

Leveraging Zoom Tools for Collaboration



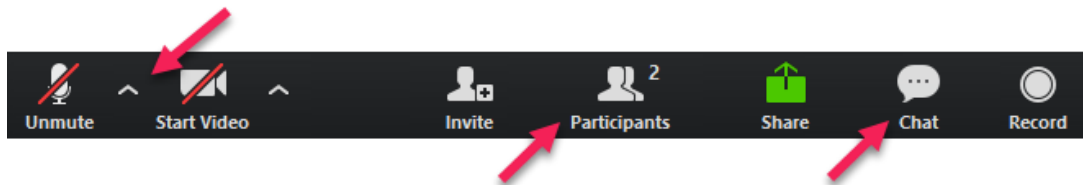
Check your internet connection

- Wired connections are best.
- You can also use your phone for audio.



Check your audio devices

- Click the arrow on the **Mute/Unmute** button and select **Test Speaker and Microphone**.



Prepare to participate

- Click to open the **Participants** panel and **Chat**.



Get ready for the session

- Press the **ESC** key to exit full screen mode.

Welcome!

Please post any questions in chat!



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Session Guidelines



Be prepared to participate

Minimize distractions to learn as much as possible from today's session. Turn off your email, chat and other notifications to help you focus.



Unmute/Mute Your Microphone

Keep your microphone muted when you aren't speaking.



Use the Nonverbal Feedback Icons

If you need to step away during the session, please use the "away" icon to let us know.



Type in Chat

If you have a question at any point during the session, please type it in the chat window.

Objectives

By the end of this session, you should be able to . . .

- Use Zoom tools to promote collaboration during virtual class meetings
- Apply best practices for using private chat, breakout rooms and annotations.
- Choose the best Zoom tool to accomplish instructional goals.

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Engaging Learners Online

I just can't pay attention!



Engaging Learners Online

I can't learn this by myself!
~~*I just can't pay attention!*~~



Chat Brain Storm

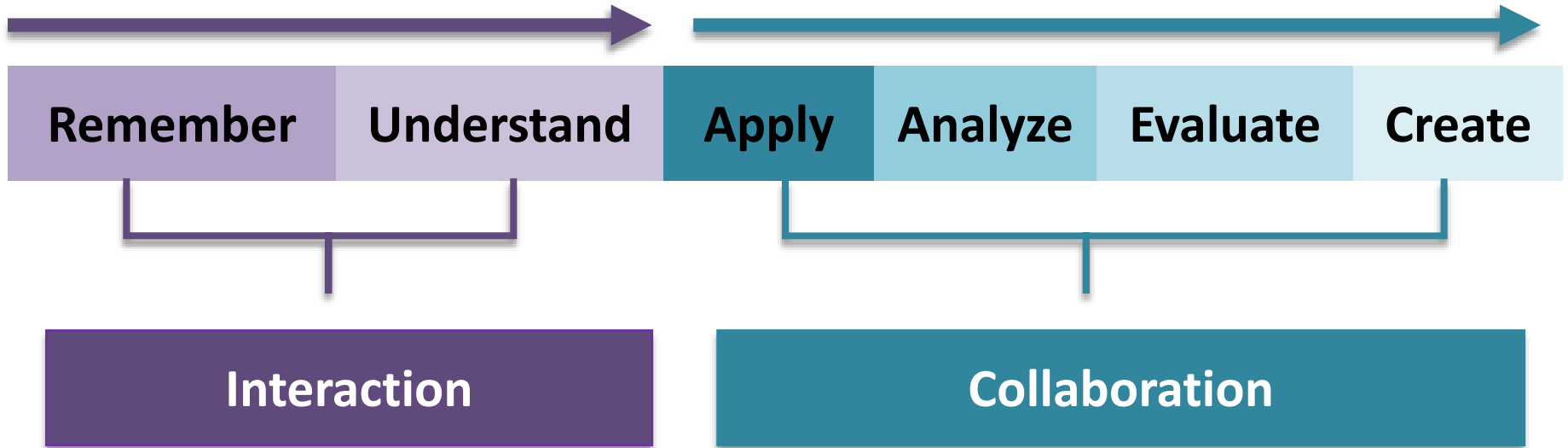
*Share an experience you had
collaborating with others in an
educational setting*

