GOLDEN GATE UNIVERSITY
eLearning

🔔 **Lynette Webb**
Student

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Dashboard / Courses / Instructors: Resources for Educating with Zoom & Online

💡 TRY THIS!

Make Eye Contact

❝ **If you want to engage students, you've got to be looking at that camera.**

Make your notes easy to see. If I'm looking down at my notes, you'll see my bald spot, but you won't see my eyes.

. . . remember that you're talking to people, not a machine.

Excerpted from "Adapting Quickly to Teaching Online," a webinar by Bill Schiano, Professor of Computer Information Systems at Bentley University

More: Look Better by Improving Your Lighting - **Click here for Quick Tips!**

View all entries

Instructors: Resources for Educating with Zoom & Online

What is this Page? (1 min)

Welcome! No need to open up *everything* on this page! This page is meant for you to find answers to immediate questions about teaching online with Zoom -- as well as assist you in incrementally improving your course each term.

Find It Fast: Use the "**COURSE SEARCH**" box on the left to find information on topics that are of most interest to you. For instance, try searching this page for "breakout rooms".

Note the Special Focus: In light of the current health crisis, this page will be especially focused on supporting instructors who are teaching online with Zoom and eLearning. As circumstances change this page will too to provide a difference focus, or a wider breadth of options.

Your Suggestions! : Would you like additional information to be shared on this page? If so, please contact your Instructional Designer. Not sure who your Instructional Designer is? - **Click here** to find out.

▶ **Open all**   ▼ **Close all**

Instructions: Clicking on the section name will show / hide the section.

▼ **The Latest News! New Moodle Version as of Summer 2021**   Topic 1

🌐 **VIDEO: Recorded Webinar for New Moodle Version (55 minutes)**

Moodle 3.9 Highlights

New look and tools on the Dashboard:	• "Whole Forum Grading" Option
• Recently Accessed Courses	• New Activity Chooser
• Recently Accessed Items	• Lock Discussions so student can't post
• Grade Me Block	• Inline Reply to Discussion Post
• Collapsible Side Menu (aka the "hamburger" menu)	• Remove Date Display on Pages

▼ **Zoom Training Needs Survey (5 minutes)**   Topic 2

If you teach in multiple disciplines just answer once in any survey you'd prefer to use. After completing the survey you'll be emailed information about those topics you request.

📝 **6 Questions: Zoom Training Needs for Instructors in ACCT and TAX**

📝 **6 Questions: Zoom Training Needs for Instructors in COMM, CRTH, DBA, EMPA, ENGL, HIST, HUM, LAW, LIT, PAD, SOSC**

📝 **6 Questions: Zoom Training Needs for Instructors in BUS, ITM, MATH, OLHS, OP, PM, PSYCH**

📝 **6 Questions: Zoom Training Needs for Instructors in MGT, MKT**

▼ **Important GGU Resources for Instructors**   Topic 3

🌐 **The Center for Teaching and Learning Excellence**

The Center is your one-stop hub for services, information, and tools that support the teaching and learning environment at GGU. The Center includes information for classes that are in-person, as well as online, blended, synchronous and asynchronous.

🌐 **New Faculty Orientation**

🌐 **Moodle/eLearning Faculty Training Course**

📄 **Forwarding GGU Email to a Preferred email Account: Instructions from ITS**

🌐 **ITS FAQ Page**

▼ **Online Classroom Best Practices**   Topic 4

This section is not strictly about the technical "how-tos," but rather ways that faculty can use best pedagogy practices especially in a Zoom or online class.

🌐 **GGU Faculty Idea Exchange (on Microsoft Teams)**

📄 **Best Practices on Teaching through Web Conference**

31-minute webinar recording led by GGU's Eric Lee

🌐 **Flipping the Class: Making the Most of Your Live Zoom Time (3 minutes)**

📄 **Student-led class recap (from Marie Spark)**

Hello – I wanted to share something I instituted this term with great success so far, based on Eric's advice to start each class with a recap of the prior class. I have instituted a student-led recap – I rotate student teams (the PM 340 class is divided into teams for a term project).

Each week a different team follows the attached template which includes:

- Discussion question to kick off the class (students answer in chat)
- Something humors
- Recap of prior week's content and assignments

I have attached the template I created along with an example from this week. Feel free to share if this is useful. 😊

-Marie

📄 **Create Engaging Asynchronous Discussions in Moodle (23 minutes)**

🌐 **Harvard Business Article: How to Quickly Adapt to Teaching Online**

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🎓 The Neuroscience of Teaching and Learning

📄 **The AGES -- Attention, Generation, Emotions, Spacing -- Model (11 minutes)**

📄 **AGES - printable presentation (PDF)**

📄 **Better Breakout Rooms with the AGES Model (15 min)**

📄 **Self-Regulated Learning: Help Your Students Manage Their Learning Goals Online (18 minutes)**

➡️ To Share with Your Students

📄 **Expectations of Students in Online Classes**

📄 **GGU's Student Resources: Zoom and Covid-19**

You can share this link **http://newsroom.ggu.edu/coronavirus/students/** with students to help them understand the covid-19 resources at GGU as well as helping them understand how to get started with Zoom.

