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zoom

Best Practices, Settings, and Tips

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Tips

Breakout Rooms

When you enable breakout rooms you have the option to randomly select groups, assign groups prior to the Zoom meeting, AND you can manually create rooms during a meeting by clicking on the breakout room tab. Options that are available: setting the amount of time students stay in rooms and a countdown so that students know when they should begin returning to the whole group meeting. It is possible for the host to move students between rooms during the breakout session.

BEST PRACTICE: Only use breakout rooms when you have enough adults to monitor/participate in each group.

Screen Sharing

There are A LOT of videos out there about screen sharing during a Zoom meeting. It is going to be important for you to screen share while simultaneously being able to see all of your students.

Therefore, use your iPad to screen share and use your secondary device to view your students. On your secondary device, select Grid View and use your cursor to spread the bottom corners of the window until you can see all of your students, while also still being able to see what you are sharing from your screen via the iPad.

How to Record on iPad

Please be sure to follow all child privacy protocols when recording Zoom sessions.

Before hosting your first Zoom meeting, follow the steps below to set up a recording if you plan to use your iPad to record synchronous sessions:

1. Log in to Zoom via Clever
2. **Settings** (left side of screen)
3. Click the **Recording** tab (top middle of screen)
4. Enable **Local recording**
 - a. Uncheck the box for “Hosts can give participants the permission to record locally”
5. Enable **Cloud recording**
 - a. Check these boxes **ONLY**:
 - i. Record gallery view with shared screen
 - ii. Save chat messages from the meeting/webinar
 - iii. Display participants/names in the recording
 - iv. Record thumbnails when sharing
6. Enable **Automatic recording**
 - a. Select **Record in the cloud**
 - i. Select “Host can pause/stop the auto recording in the cloud”

How to Pause and Resume Recordings

By checking “Host can pause/stop the auto recording in the cloud” (see the page above), you will have the ability to pause and resume your Zoom instruction recordings.

This will allow you to pause during the first 10 minutes or so, as students are logging on, as well as to pause during any breaks. This will decrease the length of your recordings and also provide only your teaching/instruction to those students who are watching the recording.

Once you have adjusted the setting, mentioned above, when you want to pause the recording, follow these steps:

1. Click on the **Recording...** icon (cloud in top right of screen)
2. Click **Pause** when prompted

When you are ready to resume the recording, follow these steps:

1. Click **Record Paused** (in top right of screen)
2. Click **Resume** when prompted

Follow the above steps any time it is best to pause and resume your Zoom meeting with students.

Share Your Recording on Schoology iPad

Once the meeting has ended, you should receive an email from Zoom (possibly in your Other folder) with links to share the meeting.

Copy the second link, "Share recording with viewers." Then:

1. Click on your **Course** tile
2. Click **Add Materials**
3. Click **Add Page**
4. **Title** the page (perhaps the subject/date of recording).
5. **Type directions** such as: Click here to view synchronous lessons from August 31st
6. **Select** (or highlight) the **directions**
7. Select the **Insert Content** button (along toolbar) and click **Link**
8. **Paste the link from your email** in the Link/URL space
9. **Insert**

Students will simply have to click on the directions you wrote (from Step 5) and your Zoom recording will pop up for them to view!

Fun Tech Tip

On iPad: When in a Zoom meeting, select the More button, Meeting Settings, Touch Up My Appearance

On Other Devices: Select the arrow next to Stop Video, Video Settings, Touch Up My Appearance

Share Your Recording on Schoology Mac or PC

Once the meeting has ended, if you do not receive an email from Zoom, follow these steps to upload the recording to Schoology.

NOTE: This process takes more time.

1. Click on your **Course** tile
2. Click **Add Materials**
3. Click **Add File/Link/External Tool**
4. **Search your device** for the mp4 file of the day's Zoom
5. Click **Insert/Add**
6. Go to the mp4 file in Schoology
7. **Convert Media** (this will take some time)

When complete, students should see a thumbnail of the Zoom recording, on Schoology, that they can click to play.

Move Recordings from the Zoom Cloud to OneDrive on Your iPad

Once the meeting has ended, pull up your Zoom account on your iPad and follow the steps below. Prior to following these steps, access your OneDrive account and create a file for Zoom recordings.

