

# Teaching with Zoom | [Technical information and best practices](#)

## Introduction

Southern Wesleyan University provides SWU faculty members the ability to use Zoom video conferencing for interactive web meetings. You can create a free Zoom account with your university issued email address and host unlimited web meetings up to 40 minutes in length. A limited number of Zoom Pro accounts exist for longer meeting needs. Contact your Academic Dean's office to inquire about temporary use of a Pro account.



Click to learn more about [getting started](#) with Zoom.

\*remember to use your swu.edu email address when creating your account.



Click to access the [getting started user manual](#) for Zoom.



Click to access simple [Zoom tutorial videos](#).

## Canvas Integration

The Canvas integration includes some unique benefits such as a link in the course navigation (only viewable by instructor) for easy access to scheduling and recordings.

### Instructor Zoom Link



- Attendance
- Files
- Collaborations
- Conferences
- Chat
- Course Evaluation
- Pages
- Outcomes
- Zoom
- Settings

school and district level.

### Course Resources

[Course Syllabus](#) - Your guide to the course and everything you need to be successful.

[Modules](#) - Each week you will have a module.

[About Your Instructor](#) - Get to know your instructor.

[Chalk & Wire Support](#) - Information or contact information.

# Zoom instructor dashboard in Canvas

2017-18 Acad Year - Fall

Home

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Syllabus

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People

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Previous Meetings

My Recordings

Schedule a New Meeting

Date	Time	Topic	Meeting ID	
Personal Meeting Room		Personal Meeting Room		Start

When you schedule a Zoom meeting in the Canvas course, students will receive an invitation via Canvas inbox message. Also, an event will be added to the Canvas Calendar with meeting information.



## Hosting Zoom meetings in Canvas

### Best Practices for Teaching with Zoom

**A video or web conference systems is a great method for bringing local and distant participants together in real-time to provide virtual human interaction. CTE suggests the following best practices:**

Define goals and objectives for the meeting before the meeting starts. Use Canvas to support your teaching. Upload presentation files and handouts to Canvas and link them in the course as a backup if needed.

An effective use of the time includes both lecture and engaging discussion. Since everyone had to schedule time to be there in person, involve everyone throughout the session. A video recording would be more effective for a lecture only session. Give all participants the opportunity to speak at some point, use names, and include presentations by students individually or in groups.

**Some tips to keep in mind when sharing your slides or presentation:**

- Use a contrasting color for your font color, such as black lettering on a light-colored background and large font size.
- Schedule some time to test the equipment and visuals out as well as time to practice in the video conference room before the first session.
- Plan for noise reduction. Determine how to structure when students are allowed to talk and share.

### During Sessions

It is helpful if everyone in both sites knows who is who, introduce everyone. Learners will listen actively when they know they will soon be engaged in the content. Activities could include a debate or a role play. Consider breaking learners into groups of at each site. Design group activities around a challenging problem, case, or thought-provoking question connected to specific learning objectives of the course. Sharing your screen can be useful for providing examples and illustrations. Consider integrating Canvas discussion boards to have groups share in writing what they have come up with.

## **Wrapping-up**

Summarize key points and activities completed during the session. Share notes of the meeting and all group findings to reflect what was covered and what is to be expected for future meetings in your course in Canvas. Encourage students to use Canvas to access slides and materials and to post questions about the video or web conference session.

## **Other Helpful Tips**

- Make eye contact with the camera (The camera is your class).
- Arrive early enough to class to get everything prepared and work out technical difficulties.
- Be creative in how you take advantage of the technology. Think of learning activities that would not be possible in a different delivery format.
- All content should be presented through the Zoom share my screen feature.
- Avoid using classroom whiteboards. Issues with glare, shadow, focus, and zoom make it hard for learners to see at the far-end site

Always have a backup plan in case of unexpected issues or difficulties. (I.e. phone conference, using Canvas to facilitate the class, group discussions, or independent learning activities.). It may be best to inform students of the backup plan ahead of time so they can remain on task if technical issues occur.