Engagement and Learning

Bloom's Taxonomy

Lower Level Cognitive Skills

Higher Level Cognitive Skills



Zoom Tools

Interaction (Basic)

Use your microphone

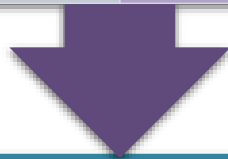
Share your screen



Interaction (Intermediate)

Check for attention: nonverbal
feedback icons and chat

Check for understanding: chat and
polls



Collaborate

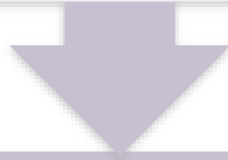
Group chat, private chat, annotations and breakout rooms

Zoom Tools

Interaction (Basic)

Use your microphone

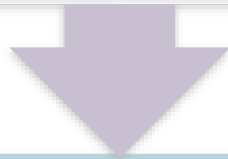
Share your screen



Interaction (Intermediate)

Check for attention: nonverbal
feedback icons and chat

Check for understanding: chat and
polls



Collaborate

Group chat, private chat, annotations and breakout rooms

Zoom Tools for Collaboration



Chat

Private chat

Group chat



Annotate

Whiteboards

**PowerPoint
Slide**



Breakout Rooms

**Small group
work**

Think – Pair – Share

Pose a question
that has many
possible answers



Allow for think
time



Share ideas with
a partner



Share ideas with
class

Think – Pair – Share Activity

What is something you are doing in your online class that could be more interactive and/or collaborative?

Instructional Uses for Breakout Rooms

Teams or
groups share
content

Team
competitions

Individual
breakout
rooms

Setting Up Breakout Rooms

Zoom Meeting


Meeting Topic: Zoom: Promoting Online Collaboration with Breakout Rooms


Host: IT Learning & Development (ITLD)


Invitation URL: <https://psu.zoom.us/j/304080482>

[Copy URL](#)

