

Remote Teaching with Zoom

Configuration and Usage Recommendations
for Remote Lectures, Consultations and Meetings

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v2.2 – 24 Aug 2020



UNIVERSITY OF ICELAND
SCHOOL OF ENGINEERING AND NATURAL SCIENCES

FACULTY OF INDUSTRIAL ENGINEERING,
MECHANICAL ENGINEERING AND COMPUTER SCIENCE

Contents

- Zoom installation and basic setup
- User interface overview
- Configuration recommendations
- Conferencing features
- Exporting class recordings to Panopto / Canvas
- Suggestions for various remote teaching scenarios
- Appendix: Intro slides for students, checklists, picture-in-picture slide template

Acknowledgments

- Thanks a lot to all teachers at the Department of Computer Science for exploring and sharing their preferred tools and techniques for remote teaching!

Version History

- V1 (20 March 2020)
 - Basic Zoom configuration and Panopto integration instructions for use with Uglu
- V2 (23 March 2020)
 - Extended Zoom config guidelines, added suggestions for different teaching scenarios
- V2.1 (1 April 2020)
 - Updated Zoom configuration guidelines
- V2.2 (24 Aug 2020)
 - Updated Panopto integration instructions for use with Canvas
- Note: The Zoom client interface and setup menus changed slightly over the summer. While those changes are not yet reflected in these slides, most of the guidelines in this document should still be applicable.
 - I'm planning to create a Version 3 reflecting the new user interface as soon as I find time 😊

Why Zoom?

- Lots of useful conferencing and interaction features
 - AV sharing, screen sharing, external source sharing, chatting, remote control, screen annotation, whiteboarding, polling, non-verbal feedback, meeting scheduling, waiting rooms, breakout rooms, multi-stream and picture-in-picture recording, Panopto integration, up to 49 participants visible simultaneously
- Supports a broad variety of teaching, meeting and collaboration scenarios
- Participants (students) don't need accounts
- Education account recommended for hosts (teachers)
- “Room” instead of “Call” metaphor
 - Participants meet at an agreed place (= meeting link) at an agreed time
- Suitable for small and large meetings without need for individual participation management

Account Creation & Basic Setup for Hosts (Teachers)

■ Basic account

- Sign up for free at <https://zoom.com>
 - Use your institution's e-mail address to allow upgrading your account later
- No time limit for 1:1 meetings; 40-minute limit for meetings of 3-100 people; local recordings

■ Education account

- No time limit; up to 300 people; 500 MB cloud storage for meeting recordings; extra features
 - If you have a free account under your university e-mail already, you can upgrade it
 - University of Iceland staff can request Zoom license from UTS (<http://uts.hi.is/node/1416>)
- Lightweight client software will be downloaded when starting the first meeting
 - Most configuration happens through the web interface, as shown in these slides

Basic Setup for Participants (Students)

- No account registration or setup required
- Client software will automatically be downloaded when entering first meeting
 - It's possible to attend a meeting in the web browser without downloading the client, but quality / reliability may suffer
 - Client download is *strongly* recommended
 - Small, zero-configuration application available for many platforms

User Interface Overview

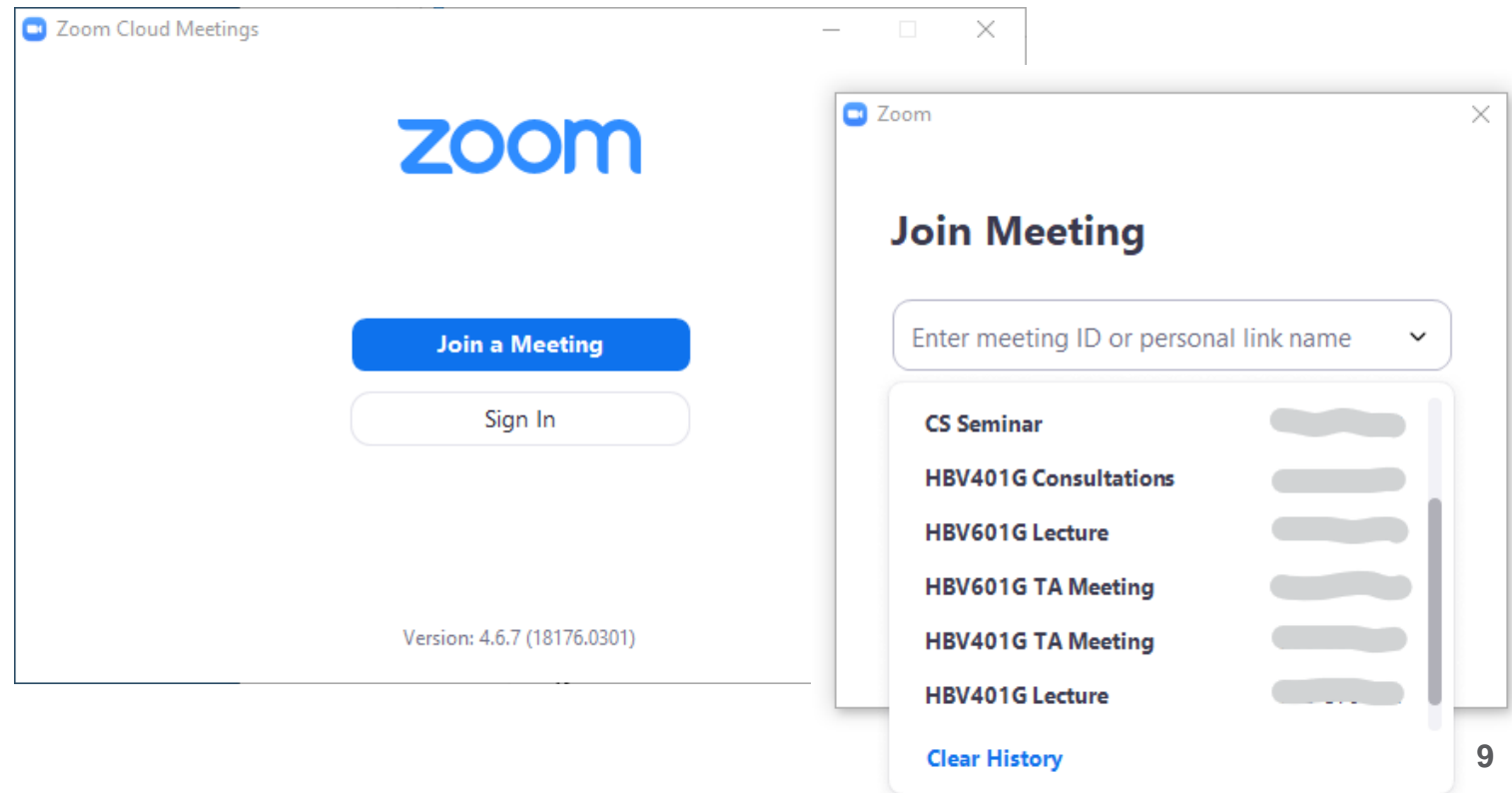


Participant User Interface Introduction

- The following 8 slides introduce the participants' user interface
 - Could be included in your first Zoom-based lecture
- There are many ways for participants to customize their interface
 - Encourage students to try things out and make themselves at home – they'll likely use this tool extensively for a while :-/
- Encourage (but don't require) students to use video in any meeting that's more interactive/conversational than a lecture, and not recorded
 - Supports class community feeling – students shouldn't just stare at slides or black screen name tiles for hours each day, but see other faces
 - Facial cues (interested, understanding, questioning, lost...) help teacher to adjust their teaching style and be more engaging

