How to Use Zoom to Lead a Discussion Section

With just a bit of planning, you can use Zoom to carry out your usual section activities remotely. We recommend finalizing your lesson plan as usual, identifying the Zoom settings that will allow you to carry out each portion of your plan, communicating with your students about how you will use Zoom, and testing the Zoom platform at least 24 hours before the first section you plan to lead remotely. For a **45-minute tutorial** on using Zoom meeting in educational settings, watch this video.

Zoom lesson plan

Looking at your lesson plan, identify the portions where you want to address everyone without the possibility of audio input from students, portions where you want to enable interaction with all students together, and portions where you want students to interact with each other in small groups. In addition, consider what kind of slides or whiteboard content you'd like to be able to show your students during your section.

Communicating about Zoom with your students

The day before your section, send a message to your students inviting them to the Zoom meeting (instructions below), and letting them know that, while they will be visible to you and each other during the section, no video or audio of them will be recorded (it is possible to just record yourself addressing your students during a Zoom meeting, but because starting and stopping the recording risks inadvertently capturing your students, *we discourage this option*. Out of concern for students' privacy, they should always sign a formal consent form before being videoed.

While using Zoom on a computer provides the most functionality, students may also join your meeting by downloading the Zoom app on a mobile device. Either way, they will not need to create a Zoom account in order to participate. We recommend encouraging your students to join the meeting ten minutes early so they can sort out any technical issues that might arise.

Setting Up and Testing Zoom ahead of time

1) Sign into your Berkeley Zoom Pro account here: **https://berkeley.zoom.us/signin**

2) Consider uploading an image of yourself as your profile picture if you don't plan to be on camera for your whole section meeting.

3) Under **Profile**, double check that your time zone is correct (if it is not, this will thwart the scheduling of meetings).

4) Under **Settings** → **In Meeting (Basic)**, enable breakout sessions by making sure that **Breakout room** has a green check next to it.

5) Under **Settings** → **In Meeting (Basic)**, click to allow **File transfer**. This allows you and your students to send files through the Zoom chat function.

6) Also under **Settings** → **In Meeting (Basic)**, make sure to enable **Polling**.

7) Under **Settings → In Meeting (Advanced)**, enable **Breakout room**, and check the box that allows "host to assign participants to breakout rooms when scheduling."

Scheduling a Zoom meeting

1) Schedule your Zoom meeting to begin 10 minutes before your section by clicking on **Meetings** and then **Schedule a New Meeting**. For a **1-minute** tutorial on scheduling Zoom meetings, watch this video.

    → Selecting **Both** under **Audio options** will minimize the chances of technical difficulties.

2) If you want to assign your students to Zoom Breakout Rooms for small group work, select **Breakout Room pre-assign** in the **Meeting Options** section. Then, click + **Create Rooms** and enter students' emails manually or import them from a CSV file. If you do not select this option when scheduling the meeting, you will still be able to break students into breakout rooms, but Zoom will divide them into those rooms randomly. For more information about breakout rooms, and a **3-minute video** tutorial on how to get started, please click here.

3) If you want to poll your students with survey questions during your section, you can set up a Zoom poll after clicking **Save** to schedule your meeting. You will be immediately directed to the **Manage "My Meeting"** page under **My Meetings**. Scroll to the bottom of this page and click **Add** in the window that says **You have not created any poll yet**. From there, you can create single or multiple-choice questions and indicate whether you want to poll your students anonymously. For more tutorials on Zoom polling, please click here.

Using Zoom Tools During Your Section

There is no need to take attendance for a Zoom section, because you can access a report with information about which participants were present and for how long afterward. Log into your Zoom Pro account (https://berkeley.zoom.us/signin) and click on "Reports" at the bottom of the list on the left side of the page under "Profile" and "Meetings." Then, select your past meeting, and click on the number of participants displayed to see their names and attendance details.

We recommend starting your section by addressing all of your students together. You can select **Manage Participants** at the bottom of your Zoom window, and then **Mute all** at the bottom of the **Participants** window to minimize distractions. Allowing students to unmute themselves leaves space for them to jump in with questions. For concise step-by-step instructions on how to do this, click here.

