

Zoom for Teaching Workshop Chat Log

Monday, March 30, 2020 – 9am and 2pm session

Note: This chat log has been edited to remove names and non-essential chat postings, and the order of postings has been altered slightly so that topical threads are grouped together. In some cases, answers to questions have been provided post-meeting, whereas other questions remain open and in need of answers.

9am Session

00:38:42 Hello Everyone, Feel free to post questions here in chat. We will do our best to answer it during the session.

00:40:48 I have an error code when I open Zoom Meetings

00:41:19 Anybody else getting that?

00:41:26 What is the error code?

00:41:46 Me too. Is there something I need to do to get my Zoom set up?

00:42:07 Have you set up your UO Zoom account?

00:42:40 Have you signed into our new Zoom instance - <https://uoregon.zoom.us/> ?

01:15:26 I had a question about getting my UO Zoom account set up (it says error). I have a private Zoom account but would like to be able to use the UO Zoom account in Canvas.

00:43:51 I fixed this error (2216) yesterday by setting up my account at uoregon.zoom.us. At the bottom of the very long Settings page there is an Integration Authentication button. After clicking this the integration within Canvas worked fine.

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00:42:11 this opens zoom mtg for students IN the class--how do I create a meeting that ANY student can enter?

00:43:35 go to <https://uoregon.zoom.us/> and schedule the meeting there. you can share the link with anyone

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00:42:33 is the password the number assigned by Zoom that you share with the participants?

00:43:43 I was advised earlier to not use a password since it's just another barrier to access. Is there a reason why a password is important?

00:44:39 Using a password can help prevent "Zoombombing" as we'll see later in the workshop.

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00:43:32 Question: If I have already created meetings in Zoom and distributed link to students via email, can I get those listed in Zoom meetings in Canvas?

00:43:51 At the bottom of the very long Settings page there is an Integration Authentication button. After clicking this the integration within Canvas worked fine.

00:44:25 Thank you, yes, click the integration button at the bottom of the settings page. I believe Austin is going to demonstrate this.

01:22:59 If you set up your meetings prior to the Canvas integration, you can import those meetings into Canvas.

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00:43:50 John Conery: Does Canvas schedule the meeting or do we need to copy that invite?
[Answer: This question still needs an answer]

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00:51:09 I have found that polling didn't work quite right until I updated my Zoom (just an fyi)

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00:52:03 question if poll is not anonymous can students see each others posts? how do you see who is posting?
[Answer: This question still needs an answer]

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00:52:11 Mike Urbancic: For recurring meetings will you need to create (and dump) all the polls for an entire term in one place? Or will the polls be organized by session?

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01:00:10 Is it possible for the instructor to "pop in" on the breakout rooms?

01:00:42 Yes, an instructor can pop in...and students can also invite the instructor to their room using the Help button.

01:01:44 yes the host can drop in to the breakout rooms. People in breakout rooms can also request the host come visit their breakout room.

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01:01:35 When the video is being recorded - will the chat also be saved along with that or is the chat only visible to those who are watching live?

01:02:41 The chat can for certain be saved as a file. Look to the three dots to the right of the "To:" in the chat box (where you type your message). It will save your private chats and the "everyone" chats

01:03:10 At end of a meeting, save the chat file. it is a text file.

01:09:02 You can also disable private chats in the global settings of your account at uoregon.zoom.us.

01:15:02 Just to clarify: private chats can't be downloaded and viewed by instructors. Only public chat can be downloaded and viewed later.

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01:04:36 I found that not all students could see the broadcast - any thoughts?

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01:06:17 Re: the previous question about whether students can choose their Breakout Room... I believe the answer is no. Can't find any documentation from Zoom on this.

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01:10:25 if students in distant locations only have their phone, will they be able to participate on canvas zoom?

01:12:30 They can join Zoom by phone When you create a meeting invite, it includes phone numbers.