Zoom Overview

- Video conferencing tool used for many of our classes
 - For recurring class meetings, no need to dig the meeting link out of old e-mails
 - Start the client directly (e.g. search for “Zoom” in Windows Start Menu)
 - Choose the meeting from the history drop-down menu

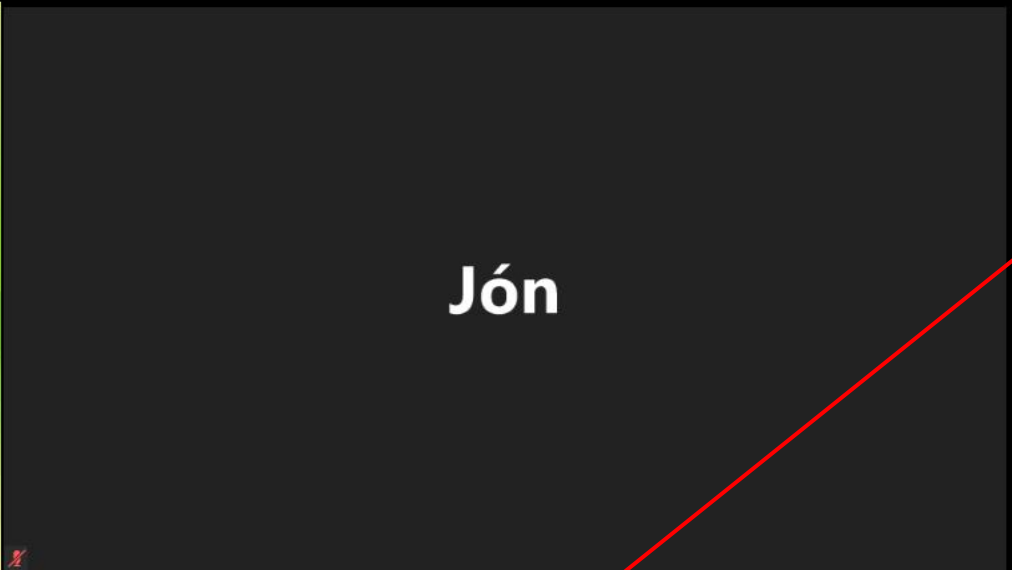


Gallery View

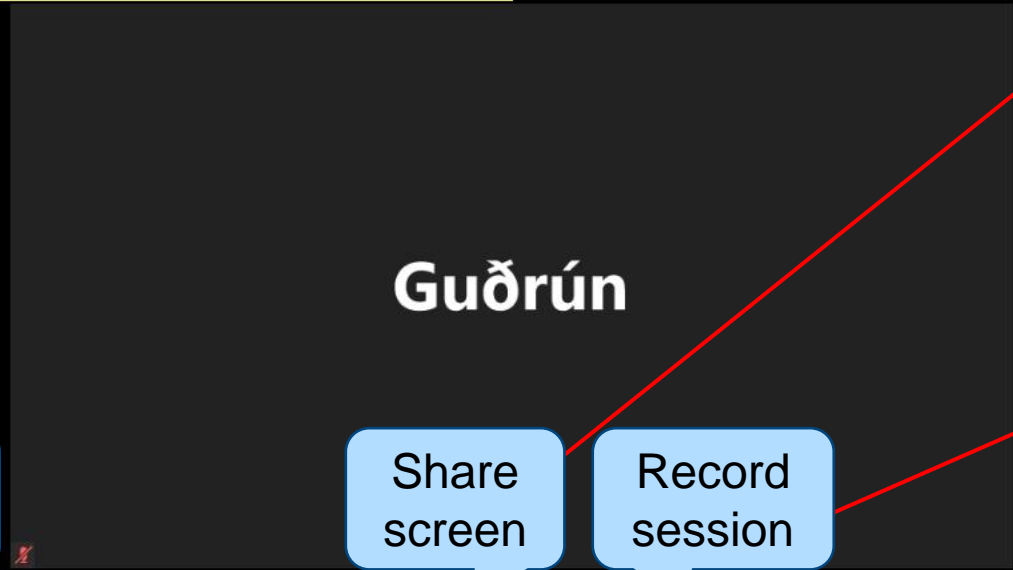
Speaker View



Matthias Book



Jón



Guðrún

- Participants (3)
- Jón (Me)
 - Matthias Book (Host)
 - Guðrún

- Raise Hand
- yes
- no
- go slower
- go faster
- more

Unmute Me

Zoom Group Chat

From Matthias Book to Everyone:
Today's quiz is at
<https://forms.gle/...>

Mic/cam (un)mute, audio/video settings

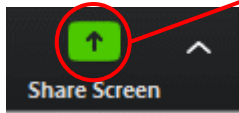
Share screen

Record session

Exit room

Screensharing Options

Intro for students



Select a window or an application that you want to share

Basic Advanced

Screen 1

Screen 2

Whiteboard

iPhone/iPad

PowerPoint Slide Show - HBV40...

Lectures

HBV401G-2020V-09-OOPprinciples...

HBV401G-2020V-09-OOPprinciples...

Share computer sound Optimize Screen Sharing for Video Clip

Share

Share a built-in whiteboard you can draw on with mouse or pen. Other participants can use the "Annotate" feature in their "View Options" drop-down menu to contribute.

Note when giving presentations in class: To share a full-screen PowerPoint slide show, the show must be started *before* you click the Share Screen button in Zoom, otherwise the full-screen slide show window won't show up in this menu. Make sure you select the PPT Slide Show, but not the PPT Presenter View and not the PPT application window.



Gallery View with Screenshot

Jón



Guðrún

Participants (3)

Jón (Me)

Matthias Book (Host)

Guðrún

Recording indicator

Use **“Raise Hand”** in **Participant List** to gain attention of a host who is screensharing.

A screensharing host will be notified of incoming **chat** messages, but can't conveniently read them.

Reactions appear in everyone's gallery, but are likely missed by the screensharer.

Raise Hand yes no go slower go faster more

Unmute Me

Zoom Group Chat

From Matthias Book to Everyone:
Today's quiz is at <https://forms.gle/...>

To: Everyone

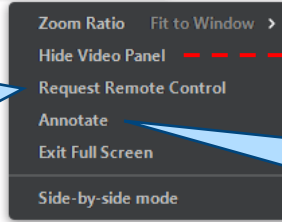
Type message here...