- Also see the "Tutoring Resources to Share With Your Students" section below for links to share with students

▼ Zoom Basics - Training & Tips

HELP! How do I get Zoom help?

GGU's ITS department is supporting Zoom accounts and Zoom links. **Contact them at itservicedesk@ggu.edu or 415-442-7070.** Voicemail/emails received after hours will be answered as soon as possible.
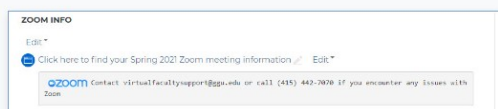
How will my students know what the Zoom class link is? (updated January 2021)

If your class is:

- not exclusively online

- not in certain EMPA or PAD classes where Zoom link assistance has been declined

then a class Zoom meeting link will be posted in the top section of your course on your behalf so that your students can use that link.

You can tell if a link was placed in your class for you if it looks similar to the screenshot below:

🌐 **Zoom FAQ Page (managed by GGU's ITS dept)**

ITS-produced Zoom Video Tutorials:

- Full Faculty Zoom Guide | **https://use.vg/Z4kgjQ** (7 min)
  subsections from the above video:
  - Log in to your GGU Zoom account | **https://use.vg/uM64nl** (1 min)
  - Edit, schedule, or start a Zoom meeting | **https://use.vg/kwUv7S** (2 min)
  - Start your Zoom meeting as host | **https://use.vg/hXdYXa** (1.5 min)
  - Facilitate your Zoom meeting | **https://use.vg/YwVzdT** (2.5 min)
  - Post your Zoom Cloud recording | **https://use.vg/tC6xSE** (1 min)

  📄 **ZOOM HELP: Get Faculty and Student Support from GGU's ITS department**

  🌐 **GGU's Searchable Zoom FAQ**

Zoom Live Training Sessions
eLearning provides live 1-hour training sessions for instructors. Here is the current schedule of days and times: **https://cyber2.ggu.edu/Zoom/Training/** . Can't make a session? Recorded material is available on this page, or contact your Instructional Designer.

🌐 **Zoom Live Training Schedule - Join a Live Session led by eLearning Instructional Designers**

- Zoom Facilitation: GGU Faculty Share Best Practices and Resources
- Start Your First Week Off Smoothly With Zoom (3.5 minutes)
- Sharing Your Screen on Zoom - Basics (2 minutes)
- Zoom Breakout Rooms
- Frequently Overlooked Breakout Room Options (2 minutes)
- Attendance Reports in Zoom (2 minutes)
- Recordings Tab - Find and Download Your Zoom Recordings (3.5 minutes)
- FERPA Guidelines for Students in Zoom Recordings

Additional Questions about teaching with Zoom and Online?

- Contact **ITS** at **help@ggu.edu** for technical assistance with Zoom (for example, getting your GGU account info and troubleshooting)
- Contact your **eLearning Instructional Designer** for training, and Moodle assistance and creating effective outcome-driven courses
- eLearning hosts live 1-hour training sessions for instructors. **Here is the current schedule of days and times.**
- Contact your academic department for specific guidance about your course and your program

◀◀ Zoom Recordings

- Post a Zoom Cloud Recording Link in Your Class
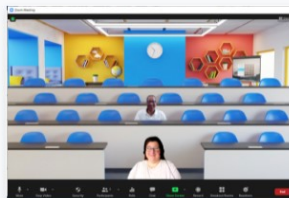- Finding Your Zoom Recordings

👁 Looking and Sounding Your Best

- Using Virtual Backgrounds in Zoom (3.5 minutes)
- Some GGU-Themed Virtual Backgrounds to Try

▼ Advanced Zoom Topics

- DIY: Create a DocCam for Zoom Sessions

In Spring 2021, Zoom launched **"Immersive View"** a cool way to make your online teaching experience look more like a classroom or lecture hall (or other environments if you're feeling creative!).

Spend 10 minutes with this engaging video from GGU's own Kate Hance and Eric Lee to find out how to do it.

Hint: it's pretty easy!

- Advanced Zoom Topics: Choose From a Menu of Options
- Flipping the Class: Making the Most of Your Zoom Time
- A Dozen Zoom Tips from GGU Instructors (3 minutes)
- Options for Sharing PowerPoints' Presenter View
- Zoom Keyboard Shortcuts (3 minutes)
- File Sharing in the Chat Panel (1 minute)
- Mac Users: An Alternative Whiteboard Idea (6 minutes)
- Recording of Class for Zoom Trial

This is a review of the Class for Zoom app, tested on a TRIAL basis March 2021. Although we will not currently be adopting Class for Zoom, this session included a robust discussion of how to make the Zoom experience the best possible one for students and instructors.

