Guide for Synchronous Instruction Via Zoom

Tools

- Zoom is a cloud platform for video, voice, content sharing, and chat that runs across mobile devices, desktops, and telephones.
  - To request access to an FCC Zoom license, email your department chair or program manager. FCC's Information Technology area will follow up with an email including details about accessing your license within 24 hours.
  - [Quickstart guide for Zoom](#) (a Zoom guide)
  - Zoom Features:
    - Visualize multiple people on the screen at a given time
    - Zoom will auto generate a transcript/ closed captions and notify you when it is completed
    - Share documents on your screen easily
    - Pin a specific person to the screen to allow for live interpreter
    - Use breakout rooms, Whiteboard, and Polling for increased instructional collaboration

- Microsoft Stream is a video service where FCC instructors can upload, view, and share their recorded videos securely.
  - All FCC staff and instructors can use Stream via a browser window and Microsoft Office 365 at https://web.microsoftstream.com.
  - [How to download/launch/use Microsoft Stream](#) (a Microsoft guide)

- Office 365 is FREE for FCC students and employees. To gain access to your free software:
  - Log in to your frederick.edu email account [here](#).
  - Click the gear icon in the top right corner of the screen.
  - Click Office365 Settings.
  - Click Software.
  - Follow the on-screen instructions to complete the installation process.
  - Please note that we do not offer support for personal computers. If you are unable to complete, or experience issues with the installation, we recommend contacting Microsoft directly.

Before you Get Started

Learning to use Zoom

- This 45-minute training session with live Q&A will cover the power of virtual teaching and learning in the Zoom classroom for students and teachers: [Zoom Meetings for Education Training](#)

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- Reach out to the program manager/area for information on drop-in sessions to review Zoom.
- Please use your FCC Zoom license when hosting meetings rather than a personal license. The college license allows for meetings to be set up with a call-in phone number for participants with an Internet connection that does not allow for clear audio.

FCC requirements for use of Zoom

- When classes have online real-time/synchronous sessions that meet at the scheduled class times, virtual sessions will be recorded for those unable to attend
- Students cannot be penalized for missing synchronous sessions, but they can be held accountable for the content
- All videos posted online require either closed captioning or a posted transcript
- FCC's College's Services for Students with Disabilities office has established closed-captioning guidelines for all course materials. All applicable class materials – including videos of recorded Zoom class sessions – must be captioned to provide students with full access to class content.
- FERPA Statement pops up on the recording window- they have to click to continue

Communicating with students in your class

- Please contact program manager for course roster and direction on how Zoom links will be shared and where to post course materials.

Setting up your Zoom Class

- Once you have your Zoom license set up host controls such as voice, video, and screen share.
  - Set up the schedule:
    - If a course meets multiple times, you have an options to set a recurring meeting in the set up
  - Ensure call in feature is enabled for students unable to join by video call
  - Enable wait room
  - Add a co-host if needed
  - Add breakout rooms if needed
    - Enabling breakout rooms
    - Managing breakout rooms
  - Close caption or transcript generation will be needed for a synchronous session

Facilitating your Zoom class

- Guidelines:
  - Arrive early
  - Keep an eye on wait room and admit students as they arrive
  - Turn on recording, select Cloud, and closed caption. See Zoom recording and transcript guidance. (link to document forthcoming.)

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- - Take breaks if the class is over two hours
    - End meeting for all once done
    - Distribute recording to all students once class is complete. See Zoom recording and transcript guidance. (link to document forthcoming.)
  - Additional Resources for facilitating your Zoom class
    - [Educating over Zoom](#) (a Zoom guide)
    - [Teaching with Zoom](#) (a guide from University of Nevada)
    - [Facilitating an Online Lecture](#) (a guide from Brown University)

Best practices in using Zoom for instruction

- - [Best practices in securing your virtual classroom](#) (a Zoom guide)
  - [Inclusivity in Zoom Classes](#) (an article from The Chronicle of Higher Education)
  - [Accessibility Tips for a Better Zoom/Virtual Meeting Experience](#) (a guide from Rehabilitation Engineering Research Center)
    - These tips help support deaf and hard of hearing participants

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