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01:15:39 What are best practices for communicating scheduled Zoom meetings for students? Should we be recommending students to login in through the UO SSO? Is there any reason we can't just provide the ID, password, and link to mail-in info, for our meetings? My departments recommends sending the full invitation every time and to not just use the ID #

01:16:34 Communicate scheduled zoom meetings through Canvas link. The most secure and convenient for students

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01:16:38 Would checking "only authenticated users can join" help with Zoombombing, too? It's my understanding that checking that means participants have to log in with Duck ID before accessing the meeting. Or is that not what authenticating means? (Of course, a UO person could still zoombomb, but I think it might be less likely.)

01:18:30 yes I do think that's a good security move.

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01:17:45 Is there any information about how often participants in a zoom session lose functionality? I've had to drop out and rejoin at times because of a total or partial freeze, and I've heard that from others. Any way that we can know if that's happened to a participant in a meeting that we have started?

01:33:40 I just had connectivity issues.

01:36:31 I actually had connectivity issues - can you remind how to record the meeting and where we tell students to access that?

01:36:45 re connectivity issues: connect via Ethernet is much better than wireless

[Answer: The Zoom report will indicate who joins and who leaves and at what times. This way you can see which students have dropped out or rejoined.]

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01:19:25 Is there a way, built in to Zoom, to practice this, so our first session isn't our first practice?

01:24:00 In your UO Zoom account, you have a "personal meeting room" with your own unique meeting ID. You can test out features in that space (and invite others to join you to help). Just open that space and choose "start a meeting" and it will begin. Others can join you with the meeting ID (they can go to <https://zoom.us/join> and enter the ID to join).

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01:19:52 Are students obligated to attend our Zoom meetings?

01:20:15 Not all students can attend synchronous meetings. It's best practice to record and post for students who can't attend.

01:21:07 echoing Veronica: according to Academic Council attendance can't count in grades and there need to be alternatives to live participation points.

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01:21:55 Does the Zoom recording pause when we go to breakout rooms?

[Answer: The recording pauses if the host enters a breakout room. If the host remains in the main room, the recording of the main room will continue, but the breakout rooms do not get recorded]

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01:23:08 I created an ungraded no submission assignment in Canvas for my zoom meeting - that way it shows up on the canvas calendar

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01:25:49 Link to UO Online Zoom support materials - <https://canvas.uoregon.edu/courses/26382>

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01:28:43 When I show Powerpoint, can I still manage participants? asking questions and answering student questions while doing the presentation?

01:31:26 when sharing your screen (such as PPT slides), you can have the chat open and view student questions there. You can also have the participant (student) list open and see if they "raise" their hand.

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01:28:44 Q: How can I share PowerPoint slide show with headshot of me?

01:31:43 Panopto is a great way to record a screencast of PP and headshot video!

01:32:00 You can also upload recorded Zoom sessions via Panopto.

01:34:11 per sharing screen and video of you talking, try this solution:

<https://support.zoom.us/hc/en-us/articles/115004802843-Side-by-Side-Mode-for-Screen-Sharing>

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01:32:26 I have logged out of Canvas, and back in — and I don't see "Zoom Meetings" in my left-hand menu. Any advice?

01:32:58 You can go to Settings and Navigation, and add the button by dragging it from the bottom up to the top menu

01:33:50 Thanks, That worked!

01:35:10 OK, just enabled Zoom meetings — and still not showing up in the left-hand menu.

01:35:46 Don't forget to click Save on that Settings page when you make a change.

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01:32:55 <http://blogs.uoregon.edu/keep-teaching/>

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01:34:15 Any advice on engaging all students registered for a class in interactive "Socratic-style" dialog if live attendance is not required? Ideally, this exchange would include the appropriate pressure to perform well that is provided by the social presence of the students' peers. Thanks.

01:36:42 One option is to have a "wrapper" such as a short response submission that students upload right after the live Zoom session. This could be an answer to a question or a summary of the session. The prompt can be provided in the session, then they go to Canvas and upload it. However, be mindful that students may experience connectivity issues, so may need an alternative.

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01:37:17 <https://canvas.uoregon.edu/courses/26382>

01:37:31 <https://canvas.uoregon.edu/courses/26382/pages/adding-recorded-zoom-sessions-to-panopto-and-canvas>

01:41:00 <https://uoregon.zoom.us/my/mediahelp> from 9-Noon and 1-4 every day this week.

