join Audio Conference by Computer
Use Text Chat to send messages
Participation is important, to ask questions, use Raise Hand
All participants are muted on Entry, Raise Hand to comment/ask questions

Click on Participants to access the buttons
Zoom for Online Teaching

Charina Ong
cdtclo@nus.edu.sg

Jeanette Choy
cdtclfj@nus.edu.sg

Kiruthika Ragupathi
kiruthika@nus.edu.sg

Jummain
citjmw@nus.edu.sg

Online Wiki on the use of Zoom: https://wiki.nus.edu.sg/display/cit/Zoom
Intended Learning Outcomes

• Recognise the practical aspects on using Zoom (i.e. set-up a meeting session, features available)

• Relate best practices on using Zoom to conduct online teaching
Introduce yourself to the group using the **Chat** feature (Type in your Name and Faculty)
The Five Stage Model

1. Access and motivation
   - Setting up system and accessing
   - Welcoming and encouraging

2. Online socialisation
   - Sending and receiving messages
   - Familiarising and providing bridges between cultural, social and learning environments

3. Information exchange
   - Searching, personalising software
   - Facilitating and supporting use of learning materials

4. Knowledge construction
   - Conferencing
   - Facilitating process
   - Providing links outside closed conferences

5. Development
   - Supporting, responding

Access and Motivation

Setting up and accessing Zoom
Preparing students for the online session
Setting up your zoom account

https://nus-sg.zoom.us/

Conferencing with Zoom

What is Zoom?

Zoom is a conferencing tool that unifies video conferencing, online meetings, and collaboration in an easy to use platform. [Video]

Zoom’s features (see below), compatible with desktop, mobile devices and conferencing room system, allow participants to have a rich online conferencing experience with both NUS and external users.

NUS Zoom Meeting is provided at no cost to NUS and can support up to 300 participants. If you need Zoom Webinar account for NUS events and conferences, please apply through the Conferencing HelpDesk.
Scheduling a Zoom Session

Send the meeting URL to students
(via Announcement, Learning Flow, Web link or via email)
### Setting up recurring zoom sessions

<table>
<thead>
<tr>
<th>When</th>
<th>02/25/2020</th>
<th>10:00 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>1 hr 0 min</td>
<td></td>
</tr>
<tr>
<td>Time Zone</td>
<td>(GMT+8:00) Singapore</td>
<td></td>
</tr>
</tbody>
</table>

- **Recurring meeting**: Every week on Tue, until Apr 7, 2020, 7 occurrence(s)
- **Recurrence**: Weekly
- **Repeat every**: 1 week
- **Occurs on**: Tuesday
- **End date**: By Apr 7, 2020
Meeting Topic: Zoom for e-tutorial webinar (5 Feb 2020)
Host: Session B
Password: vz5Lu7
Numeric Password: 278231
Invitation URL: https://nus-sg.zoom.us/j/742773427?pwd=U00wc1YwR2IrV... Copy URL
Participant ID: 21
Sharing permissions

How many participants can share at the same time?
- One participant can share at a time
- Multiple participants can share simultaneously (dual monitors recommended)

Who can share?
- Only Host
- All Participants

Who can start sharing when someone else is sharing?
- Only Host
- All Participants
Tracking attendance

Click on Reports > Usage Reports > Usage, to track attendance for your Zoom sessions