12 File

Leave Meeting

Fullscreen View with Screenshot

Remote-control shared screen

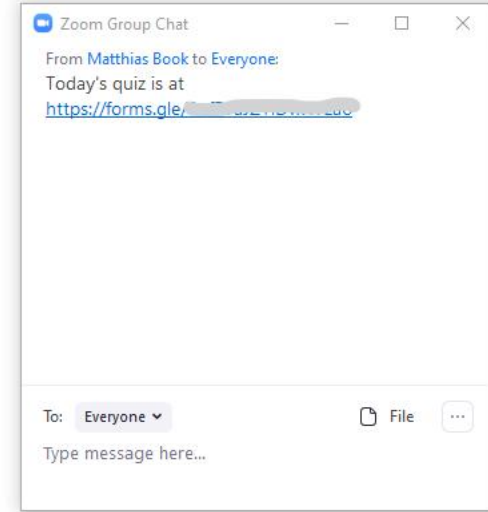
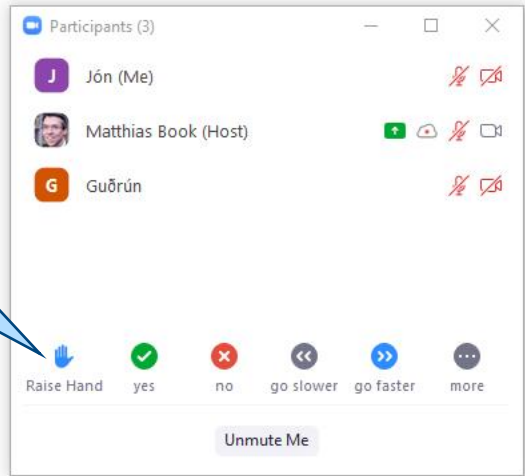


Annotate shared screen

Switch between:

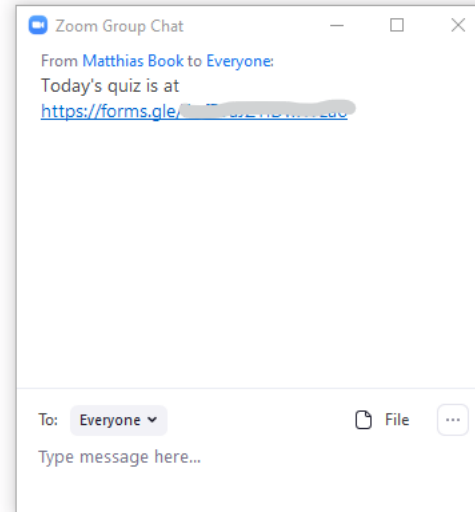
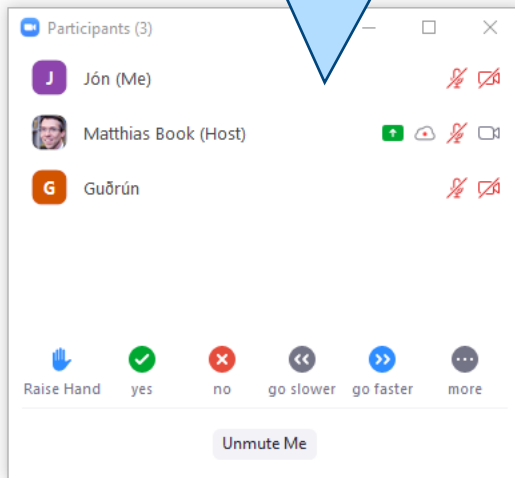
- Speaker name
- Speaker video
- Gallery

Raise Hand

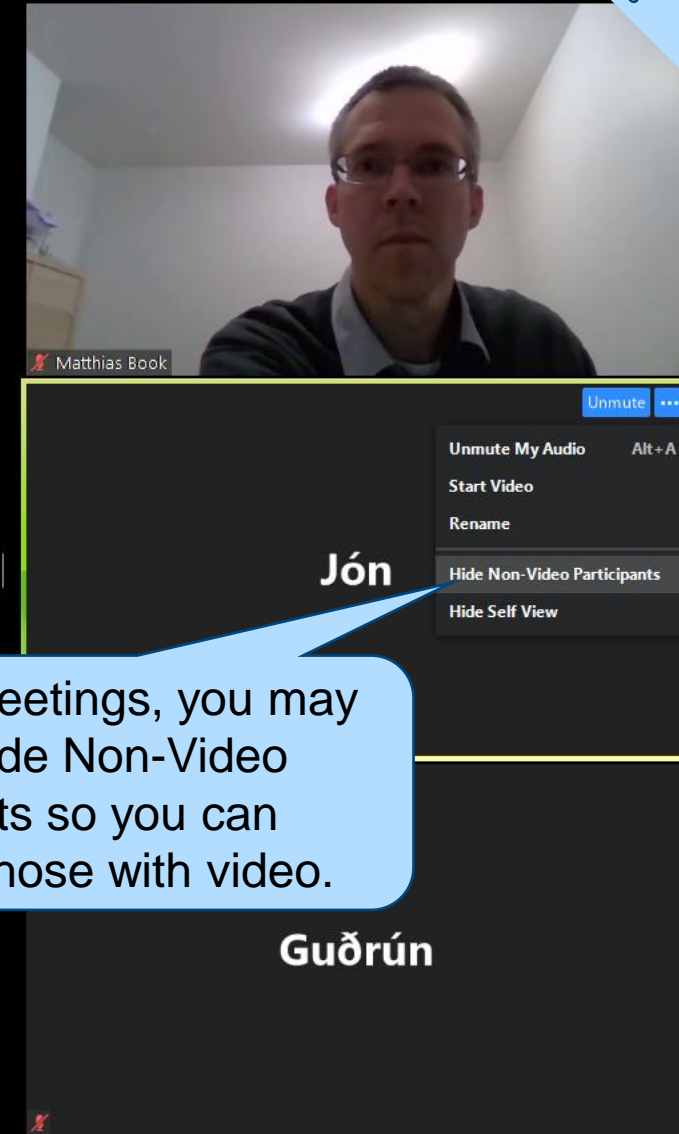


Side-by-Side View with Screenshot

Hover to change your screen name



In large meetings, you may want to Hide Non-Video Participants so you can focus on those with video.



General Guidelines for Online Classes

(check with your teacher for class-specific guidelines)

■ Class recordings

- Lectures will usually be recorded by the teacher and published on Canvas.
- Smaller, more interactive classes will usually not be recorded by the teacher.
 - The teacher may however permit students to record such classes individually.

■ Interaction protocol

- You are very welcome to ask questions at any time!
- Most simple and preferred way: Just unmute your microphone and interrupt the teacher!
 - Chat messages, “raised hand” icons, emoji and other notifications are easily missed or even invisible to a teacher who is sharing their screen – do not rely on these.
- Please mute your microphone otherwise to minimize noise for all participants.

■ Camera usage

- Camera usage is never required in any class, and discouraged in large lectures.
- Camera usage is encouraged (but still your choice) in smaller, interactive classes to facilitate more natural conversation.



