Remote Teaching Workflow using Zoom

WITH PRIVACY, SECURITY, AND CLASSROOM MANAGEMENT IN MIND

Every teacher knows the importance of setting the mood and atmosphere for student engagement within the first moments of a class. How students are welcomed, the routines we set, and how expectations are communicated all contribute to the potential success of impacting learning. Classroom management and teaching strategies influence opportunities and readiness for learning—this is true in a physical space and is also true in our remote learning spaces.

The following workflow outlines some of the steps a teacher should include to create safe remote learning spaces within Zoom:

1)   Check your default meeting settings. Specifically, configure the following within the advanced settings space in the Zoom web portal:

    a.   Under the "Schedule Meeting" section

✔ Enable	Only authenticated users can join meetings from web client
✔ Enable	Require a password when scheduling new meetings
✔ Enable	Require a password for instant meetings
✘ Disable	Embed password in meeting link for one-click join

b.   Under the **"In Meeting (Basic)"** section:

❌ Disable   Private chat

✅ Enable   Auto saving chats

✅ Enable   Play sound when participants join or leave
- Choose "Heard by host only"
- Enable participants joining by phone to "record and play their own voice"

❌ Disable   File transfer

✅ Enable   Screen sharing
- Ensure default for "who can share" is set to "Host only." This setting can be changed while you are in a class session.

❌ Disable   Allow removed participants to rejoin

c.   Under the **"In Meeting (Advanced)"** section:

❌ Disable   Virtual background

❌ Disable   Show a "Join from your browser" link

2)   Schedule your meeting with the following settings:

a.   Require a meeting password
b.   Disable **"Join before host"** or enable the **"waiting room"**
c.   Mute participants on entry to avoid feedback squeals

3)   Share the link for your remote learning session with students—***securely***. Remember:

a.   The meeting password should NOT be embedded in the link
b.   You should not post your link publicly using social media or a website calendar, etc.
c.   Email, LMS announcements, or text messages are secure ways to share your link and password

4) Start your remote learning session and do the following:

    a. Welcome your students as they connect to the session
    b. Open and monitor the "Manage Participants" pane
        i. Note the names students are connecting with. If they have used a name other than their real name, ask them to rename themselves. *Remember that you (or a co-host) can also rename participants.*
        ii. When you are satisfied that students are properly named, click the Security button and Deselect the option for participants to **"Rename Themselves"**
    c. **IF** all students are accounted for and you are not waiting for any additional participants,
        i. Click the Security button and Select **"Lock Meeting"**
    d. **IF** you are waiting for any late additional participants,
        i. Click the Security button and Select **"Enable waiting room"**

5) Engage in the remote teaching and learning session

    a. Introduce or remind students about protocols for productive Zoom classes
        i. Keep yourself muted unless you will be speaking.
        ii. The "Walkie talkie" method ofusing your space bar to temporarily unmute (press and hold spacebar to speak, let go to mute again)
        iii. Keyboard shortcut – Alt+A to toggle mute setting
        iv. Use the symbols and reactions in the Participant pane to send non-verbal queues like raising a hand, requesting slow down, applauding, etc.
    b. Decide on the appropriate level of Chat permissions
        i. Open the ***Chat*** pane and click the More button
        ii. Select the audience for participants' chat messages
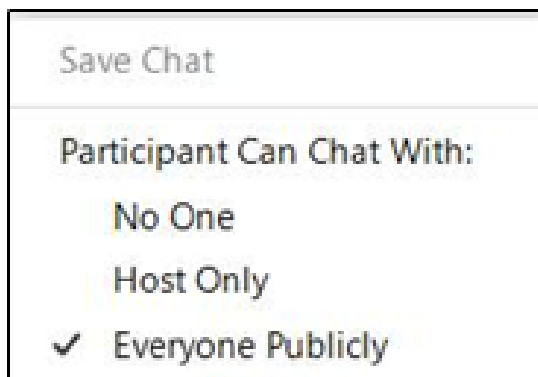
b.   Keep the *"Manage Participants"* and *"Chat"* panes open
      i.   Note that you can pop these panes out of the main window and place them on a second monitor if you have one
      ii.   If you have a second instructor or TA, they can monitor these panes, watch and impose settings as required, such as:
            1.   Muting one or all participants
            2.   Stopping a participant's video if privilege is abused in any way
   3.   Note questions and respond or call to attention

