Tips for In-Person Teaching When Some Students are on Zoom

Teaching a class with mixed attendance in-person and over Zoom can be challenging. This guide is designed to help you and your students have the best experience possible. As with the use of any technology in the classroom, success is dependent on some elements of technical equipment and proficiency, your communication relative to expectations for class participants, and any adaptations to teaching methods needed to utilize classroom tools effectively.

Before the semester starts

1. Obtaining a UNM Zoom Licensed/Pro Account is a pre-requisite to using the Classroom for live meetings and lecture capture. If you have not already done so, request a UNM Zoom Licensed/Pro Account:
   https://webmeetings.unm.edu/licensing/index.html

2. Add Zoom as a tool to your UNM Learn course:
   https://online.unm.edu/help/learn/faculty/tools/zoom/index.html

3. Schedule your class meeting in UNM Learn:
   http://online.unm.edu/help/learn/faculty/tools/zoom/scheduling-meetings-with-students.html

4. Get familiar with the camera and microphone controls:
   a. Each classroom has a quick reference guide for the room camera and microphone controls. You can also find a copy of these guides here:
      https://at.unm.edu/classrooms/classroom-standards.html
   b. Online resources: https://at.unm.edu/classrooms/classroom-standards.html
   c. Schedule a guided walk-through with the Academic Technologies team:
      https://outlook.office365.com/owa/calendar/ClassroomFacultyTraining@unmm.onmicrosoft.com/bookings/

5. Support Resources:
   a. Center for Teaching and Learning (https://ctl.unm.edu) for a consultation on pedagogical strategies: contact Kimberly Fournier, Associate Director for Teaching Development at CTL, at kimfournier@unm.edu or sign up for a free online consultation using the following link: https://calendly.com/kimfournier_cte.
   b. UNM Learn Support is available at 505-277-0857 or learn@um.edu for questions related using UNM Learn and setting up your UNM Learn course.
   c. UNM IT Academic classroom technologies staff: 505-277-5757 (option 2).

Before Each Class

1. Provide materials (slideshow, worksheets, activity instructions, etc.) electronically before the class starts even if you intend to hand some of them out to in-person participants. This will allow all students, but particularly the students attending virtually, to be better prepared and more easily follow along during class.

2. Log-in to UNM Learn and launch your Zoom meeting early as described in the quick reference guide so that you can test the video and audio and students on Zoom don't miss any opening announcements. This will also give you a chance to specifically welcome the students attending via Zoom.

3. When you discuss class expectations, be sure to articulate specific expectations for your Zoom participants. Would you like them to use the hand raising function to participate in the discussion? Can someone in the room be responsible for alerting you when a student on Zoom has added to the chat or raised their hand? If they experience connectivity issues, how can they catch up without interrupting the class as a whole? Can a student in the room help manage the chat?

During Class

1. If you only have one or two students on Zoom, it can be a real challenge to have them join small group activities. If you have students who regularly bring their laptops to class to take notes, or have Zoom on their phone, you could ask them to sign into the Zoom room to include the student in a small group. (Note: you'll need to mute the volume and mic on the class's main computer if you do this to avoid feedback on the speakers).

2. If you have three or more students on Zoom, consider sending them to a single breakout room when breaking the class up for small group activities. This will allow them a space to discuss ideas without being overheard by the entire class or listening to the classroom noises. A good practice is to have an online document with clear instructions and expected deliverables for the students in the virtual breakout room (e.g., one person should be ready to share out summary of discussion points to the whole class). This will help minimize student frustration when they are not quite sure what they should be doing and may not be able to easily and quickly ask for clarification from the instructor/TA.

3. If you are opening discussion to the entire class, try to alternate between calling on students in Zoom and students in the room. If you let students know that you intend to do this and make it a regular practice, it will help all your students be prepared to answer when called upon. Consider asking one or a couple of students (in-person or virtual) to summarize and share the main discussion points from whole class discussions held during the course. This practice not only allows students to feel more confident that they did not miss or misinterpret an important discussion point (possibly due to technology issues for students attending virtually) but it also provides a set of community notes from multiple points of view that benefit of all students.

4. Depending on the size of your course, you may need to repeat comments and questions from students in the room for the benefit of students on Zoom.

5. Use the document camera whenever possible to write out material you would normally write on the board. You can display this on the screen for the benefit of both students in the classroom and students on Zoom. Consider recording and sharing material delivered via document camera with students. All students, but particularly the students attending virtually, may struggle with multi-tasking and often appreciate the opportunity to revisit material presented during class.

6. Don't forget to change the camera views for the Zoom participants to focus on the content you are discussing in class. The classroom controls have programmed presets to focus directly on the instructor, generally at the front of the room, and at the whiteboards. Your remote students can only see the content that is being directly shared with them over Zoom.

Prepared by:

*   Kim Fournier, Associate Director for Teaching Development, Center for Teaching and Learning, kimfournier@unm.edu
*   Stephanie Spong, Associate Director, Center for Digital Learning, sspong@unm.edu
*   Elisha Allen, Director, Online Strategies & IT Academic Technologies, elisha@unm.edu