Privacy in Class Streams and Recordings

- While your microphone is on (unmuted), your **audio** will be broadcast to other participants and included in the class recording.
- While your camera is on, your **video** is visible to other participants in the Participant Gallery. Your video may be included in the class recording while you are speaking, or while the teacher is not screensharing.
- While your camera is off, your **screen name** is visible to other participants in the Participant Gallery. It may be visible in the class recording while you are speaking, or while the teacher is not screensharing.
- **Chat messages** are visible to the addressed participants and may be saved by them. They are not part of the class recording.
- **Privacy notice:** *By activating your microphone and/or camera, you consent to your audio and/or video being stored as part of the class recording on Zoom, Panopto and/or Instructure (Canvas) servers, and being broadcast to other participants live and when playing back the class recording. The teachers' class recordings are not public, but are only made accessible to your classmates. Participants may be able to record classes on their local computer, if given permission by the teacher.*



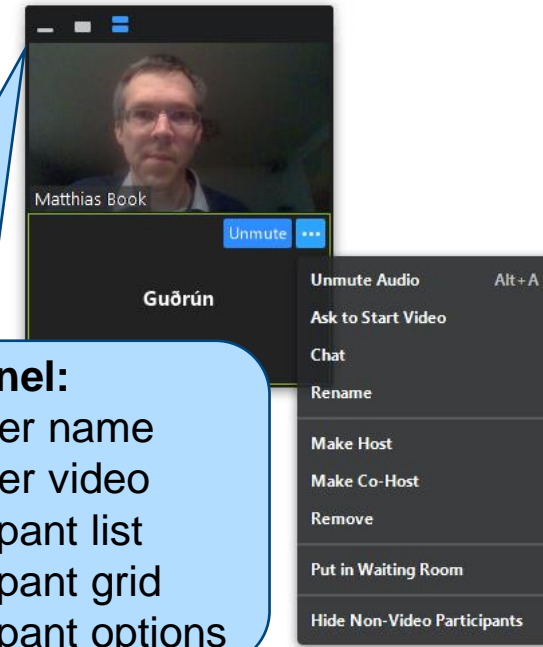
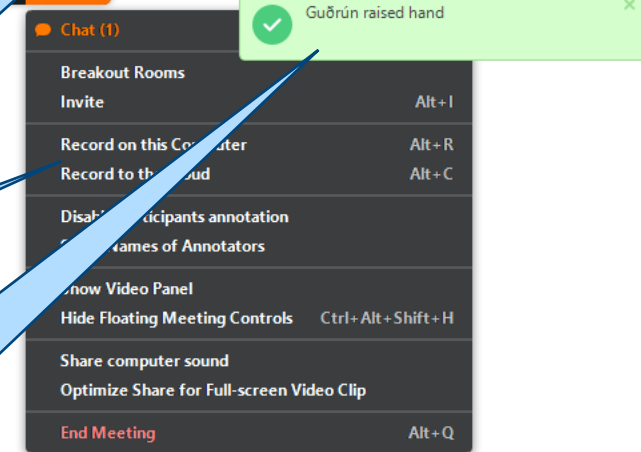
Hover mouse pointer at top to reveal ribbon

Share content from another source

Chat notification
(click to open chat window)

Additional features:
Recording, Video view, Annotations, End meeting, etc.

Raised Hand notification
(vanishes after a few seconds)



Video panel:

- Speaker name
- Speaker video
- Participant list
- Participant grid
- Participant options

Host Interface (Shared Screen in Fullscreen Mode)

- Looks & works mostly similar to Participant Interface
- But provides more control options
 - Recommended to keep interface minimal in full-screen mode
 - More control functions available in window mode (next slide)
- More details on features throughout this document

Host Interface (Participant Gallery in Window Mode)

Jón

Participant controls
(Hover to reveal)

- Unmute Audio Alt + A
- Ask to Start Video
- Chat
- Rename
- Make Host
- Make Co-Host
- Allow Record
- Remove
- Put on hold
- Hide Non-Video Participants

Participant List with Raised Hand notification (Participants with raised hands will be listed first)

Participation management functions

Chat for sending public and private messages

Chat restrictions

Mic/cam (un)mute. Click ^ for AV settings (e.g. source selection)

Share screen

Record session

Manage breakout rooms

Exit room

Mute Stop Video Invite Manage Participants Polls Share Screen Chat Record Breakout Rooms Reactions End Meeting

Participants (3)

- Matthias Book (Host, me)
- Guðrún

yes no go slower go faster clear all

Mute All Unmute All More

Zoom Group Chat

From Me to Everyone: Today's quiz is at <https://forms.gle>

From Jón to Me: (Privately) Question...

To: Jón (Privately) 18

Type message here...

Configuration Recommendations



Recommended Settings for Different Teleconferencing Scenarios

- Settings that are useful for particular meeting scenarios will be highlighted as follows:

- **Personal meetings**

- *Meetings you would usually have in your office (e.g. office hours, PhD advising, etc.):*



- Participants: single guest or a handful of familiar or unfamiliar people
 - Primary audio: conversation, informal (e.g. advising) or formal (e.g. oral exam)
 - Primary visual: talking heads, maybe discussion of/collaboration on screen-shared content

- **Group meetings or consultations**

- *Meetings you would usually have in a meeting/seminar room (e.g. dæmatímar, faculty meetings)*



- Participants: half a dozen to two dozen familiar or unfamiliar people
 - Primary audio: Interaction/conversation (i.e. active participants)
 - Primary visual: talking heads, maybe discussion of/collaboration on screen-shared content

- **Lectures**

- *Meetings you would usually have in a lecture room (e.g. lectures, guest talks, ceremonies)*



- Participants: over two dozen unfamiliar people
 - Primary audio: mostly frontal speaking with some questions/limited conversation (i.e. passive audience)
 - Primary visual: screen-shared slide show, document, software etc.

Profile Settings



Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base



Change Delete

Matthias Book

Edit

Department Computer Science
Job Title Professor
Company University of Iceland
Location Reykjavik
Account No. [REDACTED]

Personal Meeting ID

[REDACTED]
https://eu01web.zoom.us/j/[REDACTED]
✔ Use this ID for instant meetings

Meeting link for private 1:1 meetings

Personal Link

https://eu01web.zoom.us/my/[REDACTED]

Human-readable alias for your Personal Meeting ID. Use this to invite people to personal meetings (as shown later). You can even shorten this to https://zoom.us/my/... When you share the link.

Sign-In Email

[REDACTED]@hi.is
Linked accounts: [REDACTED]

User Type

Licensed ⓘ

Capacity

Meeting 300 ⓘ

Language

English

Date and Time

Time Zone (GMT+0:00) Reykjavik

Date Format yyyy-mm-dd

Example: 2011-08-15

Time Format ✔ Use 24-hour time

Edit

Help

Profile Settings

Calendar and Contact Integration

You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the calendar and contacts.

[Connect to Calendar and Contact Service](#)

Sign-In Password

***** [Edit](#)


Host Key


***** [Show](#) [Edit](#)

Signed-In Device

[Sign Me Out From All Devices](#)

Panopto Folder Id

 [Edit](#)



Paste the ID of "My Folder" from Panopto here to let Zoom cloud recordings appear automatically in Panopto (see later slides for details).