Participant ID: 483338

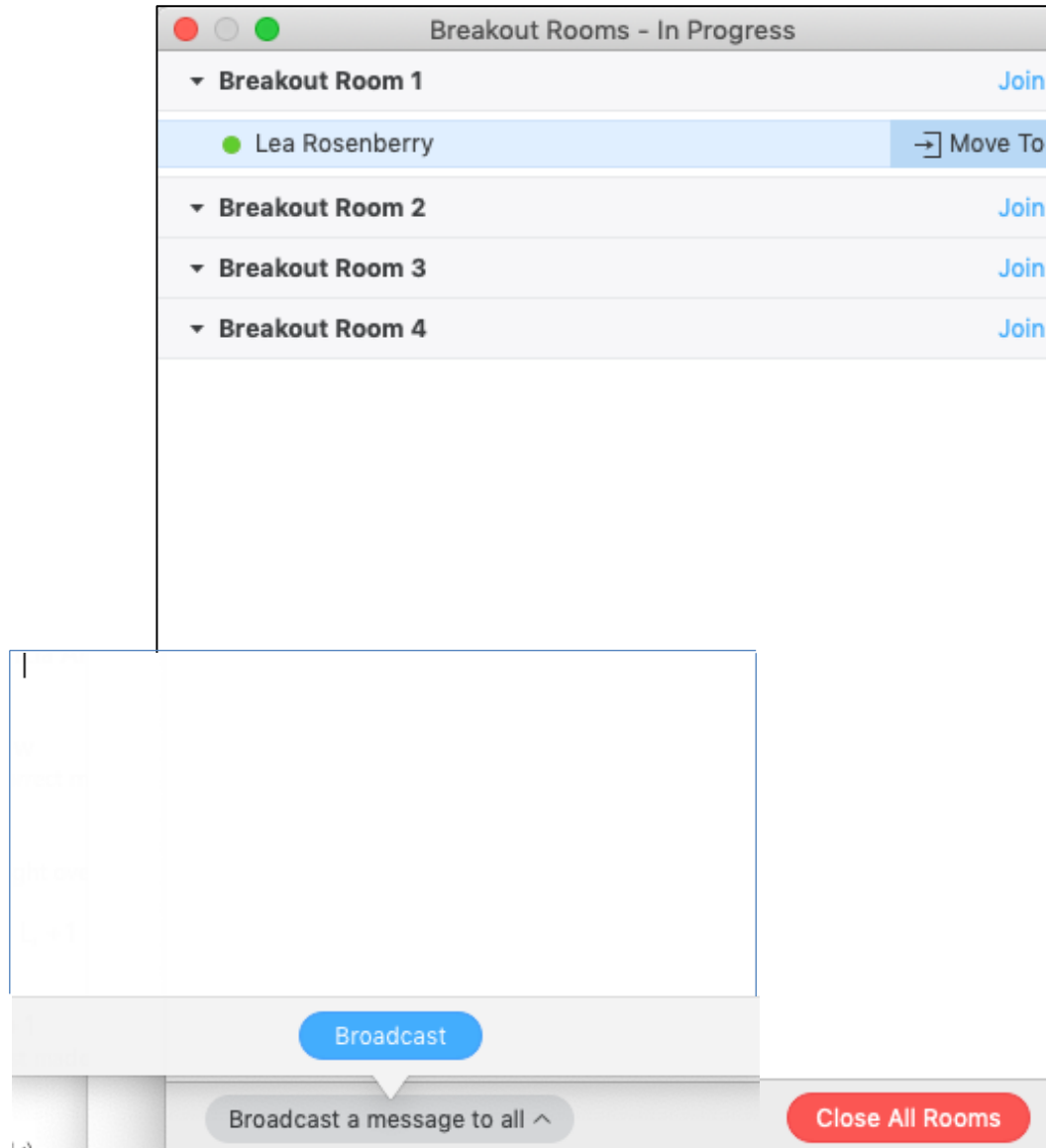
 Join Audio
Computer Audio Connected

 Share Screen

 Invite Others

Unmute Start Video Security Participants Chat **Share Screen** Record Closed Caption **Breakout Rooms** End

Instructor View and Actions



Breakout Room: Student View



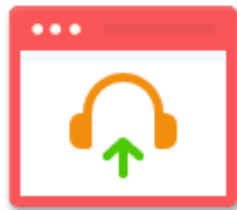
Talking:

Meeting Topic: Zoom: Promoting Online Collaboration v

Host: IT Learning & Development (ITLD)

Breakout Room: Breakout Room 1

Participant ID: 24



Join Audio

Computer Audio Connected



Share



Mute



Start Video



Participants



Chat



Share Screen



Ask for Help



Reactions

Leave Room

Breakout Room Activity Preparation

Have a clear plan!

1. Students do pre-work.
2. Give clear instructions.
3. Check for understanding.
4. Send students into breakout rooms.
5. Have instructions available for download.

Pre-Breakout Brainstorm

Activity Preparation:

1. Take 3 minutes of think time.
2. Think of at least one activity to use with breakout rooms.
3. Identify what you would like to accomplish in the breakouts for those activities.

Breakout Activity Instructions

Time for Activity: 7 minutes

Instructions:

1. Unmute your mic.
2. Choose a group leader to open the Word document and share their screen.
3. Everyone share one idea you just brainstormed; create a list.
4. Identify related challenges; list those, too.

Share Your Ideas!

IDEAS

CHALLENGES

Share Your Ideas!

IDEAS

CHALLENGES

Group 1

Group 2

Group 3

Group 4

Group 5

Group 6

Best Practices for Breakout Rooms

Have a co-facilitator to help you

Provide clear and concrete instructions

Make sure there is added value

Session Review

You should now be able to...

- ✓ Use Zoom tools to promote collaboration during virtual class meetings
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Questions?



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