

Recommended Best Practices and Tips for Remote Delivery of Face-to-Face (f2f) Scheduled Classroom Time

Washburn University – Center for Teaching Excellence and Learning

Basics – to make your life easier	Recording Meetings	Classroom Visibility on Zoom	Screen Sharing
<ul style="list-style-type: none"> For instructors holding synchronous Zoom meetings with f2f class sessions, schedule reoccurring Zoom meetings at the start of the semester so students do not have to try and keep track of a new meeting link for each class period. For those interested in learning more about how to set up and run meetings via Zoom, please consult the trainings provided by Zoom You may need to instruct students how to identify themselves by creating their name label in Zoom (click on the three dots in the corner of the participant box). This way, if a student is unable to use the video feature, you will still know who is present in class and participating.  Decide whether you will use the “Waiting Room” feature in Zoom. Learn more about this feature and how to use it here. If you decide to enable the Waiting Room, consider assigning a student the ability to admit late comers to the main meeting room so you do not have to stop teaching to do this once class has begun.  Since it may be difficult to simultaneously provide instruction while responding to questions in the chat, consider creating a regular process for responding to the chat. For example, let students know you will stop and look at the chat at 15-minute intervals throughout class. Another option might be to assign a student to keep track of the chat and notify you when there are questions and comments to which you should respond. 	<ul style="list-style-type: none"> Consider changing your default Zoom settings to record your class meetings automatically so that you do not forget to record a class session for those who are unable to attend synchronously. Instructions to change this setting are provided here. When you set up your Zoom meeting, or begin recording, always select “record to the cloud” as this will automatically add the recording to the Washburn video server. Instructions for getting started with the Washburn video server are available here.  If you are an instructor who is not holding a synchronous f2f Zoom session with your f2f class, consider using Zoom to record your class session and make the recording available to those students who are not able to attend f2f classes.  	<ul style="list-style-type: none"> In writing on the whiteboard in a physical classroom, you must use a brand new black dry erase marker or it will not show up to Zoom participants. Other dark colored markers as well as slightly used black markers were tested and ALL of these failed to show up on the white board.  Given the limitations in the visibility of the physical classroom whiteboard to Zoom attendees, consider using alternative methods for displaying content besides the classroom whiteboard, such as a PPT presentation, shared document, or Zoom whiteboard. These alternative tools all have the capability of sharing the Zoom feed and will be more visible to students than the physical classroom whiteboard.  	<ul style="list-style-type: none"> It is recommended that you share your computer screen to display any content that you would otherwise show using the classroom projector (e.g. PPT presentations, film clips, etc.). Anything displayed with the projector will not be visible to students attending via Zoom. If you would like to show a video through Zoom, make sure you optimize sharing for video by following these instructions.  If you would like to label something (a chart, map, etc.) you can use screen sharing to show the item to be labelled, then select the annotate tools by following these instructions. You may also allow students to annotate if you wish or restrict annotation to the speaker only.