Finding Your Folder ID in Panopto

UNIVERSITY OF ICELAND | Powered by Panopto | Search in folder "My Folder"

Home | My Folder | Shared with Me | Everything | Browse

My Folder | Refresh | Filter by | Sort by: Name | Duration | Date | Rating

HBV401G Java Crash Cour... | Public

Scientific Publishing | 4 months ago

Scientific Publishing | a year ago

Overview | Manage folder | Share | Folder ID | Settings | Order | **Manage**

Matthias Book - | Download Panopto | Help

4. Go to "Manage" tab
5. Copy your folder ID

1. Log into Panopto using your Canvas ID (not Uglu ID!)
2. Go to "My Folder"
3. Click on gear icon to open settings

After the recording arrives here, you can move it from "My Folder" to a course folder of your choice (can be found via "Browse" on the left), which will make it appear in your Canvas course under "Panopto Videos" (details on later slides).

System | Viewing 1 - 2 of 2

General Meeting Settings

Some of these can be overridden when scheduling individual meetings

- Profile
- Meetings
- Webinars
- Recordings
- Settings**

- Meeting**
- Recording
- Telephone
- Schedule Meeting
- In Meeting (Basic)
- In Meeting (Advanced)
- Email Notification

Schedule Meeting

Host video
Start meetings with host video on

Participants video
Start meetings with participant video on. Participants can change this during the meeting.

Audio Type
Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

- Telephone and Computer Audio
- Telephone
- Computer Audio

Join before host
Allow participants to join the meeting before the host arrives

Use Personal Meeting ID (PMI) when scheduling a meeting
You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting

Only authenticated users can join meetings



Generally recommended to **enable** both sides' cameras for a more personal experience. Can be overridden when scheduling largely non-conversational meetings such as lectures.



Generally sensible to **disable**, so people can't enter/use your meeting rooms without you (which may however be useful in some scenarios and can therefore be overridden when scheduling individual meetings).

Your PMI is like your online office, where you schedule meetings you'd normally have in your physical office. Discouraged to make this widely known through classroom use, so people don't drop in on personal meetings uninvited → **disable**

Not necessary for meetings with students, but may be useful for meetings with international collaborators.

For spontaneous meetings, it's convenient to use the PMI rather than having to send people a different meeting link every time → **enable**



Modified [Reset](#)

Modified [Reset](#)

Modified [Reset](#)

Modified [Reset](#)

General Meeting Settings

Disable for scheduled meetings with their own ID, as these will typically be public in a teaching context, and ID is not known to anyone not invited anyway.

Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, methods when scheduling a meeting.

Impractical since students or collaborators should not need to create a Zoom account to join a meeting
→ **disable**



Modified [Reset](#)

Require a password when scheduling new meetings

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.



Modified [Reset](#)

Require a password for instant meetings

A random password will be generated when starting an instant meeting



Require a password for Personal Meeting ID (PMI)

- Only meetings with Join Before Host enabled
- All meetings using PMI



Modified [Reset](#)

Embed password in meeting link for one-click join

Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.



Require password for participants joining by phone

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.



Modified [Reset](#)

Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.



Modified [Reset](#)

Upcoming meeting reminder

Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.



Could be useful to **enable** for PMI meetings because that link may become widely known, so you don't want uninvited people dropping in on a meeting, or people using your meeting room without you. Drop-ins can be prevented by locking the room (see later slide), therefore this setting minimizes the need for password entry.

Useful for lectures, but not that necessary for personal and group meetings. I'd **disable** this option by default for ease of use; can be overridden as suitable when scheduling individual meetings.

Basic In-Meeting Settings

Chats should be **enabled** to:

- Send textual information to whole meeting audience (e.g. a quiz link that students can copy&paste from the chat, but not from screen-shared slides)
- Ask / gain lecturer's attention for questions via private chat (works only to a limited degree in large telcos; see later slides)
- Share files (see also setting below) with tutors in consultation meetings

Enables students to send files (e.g. in-class assignments) to teacher.

Also enables students to send files to each other, which may be useful for collaboration in projects.

In Meeting (Basic)

Require Encryption for 3rd Party Endpoints (H323/SIP)

Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. **Requires encryption for 3rd party endpoints (H323/SIP).**



Locked by admin

Chat

Allow meeting participants to send a message visible to all participants



Modified [Reset](#)

Prevent participants from saving chat

Private chat

Allow meeting participants to send a private 1:1 message to another participant



Modified [Reset](#)

Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save meeting starts.



Play sound when participants join or leave

Play sound when participants join or leave



File transfer

Hosts and participants can send files through the in-meeting chat.



Modified [Reset](#)

Only allow specified file types

Feedback to Zoom

Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also feedback to Zoom at the end of the meeting



Display end-of-meeting experience feedback survey

Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong.



Modified [Reset](#)

Enables students to send private messages (e.g. questions) to teacher.

Also enables students to send private messages to each other. Might be considered a distraction, but students have other messaging applications at their disposal anyway, so offering the functionality here might reduce the incentive to open other applications during class 😊

Example: Chat

The image shows a Zoom Group Chat window and a portion of the Zoom toolbar. The chat window displays a message from 'Me to Everyone' about a quiz. The toolbar at the bottom has icons for Share Screen, Chat, Record, Breakout Rooms, and Reactions. The Chat icon is circled in red, with a red arrow pointing to the chat window. A dropdown menu is open over the chat window, showing options for 'Participant Can Chat With'.

Note: Participants see only messages that were sent from the time they joined the meeting onwards, but not anything that was posted before they arrived!

Select message recipient(s)

To: Everyone

Type message here...

File

Save Chat

Participant Can Chat With:

- No One
- Host Only
- Everyone Publicly
- ✓ Everyone Publicly and Privately

For Host: Restrict participants' possible recipient(s)

Private chats with hosts and co-hosts are still possible here

Basic In-Meeting Settings

Enable to have teaching assistants (TAs) help you in consultations, e.g. to support breakout rooms. You have to appoint the co-hosts during the meeting though, so they can't run a meeting if you are not present at least at the beginning.

This combination **enables** students to share their screen in a personal or group meeting, but prevents them from interrupting a lecture.

Enable so you can annotate work on students' screens in consultations, but anyone can then also draw on your slides during lectures. Annotating can be disabled in a lecture if this should be problematic.

Enable to provide a whiteboard as another screensharing source. The sharing participant can directly draw on the whiteboard, others need to use the annotation feature.

Co-host

Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.



Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees.



Allow host to put attendee on hold

Allow hosts to temporarily remove an attendee from the meeting.



Always show meeting control toolbar

Always show meeting controls during a meeting

Floats in anyway when moving mouse pointer to screen edge.



Show Zoom windows during screen share

Show Zoom windows during screen share

Disable so your Zoom app, chat window, participant list, breakout list etc. will be invisible to participants even when they're on a shared screen.



Screen sharing

Allow host and participants to share their screen or content during a meeting

Who can share?

Host Only All Participants

Who can start sharing when someone else is sharing?

Host Only All Participants

Disable desktop/screen share for users

Disable desktop or screen share in a meeting and only allow sharing of selected applications.



If selected, it would only be possible to share application windows, not whole screens.

Annotation

Allow participants to use annotation tools to add information to shared screens



Modified Reset

Whiteboard

Allow participants to share whiteboard during a meeting



Modified Reset

Auto save whiteboard content when sharing is stopped

Whiteboard content is stored in your Documents/Zoom folder (in Windows).

