

Zoom Office Hours

Setting up one link for office hours

Tip: If you see an error message when trying to launch Zoom inside of Canvas, first log into zoom.butler.edu. This will establish your Zoom account, and you will be able to use Zoom inside Canvas going forward.

1. Select **Zoom** from the course navigation.
2. Select **Schedule a New Meeting**.
3. Enter the **meeting name (e.g. Summer 2024 Office Hours)** in the *Topic* field.
4. Enter the date and time in the *When* field. Set the hours and minutes in the *Duration* field.
5. Select the check box for **Recurring meeting**. Set the *Recurrence* field to **Weekly**. Click the check boxes in front of the days of the week during which you will hold office hours. Adjust the *End Date* field.
6. Select the *Security* settings to your preferences; **Waiting Room** is recommended for office hours.
7. Do not select the option to record the meeting automatically. This may result in the inadvertent sharing of private meetings to the whole class.
8. Remove the number in the *panopto_folder_context* field.
9. Select **Save**.

Tip: We do not recommend recording office hours. This may result in the inadvertent sharing of private student information to the whole class.

Zoom Live Sessions (i.e., Synchronous Meetings)

Setting up your Zoom meetings

Tip: We recommend recording your live sessions. Make sure to click once on “Panopto Recordings” in the course navigation before following the steps below. This will enable your course recordings to save directly to your Panopto course folder.

1. Select **Zoom** from the course navigation.
2. Select **Schedule a New Meeting**.
3. Enter the **meeting name (e.g., GHS 210 Live Session)** in the *Topic* field.
4. Enter the first date of your live session of class in the *When* field.
5. Set the hours and minutes in the *Duration* field.

6. Select the check box for **Recurring meeting**. Set the *Recurrence* field to **Weekly**. Click the checkbox(es) in front of the day(s) of the week during which you will hold your live session.
7. Adjust the *End Date* field to match your last live session date.
8. Set the *Security* settings to your preferences; **Waiting Room** is recommended to prevent unwanted guests.
9. Under the *Meeting Options*, select the checkbox to **record the meeting automatically**.
10. If you have a TA or co-instructor, enter their names in the *Alternative Hosts* field.
11. Select **Save**.

Facilitating your live Zoom sessions

When meeting online, you have many tools at your disposal to create engaging learning experiences. To combat distractions and Zoom fatigue, we recommend using active learning strategies during your live Zoom sessions. Review the active learning tips and other facilitation tips below.

Don't forget to schedule breaks!

Especially for live sessions longer than 60 minutes, breaks are essential! Before your meeting, create an agenda or lesson plan, and make sure to include a five- or 10-minute stretch or bathroom break.

To require or not require "camera on"

We recommend encouraging but not requiring learners to use their cameras during live sessions. Requiring cameras on at all times may cause equity issues; however, keeping cameras on can help you read learners; faces and adjust your teaching. Therefore,

- Share your reasons upfront as to why learners should keep their cameras on. Even better, collaboratively construct policies and norms for camera use!
- Encourage students to use their cameras.
- Put a reminder in the chat at the beginning of each live session.
- Hover over learners' Zoom squares and select the "Ask to Start Video" option to send them a private nudge to turn cameras on.
- Allow learners to use virtual backgrounds to block what is happening behind them.
- Survey your learners to understand their reasons for wanting to be off camera.

Norms for unmuting

Establish norms for how to communicate verbally during live sessions. Let learners know if they should use the "Raise hand" button or simply unmute and speak when they have questions or comments.

Wait time

Silence on Zoom is more noticeable than in a face-to-face classroom. Make sure to give learners time to think and reflect on your prompts. Mentally count, use your cell phone timer, or use the built-in clock on your computer to track your wait time.

Establish a plan for learners who cannot attend the live session

Many faculty choose to record their live sessions to build in flexibility for learners who cannot attend. Learners taking online summer courses may be in different time zones, have conflicting work or internship schedules, or have family demands on their schedules. Review common strategies to allow for flexibility in your online class:

- Make sure learners are aware of any live attendance policies, including the dates and times, prior to launching your course.
- Record your live sessions. Let learners who miss the live session view the recording.
 - Note that breakout rooms do not record to the Zoom cloud. If you use breakout rooms, the recording will either jump to after the breakout session or have dead space in the middle.
- Plan a makeup learning activity for learners who miss the live session. You can make this visible to the whole class or use Canvas' "assign to" fields to push the activity to select students.

Design active learning and/or collaborative activities

Take advantage of the online environment and Butler's available learning technologies to design engaging activities for your live sessions.

- Kick off class with an icebreaker using Zoom's built-in polls feature or using Poll Everywhere.
- Use breakout rooms for small group discussions.
- Encourage students to use the non-verbal feedback features in Zoom (e.g., reaction emojis) to respond to their peers.
- Use Zoom whiteboards for collaborative annotation, brainstorming, mind mapping, and more. Consider building templates to push out to your learners.
- Launch exit tickets before the live session ends using polls, sharable documents, or Canvas quizzes.

Considerations for breakout rooms

Review Butler's [best practices for Zoom breakout rooms](#). In particular, we recommend providing learners with instructions that they can bring with them into their breakout rooms—there are several ways to set this up, like sharing a file, building a page in Canvas, or using Canvas' Collaboration tools. Email aphelp@butler.edu if you would like to talk through how to structure your breakout rooms and corresponding resources.