1. **Recordings** (left side of screen)
2. Select **Cloud Recordings** (top of Recordings screen)
3. Find the desired recording and select the **More** tab
4. Click **Download**
5. When asked “Do you want to download (name of recording)” click **Download**
6. Select the **download button** that appears to the right of the URL address (**a down arrow in a circle**) to view the recording
7. Exit Zoom
8. Click on the **Files app** on your iPad desktop
9. Select **Downloads** (left side)
10. Find the correct recording (it includes a date and time)
11. Tap and hold on the recording thumbnail
12. Select **Move**
13. Choose **OneDrive**
14. Select **Files**
15. Select the file that you created for Zoom recordings (it will be highlighted in gray)
16. Click **Copy** (blue button in upper right corner)

(directions continued on the next page)

Now, when you access your OneDrive, your recordings will be housed in that file! You can even rename the file with the date for that day's lesson to make it easier to search and find.

Remember to return to your Zoom account, after following the above steps to **delete the recording from Zoom**. To do so, simply:

1. Select the box to the left of the recording you wish to delete
2. Click the **Delete Selected** button directly above the list of recordings
3. Click **Yes** when you are prompted

Share Screen with Teacher Video

Before entering the Zoom meeting, make sure you have **Notes** in your dock and that the **PowerPoint, Word document, etc.** that you are sharing with your students has been **saved on OneDrive**.

When you begin your Zoom meeting, swipe lightly up from the bottom of the screen to reveal your dock. Tap and hold **Notes** and drag up to one side of your screen (to activate split screen). **Once in split screen:**

1. Click the **edit button** (bottom right corner)
2. Select the **camera icon**
3. Select **Take Photo or Video**
4. **Switch the camera view** (bottom right corner)
5. Adjust the size of your teacher video as needed
6. Tap **Share Content** (green button)
7. Select **iCloud Drive**
8. Click the **blue back arrows** until you see **Locations**
9. From there, select:
 - a. **iCloud Drive** (if the document is saved on the iCloud)
 - b. **On My iPad** (if the document is saved on your iPad)
 - c. **OneDrive** (if the document is saved on OneDrive)
10. If you choose OneDrive, at the top of the Files screen, you may need to **link to OneDrive**
11. Once in OneDrive, select the document that you wish to share with students

You will also notice a **pencil** in the bottom left corner. If you click on the pencil, you will notice multiple options that can be used to **markup** the document that you are sharing!

Settings

In Meeting (Basic) Setting

Co-Host

If you are going to be teaching using Specially Designed Instruction or have the support of an educational assistant during a portion of your synchronous learning, you can enable the Co-host setting so that all adults on the Zoom meeting have access to the same in-meeting controls as the host.

Co-host

Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.



In Meeting (Basic) Setting

Screen Sharing

Be sure to view all Screen sharing settings. It is possible to allow screen sharing for all participants if it is applicable to your lesson.

More information about screen sharing in the Tips section.

Screen sharing

Allow host and participants to share their screen or content during meetings



Who can share?

Host Only All Participants ?

Who can start sharing when someone else is sharing?

Host Only All Participants ?

In Meeting (Basic) Setting

Nonverbal Feedback

This feature may be best for upper grade levels. If you enable the Nonverbal feedback setting, when your students click on Participants at the bottom of their screen they will see a list of all students (to the right of the video) and along the bottom they will have the following icons to choose from: yes, no, go slower, go faster, like, dislike, clap, need a break, and away.

Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. ?



In Meeting (Advanced) Setting

Breakout Rooms

When you enable the Breakout room setting, it allows you to split your students into smaller groups.

It also gives you the option to assign students to breakout rooms when you schedule the meeting.

However, you can also assign students during the Zoom meeting.

More information about breakout rooms in the Tips section.

Breakout room

Allow host to split meeting participants into separate, smaller rooms



Allow host to assign participants to breakout rooms when scheduling ?

Settings

Security Setting

Waiting Room

It is a good idea to enable **Waiting Room** in your Zoom settings. You can also select this option when scheduling singular or recurring meetings, but when enabled in settings, you will automatically have a waiting room for all meetings that you schedule. This will ensure that students cannot access the Zoom meeting before you are present.

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.



Schedule Meeting Setting

Join Before Host

If you plan to enable your **Waiting Room**, the **Join before host** option should automatically be disabled. However, check that this setting is disabled under the **Schedule Meeting** setting.

Join before host

Allow participants to join the meeting before the host arrives



In Meeting (Basic) Setting

Private Chat

You may want to consider disabling the **Private chat** setting. This setting allows students to send private 1:1 messages that you are unable to see. To maintain the safety and security of your students this setting should be disabled.

Private chat

Allow meeting participants to send a private 1:1 message to another participant.



In Meeting (Basic) Setting

Auto Saving Chats

If you enable the **Auto saving chats** setting, all in-meeting chats will automatically be saved, so they can be used for later reference, if needed. Additional settings may need to be adjusted in order to enable this feature.