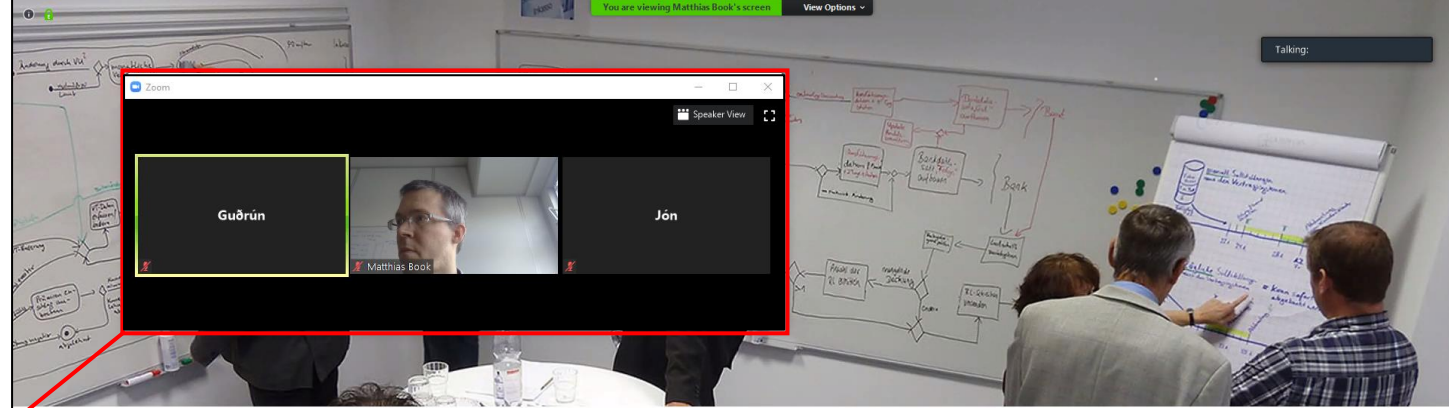
Caution: In dual-monitor mode, the second Zoom window with the participant gallery will be **visible** to participants (if it's on your shared screen)! In single-monitor mode, all your Zoom windows are hidden to participants if this option is disabled.

Example: Invisible Zoom Windows

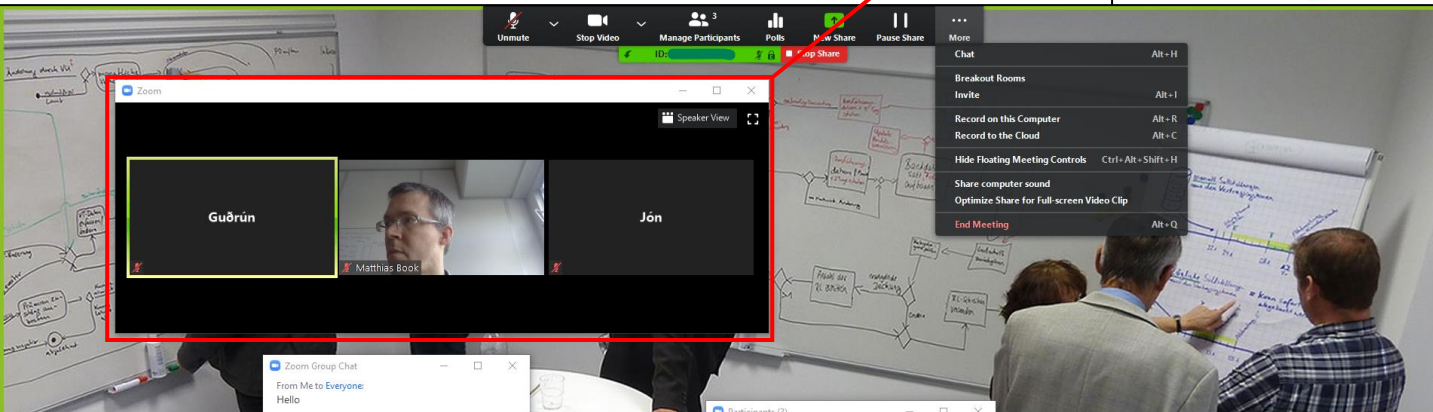
Participant interface

Participant gallery is shared 😞
Other Zoom windows are not 😊

Host interface (in dual-monitor mode)



Þróun hugbúnaðar / Software Development 9. Object-Oriented Design Principles



Þróun hugbúnaðar / Software Development 9. Object-Oriented Design Principles

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ing 2020



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IÐNÁÐARVERKFRÆÐI-, VÉLAVERKFRÆÐI- OG TÖLVUNARFRÆÐIDEILD

Always visible:

- Mouse pointer on shared whole screen or application window
- Participant gallery window on shared *whole screen* (when host is in dual-monitor mode)

Always invisible:

- Any other Zoom windows and banners on a shared *whole screen*
- Anything on top of a single shared *application window*

Basic In-Meeting Settings



Enable option to take control of a student's mouse in a consultation, to navigate in a document or point to things using the screensharer's mouse pointer.

Note: Enabling this means students could request control of your screen during a lecture as well. You can still deny permission, but the pop-up request is disruptive. I'd still keep this enabled, in the assumption that students won't try to disrupt the lecture this way (Zoom asks them if they really want to ask you). Cannot be overridden on the individual meeting level unfortunately.

Remote control

During screen sharing, the person who is sharing can allow others to control the shared content



Modified [Reset](#)

Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel.



Modified [Reset](#)

Allow removed participants to rejoin

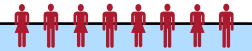
Allows previously removed meeting participants and webinar panelists to rejoin



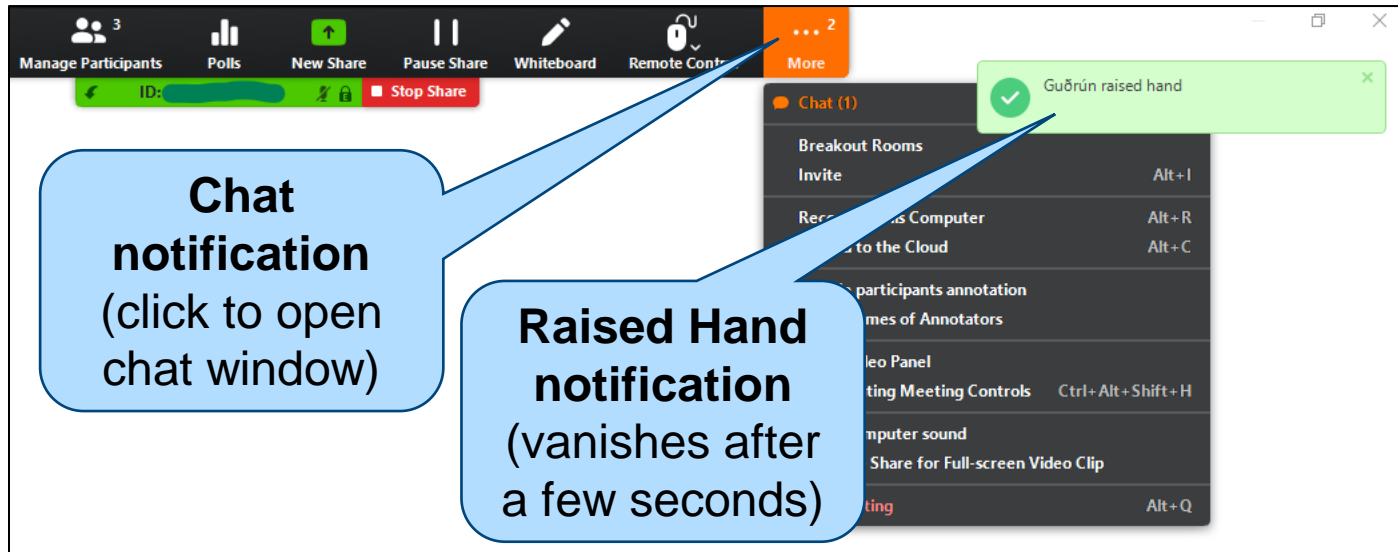
If you really had to kick someone off a meeting, it was probably for good reason, so they shouldn't be able to rejoin.
→ **disable**