In Meeting Pro-Tips

a.   Enable GLOBAL Keyboard shortcut options in Advanced settings:
      i.   If you enable Global keyboard shortcut options, those keystrokes will work regardless of what application is currently activated on your computer.
            1.   For example, you normally have to have the zoom window active if you want your Mute/Unmute to be toggled with the ALT+A key combination. With Global option enabled, you could be working in PowerPoint (or any other application) use the ALT+A keyboard shortcut and it will toggle mute in Zoom.
      ii.   Recommended:
            1.   Enable Global shortcuts for Mute (ALT+A) and Mute All Participants (ALT+M)
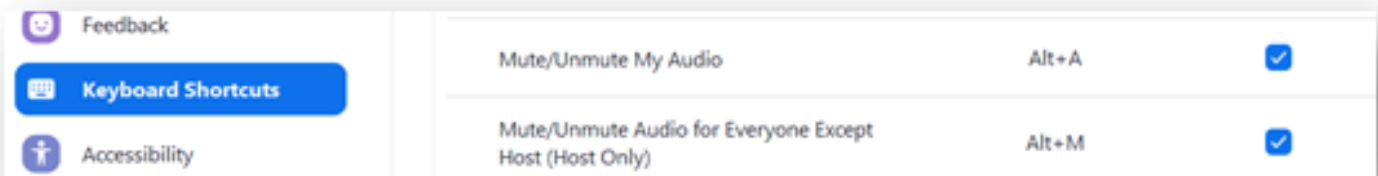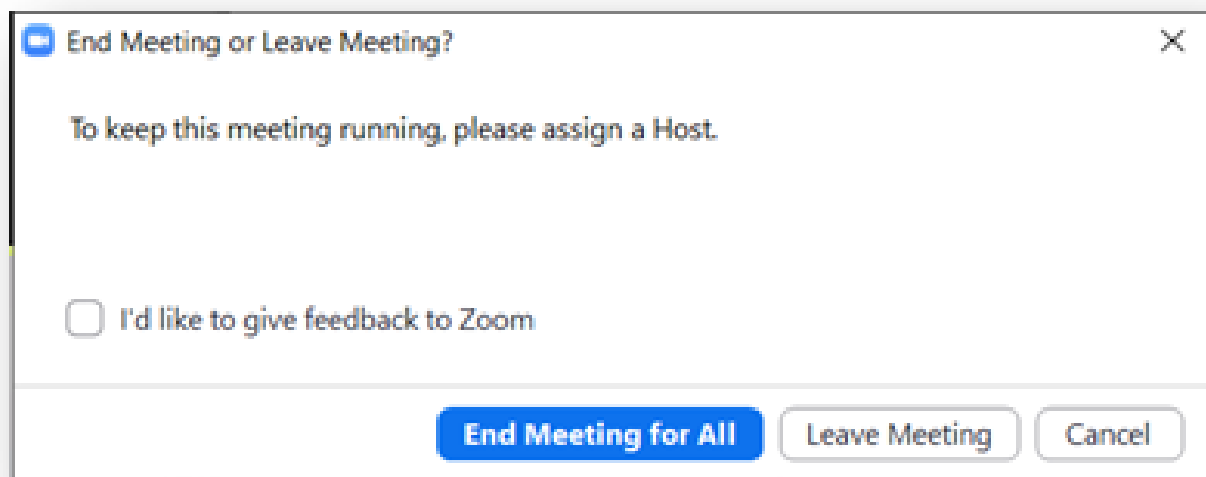
b.   Consider **locking** the student viewing windows on the instructor's **video feed**

        i. Click the More button (three dots) at the top right of your own video and select "Spotlight Video." This will cause every participant's Zoom window to focus on your video in large format and minimize other participants' video feeds to a thumbnail size.
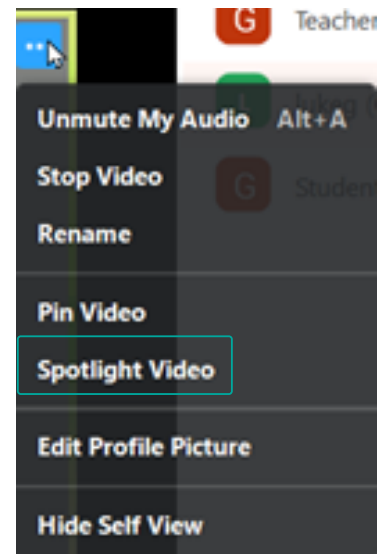
6) End the remote learning session

a.   Thank everyone for their attention and smiles
b.   Choose to "End Meeting for All" when exiting the class session. This will ensure that students are not left in the meeting unattended.