



Teaching Online with Zoom: Pedagogical Tips



Below are ideas for creating more interaction during Zoom-based trainings. This document accompanies the video [Zoom! Teaching Best Practices](#) and is meant to provide a high-level overview. If you have not used specific Zoom features before, we encourage you to review the resources on the [OD Educational Technology Zoom and Media Space website](#) and reach out to Gwyn and Zoomies for additional support and training so you are set up for success.

Feature overview	Example Pedagogical Uses	Tips and More Information
<p>Chat and Q&A (webinars) allow the participants to interact with the presenter or each other by posing questions or making comments.</p>	<p>Chat is useful for participants to ask questions, respond to an open-ended question posed by the facilitator, or to brainstorm as a group.</p> <p>In a Zoom meeting, only chat is available. Participants can send comments and questions to the entire group or a private message to a chosen individual.</p> <p>In a webinar, you can choose to enable Q&A or chat or have both. Using the Q&A allows for more control and a moderator can choose to answer them live or to send a response either privately or to the whole group.</p>	<ul style="list-style-type: none"> • Unless it is a small meeting, a secondary host is recommended for fielding questions in the chat or the Q&A. • Everyone can send chats at once, so it can get chaotic in a large group. • In a webinar, you may decide to turn off chat and use Q&A to moderate questions and have more control. • You can turn off participant ability to send private messages for groups who you think may be distracted by it. <p style="text-align: center;">Learn More: Webinars: Getting Started with Question and Answer Controlling and Disabling In-Meeting Chat Webinar Chat</p>
<p>Registrations are not required. When you use them, though, they can be set up with custom questions.</p>	<p>Registration allows you to gather information about your audience. In addition to demographic information, you can ask them what they know about the topic already, what they hope to learn from the session, why they are</p>	<ul style="list-style-type: none"> • Questions can be short answer (open) or single answer (multiple choice).




	<p>participating, etc. It can be used as a simple needs analysis for your audience.</p> <p>Having a list of registrants beforehand allows you to send them materials in advance for reference or preparation. For example, having participants watch a video before a meeting or webinar (and not during) frees up time for interaction during your training.</p> <p>If you suspect some participants will have low digital literacy, ask them during registration to rate their tech abilities, then send links to Zoom how-tos beforehand, or let them join 10 minutes earlier to explore and learn how to use Zoom.</p>	<ul style="list-style-type: none">You can set it up so you are notified (or not) with new registrations. <p style="text-align: center;">Learn More: Registration for Meetings Registration for Webinars</p>
<p>Polls. Before or during a webinar or meeting, the host can create poll questions. These questions can then be launched during the meeting or webinar as multiple choice/multiple select questions which participants answer. The host can choose to show the group the aggregate results of the poll question.</p>	<p>Use polls to keep the audience engaged. Try adding a question every 10 minutes or so. You can ask questions to:</p> <ul style="list-style-type: none">find out information about your learners' backgroundsfind out what topic the audience cares most aboutfind out participant perception about somethingcheck understanding	<ul style="list-style-type: none">In meetings, 25 is the maximum number of polls allowed, with 10 questions per polls, and up to 10 choices.The only option for polls is single choice or multiple choice (all that apply). If you want broad general input or input for "Other", you will have to use Chat or Q&A (webinars).Plan for the time to take polls in your allocated time.Keep talking during the poll to encourage participation or "peer pressure" like 50% reporting says... and indicate you have 30 seconds to respond.Polls can be anonymous if you choose that option.



		<ul style="list-style-type: none">• Poll responses are stored in reports. Be careful using your personal ID for meeting as poll reports might be overwritten.• Set up your polls beforehand. While you can still also add one after the session has started, this can be disruptive and sometimes it will not instantaneously be available. <p style="text-align: center;">Learn More: Polling for Meetings Polling for Webinars</p>
<p>Breakout rooms allow you to send participants out into separate smaller groups. You can randomly assign them into a room or assign them manually. Once in a breakout room, they can chat and screen share with each other. The host can send them messages and close the room.</p> <p>Upon closing rooms, participants have 60 seconds (default setting) to finish up and return to the main meeting, and then they are automatically put back into the main rooms.</p>	<p>These are perfect for building rapport among participants, discussing topics, solving problems in small groups, or relating learning to life experiences. Below are some examples:</p> <p>At the beginning: Break participants into groups of 3-5 and ask them to come to a consensus on three things they already know about the training topic and three things they want to learn. After they return to the main room, ask a representative from each breakout room to report back.</p> <p>During: Provide participants with a discussion question or problem to solve in their breakout groups. Ask them to report back.</p> <p>During: Divide participants into small groups. Provide each room with a different short video to view or article to read for each breakout room. Ask the group to discuss and summarize what they saw/read. When they return to</p>	<ul style="list-style-type: none">• Breakout rooms are not possible in webinars, only meetings.• You can pre-assign participants into breakout rooms before the Zoom starts only if they registered for the meeting. This process is messy and not recommended if your participants do not have an MSU netID.• Your recording will not record breakout room activity, Participants in the rooms can record their own breakout room session if you have a good reason for them to do so.• If you want to group participants by a specific characteristic (for example, by institute), then you can ask them to rename themselves in Zoom, putting a designator in front of their name, such as “CYI – Alan Pilkenton.” This will make manual room assignments much easier. Be sure to give explicit directions on the desired naming convention, or perhaps screen share and demonstrate it or include an instructions slide.



	<p>the main group, summarize what they learned and discussed.</p> <p> At the end: Send participants into breakout groups to reflect using the “Traffic Light” reflection. Based on what they have learned, they should determine, one thing they will STOP doing, one thing they will CONTINUE to do, one thing they will START doing. Have them report back.</p> <p>Reflection on learning is important to make information stick. Breakout rooms are a great way to allow for this in the safety of a smaller group.</p>	<p>Learn More: Getting Started with Breakout Rooms</p>
<p>Annotations. A shared whiteboard in meetings allows participants to draw and annotate. This annotation can also be done on top of a shared screen.</p>	<p>The whiteboard can be used for brainstorming together as a group. When you are sharing screen, you can also pull up an image and ask participants to annotate it.</p> <p>For example:</p> <ul style="list-style-type: none">• Show a map and ask participants to put a star “stamp” on places they have visited.• Pull up a process and have participants mark parts with confuse them.	<ul style="list-style-type: none">• Hosts can always share the whiteboard. There is also an option in settings that allows participants to share.• Remember everyone can draw at once, so have a plan, a purpose, and clear instructions.• To access this function, the Zoom host would share screen or the whiteboard and then click “Annotate”. Participants would select “View Options” and then “Annotate” from the black bar on the top of their screen.• Only the person who started the share or whiteboard can save annotations. <p>Learn More: Using annotation tools on a shared screen or whiteboard</p>