Enables participants to give various types of feedback ("raise hand", "yes", "no", "slower", "faster", "break" etc.), which is displayed as small icons next to participant list. Most feedback is only useful when your class is small enough to keep the full participant list visible on screen, which is however not possible for large classes.

In large classes, it's better to close the participant list completely. This makes all feedback except "raise hand" invisible, which is now (and only when the participant list is closed!) shown as a hardly missable floating notification.

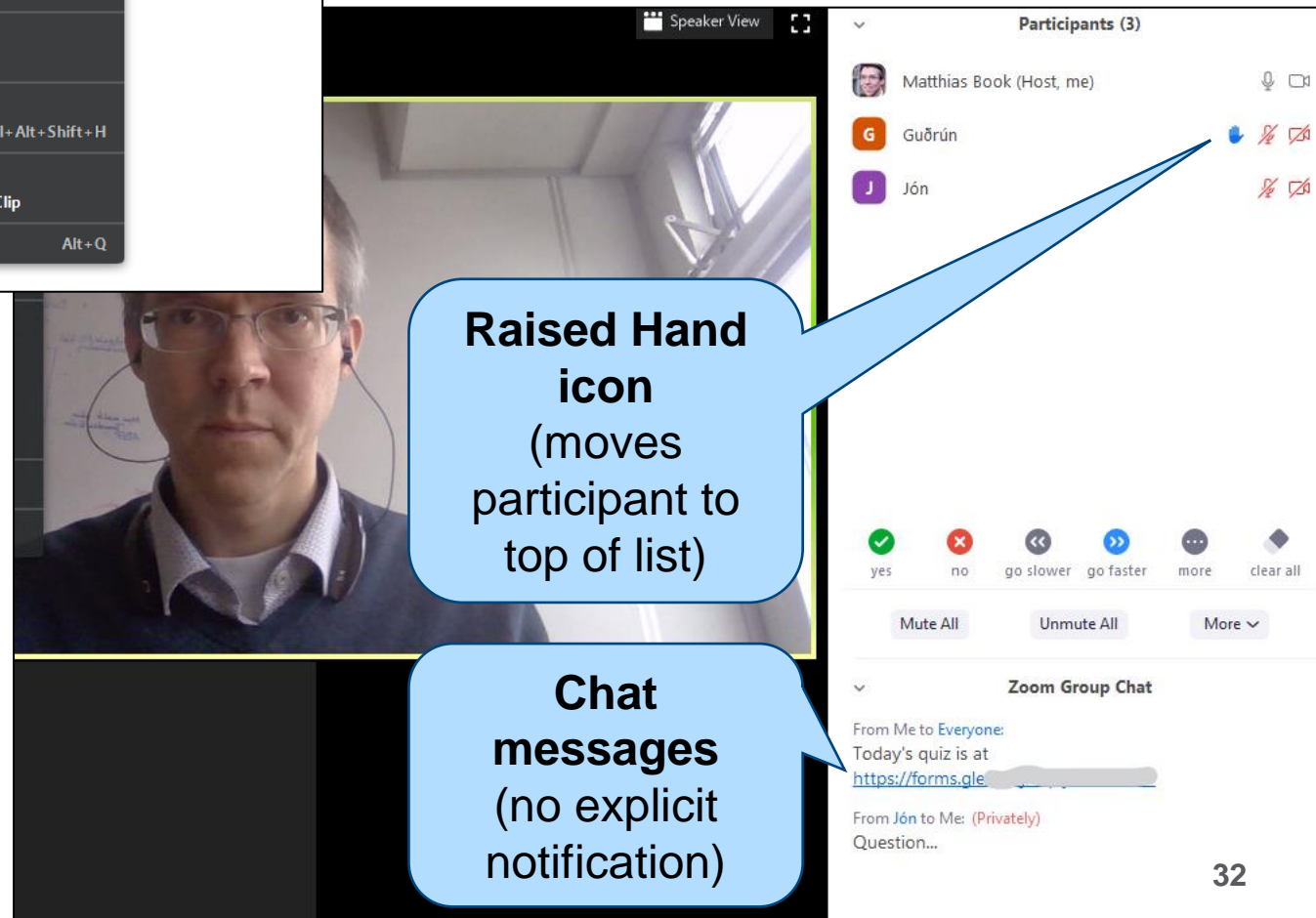


Example: Chat / Raised Hand Notification Display



View with Chat & Participant List:
Tiny interface changes in your peripheral vision, easily missed

View without Chat & Participant List:
Prominent notifications that are hard to miss even when you focus on your slides



Advanced In-Meeting Settings



Enable to support group work:

- Regular participants (students) can be assigned to breakout rooms, and can move between main room and their breakout room. They can also call the Main Host (teacher) for help.
- Co-Hosts (TAs) can move freely between breakout rooms.
- Main Host can assign participants to breakout rooms, open and close the rooms and move freely between them.
- Participants' requests for help unfortunately pop up on Main Host's screen only, not Co-Hosts'.

In Meeting (Advanced)

Breakout room

Allow host to split meeting participants into separate, smaller breakout rooms.

Allow host to assign participants to breakout rooms during the meeting.

Remote support

Allow meeting host to provide 1:1 remote support to a participant.

Closed captioning

Allow host to type closed captions and assign a participant to read them.

Save Captions

Allow participants to save fully closed captions to their device.

Far end camera control

Allow another user to take control of your camera during a meeting.

Group HD video

Activate higher quality video for host and participants.

Virtual background

Allow users to replace their background with any selected image from the application settings.

Identify guest participants in the meeting/webinar

Participants who belong to your account can see that a participant is participating in the meeting/webinar. The Participants list shows their names, but they themselves do not see that they are listed as guests.

Auto-answer group in chat

Enable users to see and add contacts to 'auto-answer group' in the contact list on chat. Any call from members of this group will be automatically answered.



Disable as it would require you to know students at scheduling time, but they are anonymous to Zoom. You can however still assign students to breakout rooms as you create them during the meeting.

Essentially means having only one breakout room for one participant upon request. A possible scenario would be a student asking for help during a lecture break, and you taking the student to the breakout room to answer the question in private instead of in front of the audience.