▼ Increase Student Interaction with Zoom Activities

- GGU Event: Increasing Student Engagement in Web Conference Classes (1 hour)

Topics: Make a connection with your students, best practices for polling, best practices for whiteboard. Includes a panel where GGU students discuss what they find effective in a Zoom classroom.

Slides: Click here to download

- Flipping the Class: Making the Most of Your Zoom Time (3 minutes)

✓ Activity: Zoom Polling

- Video: Polling with Zoom (5 min)
  - Introduction to Polling - Printables

➡ Activity: Breakout Rooms

📄 Better Breakout Rooms with the AGES Model (15 min)

🌐 Improving Breakout Room Discussions with Collaborative Documents

📄 Breakout Rooms - Using the Options Settings (3 minutes)

✏️ **Activity: Annotation Exercises and Whiteboard**

📄 Use Annotation Exercises in Your Zoom Class (6 minutes)

👤 **Activity: Online Office Hours**

📄 Using Zoom Waiting Rooms for Online Office Hours

🏆 **Activity: Fun & Games**

Looking for a fun, fair and easy way to call on your students?
Try https://wheelofnames.com !

The person who is selected sees their name with confetti displayed and you can remove that person from the wheel so they aren't selected in subsequent turns. No learning curve, very intuitive.

📄 **Icebreakers with Zoom (8 minutes)**

📄 **Custom Crossword Puzzles (4 min)**

📄 **Jeopardy!: PowerPoint template**

Download and edit the PowerPoint template with your relevant categories and questions.

Playing tip:

- Before class begins divide your class into groups of 6 or less alphabetically according to first name. For example, have Team A-D, Team E-G, Team H-L etc.
- In class, when you launch the game you'll be prompted to enter in the Team names that you have.
- After showing students the categories call on each student individually alphabetically by last name. Don't let any student "control the board" as in regular Jeopardy. Call on as many students as possible.

🌐 **Scenario Exercises (2 minutes)**

eLearning has a tool that can create scenario exercises based on your text content. For information on partnering to create this type of exercise contact Lynette Webb **lwebb@ggu.edu**.

▼ **Summer 2021 GGU Recorded Orientation for Teaching on Zoom & Online**   Topic 8

🌐 **4/21/2021 Recording of Orientation for Summer Online/Blended Faculty**

📄 **New Faculty Online Summer 2021 PPT Slides**

🌐 **4/23/2021 Recording of Orientation for Summer Zoom Faculty**

📄 **New Faculty Zoom Summer 2021 PPT Slides**

▼ **eLearning/Moodle**   Topic 9

🌐 **VIDEO: Recorded Webinar for New Moodle Version (55 minutes)**

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New look and tools on the Dashboard:	• "Whole Forum Grading" Option
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🌐 **Moodle/eLearning Faculty Training Course**

🤝 **Instructional Designers**

🌐 **Who is my Instructional Designer & How Do I Contact Them?**

🛟 **eLearning Help**

Available for instructors and students

- Business Hours Help for eLearning: **elearninghelp@ggu.edu**
- 24/7 eLearning Technical Help Portal (chat, faq and phone support available): **https://supportcenter.embanet.com/ggu/**
- Help with Proctored Exams: **elearning@ggu.edu**

▼ Take Teaching To The Next Level

🌐 **GGU Event: Teaching Asynchronous Online - Taking It to the Next Level (1 hour 15 minutes)**

Topics: Build a class community, deliver amazing lecture content, select great discussion forum questions, think DEEPER as forum moderator, and go to the next level with assessments.
Slides: Click here to download

▼ Writing Assignments: Ideas and Challenges

Resources from the GGU English Department

- **Types of Writing Assignments** choose the best ones for your class from a menu of options
- **5 Common Challenges for Student Writers**

▼ Tutoring Resources for your Students

📄 **Replace Proctored Exams with Non-Proctored Assessments**

Some Multiple Choice Questions are Better than Others!: Write More Effective Quiz Questions (10 minutes)

📄 **Next Level Quizzes (45 min)**

You aren't limited to T/F, Multiple Choice and Essays!

🌐 **GGU's Academic Integrity Policy**

More Links:

- **Allegation of Academic Dishonesty Form**
- **Grade Grievance Form, Policy and Procedures**
- **Everything You Need to Know About Contract Cheating** (Turnitin)
- **The Plagiarism Spectrum: Tagging 10 Types of Unoriginal Work**
- **What should I do when a student cheats?**
- **MIT Discussion Group: Academic Integrity Strategies and Initiatives for International Students**
- **30 Techniques for Avoiding Plagiarism**

▼ Inspiration and Wellbeing

Eric Lee's video showcasing the online learning options available thru a School of Taxation lens, but an inspiration for all departments. (4 minutes)

- Ten Strategies for Educators' Wellbeing: A Handbook for Schools During the COVID-19 Outbreak

Online Teaching Tips: Glossary