01:41:05 Drop in link: <https://zoom.us/j/595830089>

01:41:21 Veronica Vold: Jack Kemp of UO Online is providing live Zoom support here: <https://uoregon.zoom.us/my/mediahelp> from 9-Noon and 1-4 every day this week. Anybody can drop in and get 1-1 help w Zoom.

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01:41:06 Hi, so since I have 2 Zoom accounts now: my private account and my uregon.zoom.us account. The way to access the settings on each of those is to login either through zoom.us or uoregon.zoom.us? If I wanted my settings to be different for example.

[Answer: Yes, login through those two portals to access each different account's settings.]

2pm Session

14:02:23 Hello everyone, please feel free to post questions here in chat.

14:05:57 I did a class via zoom this morning. The only issue I had was when trying to play a video imbedded in the Keynote presentation. When I had my headphones plugged in one student was able to hear sound the others were not. I ended up having to unplug the headphones and they could then hear sound via my laptop speakers. Is there a way to play sound so they can all hear it directly?

14:07:38 Hello, Here is one possible solution: <https://cusps.zendesk.com/hc/en-us/articles/115002628333-How-do-I-share-a-YouTube-video-in-Zoom->

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14:08:53 If we have the same office hours for more than one class, is import a meeting how we set them up for the second class?

14:09:48 I have one weekly meeting for all my students who are registered in different sections depending on their level. How do I create one Canvas meeting for all sections?

14:10:17 You can schedule office hours using your UO Zoom account at: <https://uoregon.zoom.us/> , creating recurring meeting (same time each week, e.g.) and share that meeting ID with students in more than one class.

14:11:09 I would create one weekly meeting using the UO Zoom account (<https://uoregon.zoom.us/>) but if someone from UO Online can share a way to do this in Canvas Zoom, I welcome the insight.

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14:15:36 I joined a couple minutes late — can someone explain how to “raise your hand”?

14:16:05 Click on Participants. It’s an option at the bottom of that window

14:16:07 To raise your hand, click on "Participants" at bottom. Then, in the side bar, look for "Raise Hand." Does this help?

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14:22:38 How do you mute all participants?

14:24:25 To mute or unmute all: <https://support.zoom.us/hc/en-us/articles/203435537-Mute-All-And-Unmute-All>

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14:22:49 Is there a setting to make Zoom not close/open windows when breaking out into smaller groups?

[Answer: This question still needs an answer]

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14:23:41 Is it typical for there to be lots of noise moving into breakout rooms? How can we reduce this?

[Answer: This question still needs an answer]

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14:25:09 Am I correct in understanding that the host has a somewhat different view of options than participants do? So the host can see the polling button but we can’t?

14:25:26 yes

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14:27:19 If they come back to main session can they then return to their breakout again?

14:31:42 To go back and forth from breakout to main session, see here:

<https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-Breakout-Rooms>

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14:31:06 Is there a way to document who was in the meeting/who attended?

14:32:16 yes. The host can open a report of attendees.

14:32:42 Where/how does one find that report?

[Answer: Open your Zoom account (<https://uoregon.zoom.us/>) and choose "Reports," then choose "Usage," then enter the date or date range, then find your meeting in the list, and click on the blue number in the "Participants" column. It will display who attended, and you can export the information to Excel.]

14:44:10 To get details on participants and how long they participated in a session, go to the web portal at uoregon.zoom.us and click on Reports on the left navigation menu. Choose Usage reports. Click on the blue # under Participants and it will display all that information.

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14:32:03 Can you give us contacts of people that we can be in touch with if we have further questions after the call is over?

14:33:47 Contacts for help after session: uonline@uoregon.edu or tep@uoregon.edu or this form: https://forms.office.com/Pages/ResponsePage.aspx?id=jxkLi0f0_ky6A1JrRsZh-JbumRluDxhHjtQPWcPtTGJUMzJaTDUwNUhJNjBTMIbNR0sxMVNXNkVFVS4u

14:36:05 We also have a drop-in help room available at TEP: <https://zoom.us/j/595830089>
Everyday [Mon – Fri] from 10 to 2.