<table>
<thead>
<tr>
<th>Topic</th>
<th>Meeting ID</th>
<th>User Name</th>
<th>User Email</th>
<th>Department</th>
<th>Group</th>
<th>Has Zoom Rooms?</th>
<th>Creation Time</th>
<th>Start Time</th>
<th>End Time</th>
<th>Duration (Minutes)</th>
<th>Participants</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessing student learning</td>
<td>250-418-742</td>
<td>Kiruthika Ragupathi</td>
<td><a href="mailto:kiruthika@nus.e">kiruthika@nus.e</a> du.sg</td>
<td>CDTL</td>
<td>No</td>
<td>02/17/2020 09:54:31 AM</td>
<td>02/18/2020 08:52:26 AM</td>
<td>02/18/2020 09:12:41 AM</td>
<td>21</td>
<td>2</td>
<td>Zoom</td>
<td></td>
</tr>
<tr>
<td>Managing online learning</td>
<td>722-259-930</td>
<td>Kiruthika Ragupathi</td>
<td><a href="mailto:kiruthika@nus.e">kiruthika@nus.e</a> du.sg</td>
<td>CDTL</td>
<td>No</td>
<td>02/17/2020 09:02:11 AM</td>
<td>02/18/2020 09:30:55 AM</td>
<td>02/18/2020 12:10:08 PM</td>
<td>163</td>
<td>44</td>
<td>Zoom</td>
<td></td>
</tr>
<tr>
<td>Facilitating effective online</td>
<td>598-689-578</td>
<td>Kiruthika Ragupathi</td>
<td><a href="mailto:kiruthika@nus.e">kiruthika@nus.e</a> du.sg</td>
<td>CDTL</td>
<td>No</td>
<td>02/17/2020 09:45:10 AM</td>
<td>02/18/2020 12:49:03 PM</td>
<td>02/18/2020 03:03:14 PM</td>
<td>135</td>
<td>74</td>
<td>Zoom</td>
<td></td>
</tr>
</tbody>
</table>
# Tracking attendance

## Meeting Participants

- **Export with meeting data**
- **Show unique users**

<table>
<thead>
<tr>
<th>Name (Original Name)</th>
<th>User Email</th>
<th>Join Time</th>
<th>Leave Time</th>
<th>Duration (Minutes)</th>
<th>Attentiveness Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kiruthika Ragupathi</td>
<td></td>
<td>02/18/2020 09:30:55 AM</td>
<td>02/18/2020 12:10:07 PM</td>
<td>160</td>
<td>96.07%</td>
</tr>
<tr>
<td>Chri</td>
<td></td>
<td>02/18/2020 09:31:02 AM</td>
<td>02/18/2020 12:04:50 PM</td>
<td>154</td>
<td>98.79%</td>
</tr>
<tr>
<td>febul</td>
<td></td>
<td>02/18/2020 09:31:10 AM</td>
<td>02/18/2020 09:58:20 AM</td>
<td>28</td>
<td>100.0%</td>
</tr>
<tr>
<td>Zhan</td>
<td></td>
<td>02/18/2020 09:31:28 AM</td>
<td>02/18/2020 12:10:08 PM</td>
<td>159</td>
<td>75.24%</td>
</tr>
</tbody>
</table>

[Export button]
Online Socialisation

Best practices to foster a safe environment for online learning using Zoom
Managing participants

- Lisa Urban (Me)
- Glenna Emel (Host)
- Patrick Mitchell
- Alyssa Smith
- Sally Learner

[Options menu]
- Chat
- Ask to Start Video
- Make Host
- Make Co-Host
- Allow Record
- Assign to type Closed Caption
- Rename
- Put in Waiting Room
- Remove
Encouraging a sense of community
Zoom room layout options

- **Active Speaker** (default layout): Switches the large video window to the current speaker
- **Gallery View**: Shows up to 25 participants at a time with arrows to scroll
- **Mini view**: Video appears in a small window, and is on top of other applications
- **Side-by-Side View**: See both the shared screen and Speaker/Gallery View
Using the Chat as backchannel

Send message to:
Everyone
Specific user (privately)
Saving Chat Logs

Meeting Topic: test-for-screenshot
Host: Session 40
Password: kqitEO
Numeric Password (Telephone/Room Systems): 179500
Invitation URL: https://nus-sg.zoom.us/j/939839337?pwd=b01zT0VXY3VER
Participant ID: 36

Join Audio  Share Screen  Invite Others

Zoom Group Chat

Save Chat
Information Exchange

Sending and receiving messages using various features within Zoom
Share Files via Chat