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Whether muted or unmuted, your students can use a variety of tools to participate in section. Invite them to click on **Participants** at the bottom of their Zoom window. This will show them all the participants in the meeting. At the bottom of students' Zoom window, they can also choose to "raise their hand", answer yes or no, clap, use the **Chat** feature, and participate in a variety of other ways. Asking students to practice using these different features at the beginning of your first Zoom section can be a great ice-breaker activity!

When you want students to interact with each other in small groups, click **Breakout Rooms** on the lower right side of your Zoom window. See Number 2 above for more information on navigating breakout rooms.

When you want to share slides, whiteboard, or other content with your students, share your screen by selecting **Share Screen** at the bottom of your Zoom window. For more information on sharing your screen, including a **30-second video** tutorial, please click here.

When you are done with your meeting, click **End Meeting** on the bottom right corner of your screen.

Holding Office Hours through Zoom

To schedule your virtual office hours through Zoom, follow these simple instructions:

1) Click on **Meetings** and then **Schedule a New Meeting.** You might put something like "Weekly Office Hours" in the **Topic** (title). Set the time and duration for your first meeting and then check the **Recurring meeting** box under **Time Zone.**

2) Under **Meeting Options** make sure to check **Enable waiting room**. The waiting room feature allows you to meet with one student at a time. For more information about how to set up and use **waiting room** using Windows, Linux and more, click here.
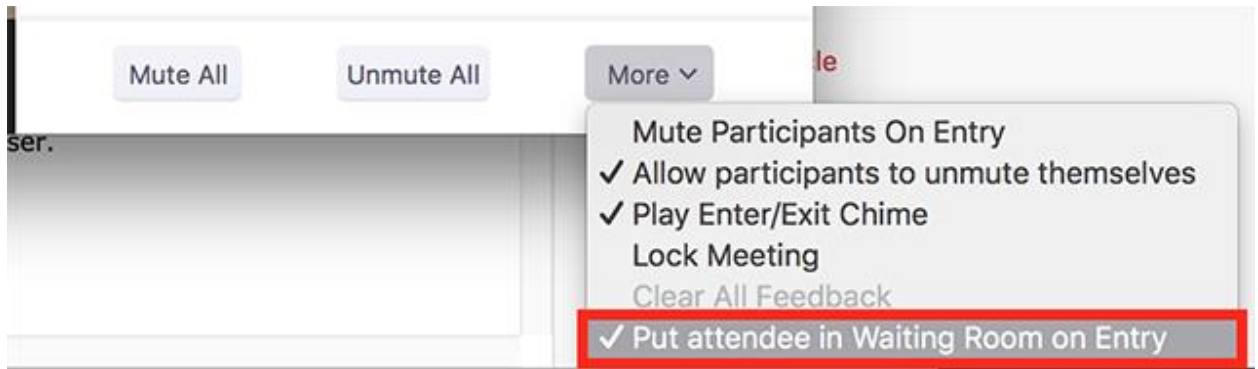

Using Waiting Room

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Enabling or Disabling Waiting Room During a Meeting

1. As the meeting host, click **Manage Participants**.

2. Click **More** and choose **Put Attendee in Waiting Room on Entry** to enable or disable the feature.
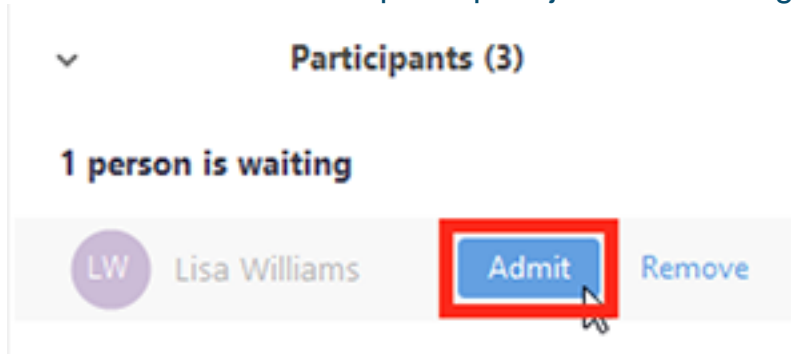

Admitting Participants During a Meeting

1. As the meeting host, click **Manage Participants**.

2. Click **Admit** to have the participant join the meeting.

To access a broad range of other resources, tips and tutorials, visit the Zoom Help Center here.