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14:32:53 If someone invites me to their Canvas Zoom meeting, can I join the meeting even if I am not in their Canvas course? For instance, I want to attend a PhD student's course at 4 and have the link but I am not added to her Canvas course in any way.

14:36:31 I believe you can join a Zoom meeting if you have the Meeting ID (and password, if required). I will contact UO Online to see if there is something different about Canvas Zoom.

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14:33:49 How do we best assist students in focusing their attention on the subject matter, and critical thinking, rather than the technology? For example, perhaps it would be useful if we ask students to *not* broadcast their video, and to *not* use Zoom chat during class.

14:35:09 you can adjust chat so that participants cannot chat privately with each other during a session, only with the entire group.

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14:34:27 I do "cold calling". Can you please do some "cold calling" right now so we can get a sense of what that feels like when we are in a group of peers in Zoom.

14:37:38 To cold call a participant, you could simply call on them and then unmute their audio. I advise (in regular classroom settings) that students know ahead of time that cold calling will take place and how it happens.

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14:37:27 <https://library.uoregon.edu/cmet/panopto>

14:37:49 <https://support.panopto.com/s/article/ASR-Generated-Captions>

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14:40:20 Most basic question: Do we set up our actual class meetings the same way we set up office hours (as recurring meetings)? I haven't had my first class yet. :)

14:40:51 Yes, you can set up regular class meetings this way.

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14:42:00 How are Zoom and Canvas Conference different or similar? Should we stick with just one platform? For example, both for class sessions and office hours?

14:42:58 You can see similarities and differences for Zoom and Canvas Conferences here:

<https://blogs.uoregon.edu/keepsteaching/2020/03/23/zoom-canvas-conferences-teams-which-do-i-use/>

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14:43:41 How do I upload the recording of my Zoom meeting into canvas so that all my students (who are enrolled in different sections) can access it?

14:44:16 I believe you can use Panopto to upload your Zoom videos. Someone from UO Online please confirm or offer a better solution - thanks.

14:45:03 Yes, upload your Zoom videos to Panopto - then you don't have to worry about file size!

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14:44:34 Please remind me how to raise my hand? Thanks!

14:44:51 Go to participants at bottom and open that window. Then look for "raise hand" button.

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14:46:21 Do Students have sufficient accounts to host their own small meetings?

14:47:03 Students are limited to 40 minutes for meetings of three or more people

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14:46:39 If i have one to one meetings with my students (music, applied lessons) - can they record the Zoom call and then upload it into their Canvas without anyone else being able to see it?

14:49:00 For recording meetings, can you the instructor record it? IS there a reason the student should record it and upload it? If you record the meeting and save it to your computer, then you have the file and avoid the cloud (and the student also avoids these steps).

14:50:30 For the recording, if you want the student to see it, you can put it in Canvas and create a password for the specific student to access it. I believe this is the case. I welcome correction from UO Online.

14:52:30 Thanks Jason for your response. Can the students actually record the meeting on their side? And then store it in the Zoom cloud?

14:53:50 The solution is to make the student a co-host of the one-to-one meeting. As a host, they can then record the meeting. For recordings, it is much faster to save them to your own computer rather than the Zoom cloud (then downloading).

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14:51:19 iPad with a stylus is a great option!

14:53:13 Can we please get details about how to use iPad/stylus with zoom?

14:54:51 if you'd like to contact UO Online, we could demo that for you.

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14:55:34 Is it reasonable to ask students to not do Zoom using their smartphone?

14:56:49 it seems reasonable to indicate that it will work best on a computer or perhaps larger tablet device. some students may only have a phone, though.

14:57:08 For some students with poor internet, extremely old computer, or other access issues, their smartphones might be their only option.

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14:56:40 From Gretchen Soderlund : Should we also create a password for the class itself?

[Answer: This was answered during the video – see recording at this time stamp]

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15:00:10 Order of participants

Names in the participants list appear in the following order:

You

The host (If you're not the host)

Phone numbers with no names

Unmuted participants (sorted alphabetically)

Muted participants (sorted alphabetically)

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15:01:51 I don't see the "more" button. Where is it?

15:02:46 The more button only shows if your window is quite narrow. Otherwise, all the options are there