Meeting Topic: test-for screenshot
Host: Session 40
Password: kgjEO
Numeric Password: 179500
(Telephone/Room Systems)
Invitation URL: https://nus-sg.zoom.us/j/939839337?pwd=b01zT0VKY3VER...
Participant ID: 36

Join Audio
Share Screen
Invite Others

To: Everyone
Type message here...
Share Screen

- Mute
- Manage Participants
- New Share
- Pause Share
- Whiteboard
- More

ID: 338-799-160

Options:
- Basic
- Advanced

- Screen 1
- Screen 2
- Whiteboard
- iPhone/iPad

Settings:
- Share computer sound
- Optimize for full screen video clip

Share
Engaging students using Whiteboard
Knowledge Construction

Group discussion takes place and interaction becomes more collaborative
Adding Polls

You have not created any poll yet.

Add a Poll

Enter a title for this poll.

Anonymous?

1. Type your question here.

- Single Choice
- Multiple Choice

Answer 1
Answer 2
Answer 3 (Optional)
Launching Polls

1. How do you gather feedback on your teaching? (Multiple choice)
   - End-of-semester feedback
   - Mid-semester feedback
   - Email Feedback
   - One-on-one meeting with students
   - Group discussions with students
   - Classroom assessment quality circles
   - Peer review

[Launch Polling]
1. How do you plan to use Zoom in your teaching?

- Live lectures: 15 (33%)
- Virtual one-on-one consultations: 9 (20%)
- For tutorial discussions: 10 (22%)
- Conduct my lecture when I travel for conferences: 4 (9%)
- Conduct research meeting: 8 (17%)
Breakout rooms

Create Breakout Rooms

Assign 29 participants into Rooms:

- Automatically
- Manually

4-5 participants per room

Create Rooms

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 30 minutes
- Notify me when the time is up
- Countdown after closing breakout room
  Set countdown timer: 60 seconds

Options  Recreate  Add a Room  Open All Rooms
Breakout rooms

- Group A
  - Carly Shannon

- Group B

- Breakout Room 1
  - Eren Yaeger

- Breakout Room 2
  - Jack Barker

Options
- Recreate
- Add a Room
- Open All Rooms

Broadcast a message to all

Close All Rooms
Breakout Rooms

- For facilitators to join into the breakout rooms
- Pop-out window when students ask for help
- To broadcast message to all breakout groups
- For facilitators to close breakouts and get back to main session
Action Plan – Breakout session

In your breakout rooms:
Discuss on how you plan to use Zoom in your teaching

While in the breakout rooms:
• Turn on your video and audio, so that you can interact
• Try sharing your screens
Development

Additional resources or support after online session
Additional resources to support

- Online Learner response systems (Poll everywhere, LumiNUS polls, Mentimeter, etc)
- Collaborative tools (OneNote, Google Docs, Padlet)
Affordances of synchronous online discussion

Potentials

• Convenience in time and space to hold virtual learning sessions
• Increase participation for less vocal students
• Sessions can be recorded for revision purpose
• Greater sense of presence and generating spontaneity
• Typically more complimentary role of socializing, brainstorming, or virtual sessions hours

Limitations

• Deep critical thinking
• Flexibility / Accessibility (everyone has to show up at the same time)
• Group work (combination of asynchronous and synchronous might be better)

(Branon & Essex, 2001; Hines & Pearl, 2004, Anderson et al., 2006)
Challenges and Considerations for Implementation

- Establish participation and etiquette guidelines
- Consider how participants should prepare for the session and what activities might follow the session (i.e., asynchronous activity, providing an outline of the session before the session).
- Make sure everyone gets to voice their thoughts and opinions and that no one person dominates the conversation.
- If it is a large class, consider breakout rooms
- Coordinate participant schedules and locations
- Be prepared to have technical support to troubleshoot connection problems.
Questions?

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cdtclo@nus.edu.sg

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cdtclffj@nus.edu.sg

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kiruthika@nus.edu.sg

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citjmw@nus.edu.sg