However, since "Breakout room" and "Remote support" are mutually exclusive, I'd suggest to **disable** this since breakout rooms are more powerful.



Modified [Reset](#)



Modified [Reset](#)



Locked by admin



Locked by admin



Example: Managing Breakout Rooms

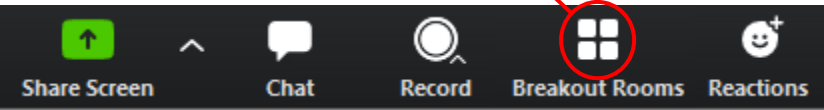
Create Breakout Rooms

Assign 2 participants into Rooms:

Automatically Manually

1 participants per room

[Create Rooms](#)



Set up breakout format.

Move all participants into breakout rooms automatically

Allow participants to return to the main session at any time

Breakout rooms close automatically after: minutes

Notify me when the time is up

Countdown after closing breakout room

Set countdown timer: seconds

Recreate Options Add a Room [Open All Rooms](#)

Assign participants to breakout rooms by hovering over their names with mouse pointer

Join a room yourself

Breakout Rooms - In Progress

Breakout Room 1 [Join](#)

Guðrún

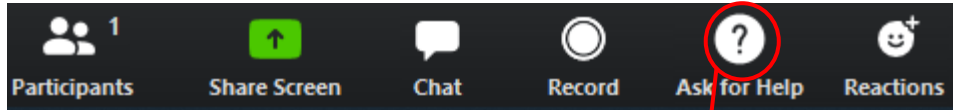
Breakout Room 2 [Join](#)

Jón (not joined) [Move to](#)

When you're done setting up the breakout rooms and assigning participants to them, click here to actually send people to their rooms. (They have to confirm the move.)

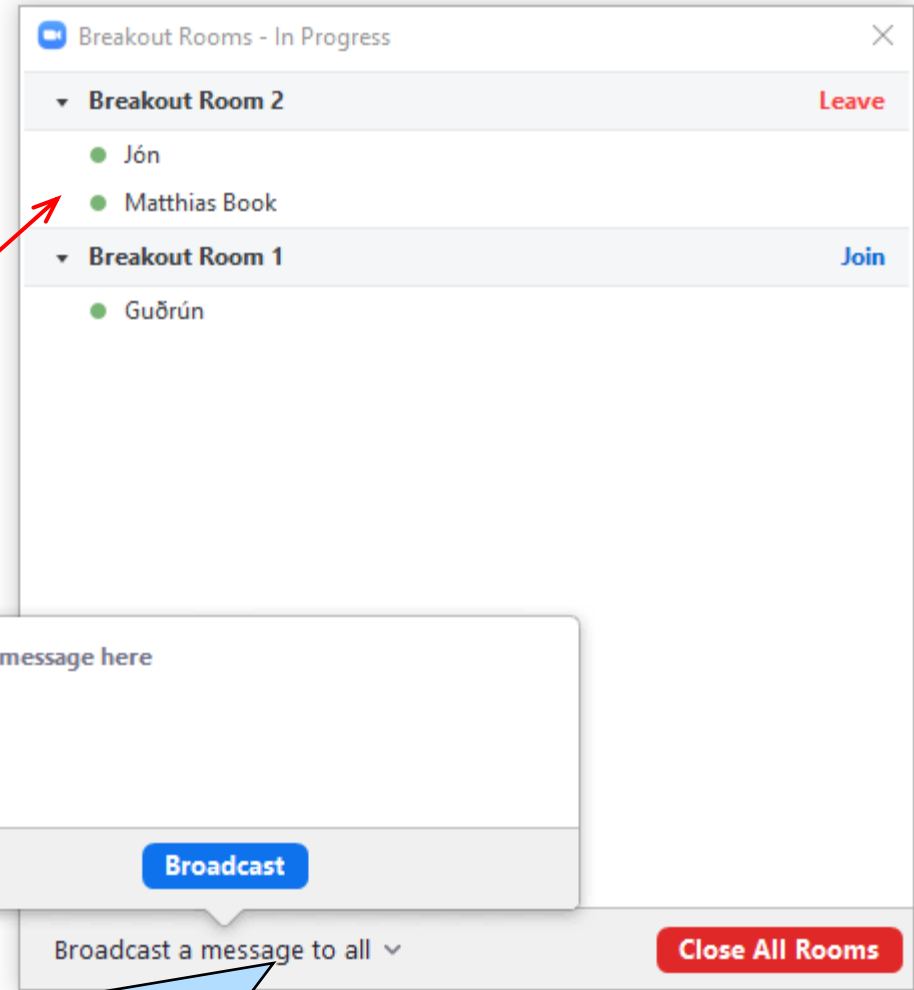
Close all rooms and send all participants back to main room.

Example: Supporting Participants in Breakout Rooms

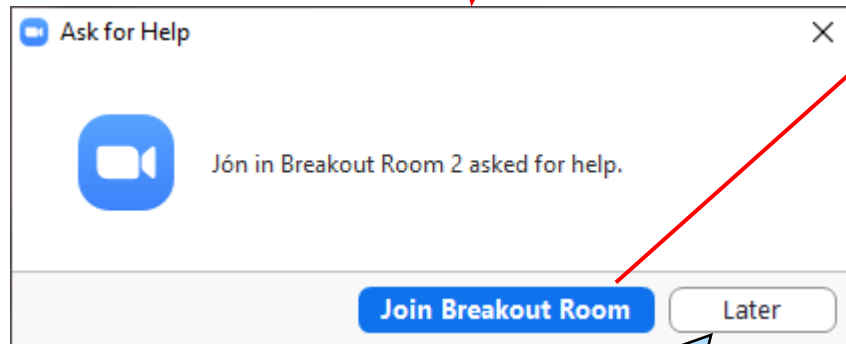


Participant in Breakout Room

Host now also in Breakout Room



Host in Main Room



Asks participant to try again later as you're currently busy.

Broadcast message to all rooms. (Note that the Chat won't work for this, as it is always restricted to the people in the same room. It's not possible even for the host to chat across rooms, but the host can broadcast to all rooms.)³⁵



Advanced In-Meeting Settings

Not relevant when sending meeting invites in e-mails of your own, rather than using Zoom's emailing feature.

Only show default email when sending email invites

Allow users to invite participants by email only by using the default email program selected on their computer



Use HTML format email for Outlook plugin

Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin



Makes people wait "outside" your meeting room even after they have joined, until you explicitly let them in. **Disable** by default as it's not useful and inconvenient for most meetings. Can be very useful when you expect several participants that you'd like to meet separately though (e.g. in an "office hour" scenario). Can then be overridden when scheduling such a meeting.

Allow users to select stereo audio in their client settings

Allow users to select stereo audio during a meeting



Allow users to select original sound in their client settings

Allow users to select original sound during a meeting



Attention tracking

Lets the host see an indicator in the participant panel if a meeting/webinar attendee does not have Zoom in focus during screen sharing.



Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.



Suggest to **enable** as a backup solution, but encourage participants to use the Zoom client, as browser quality may be lower / less stable.

Show a "Join from your browser" link

Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited



Modified [Reset](#)

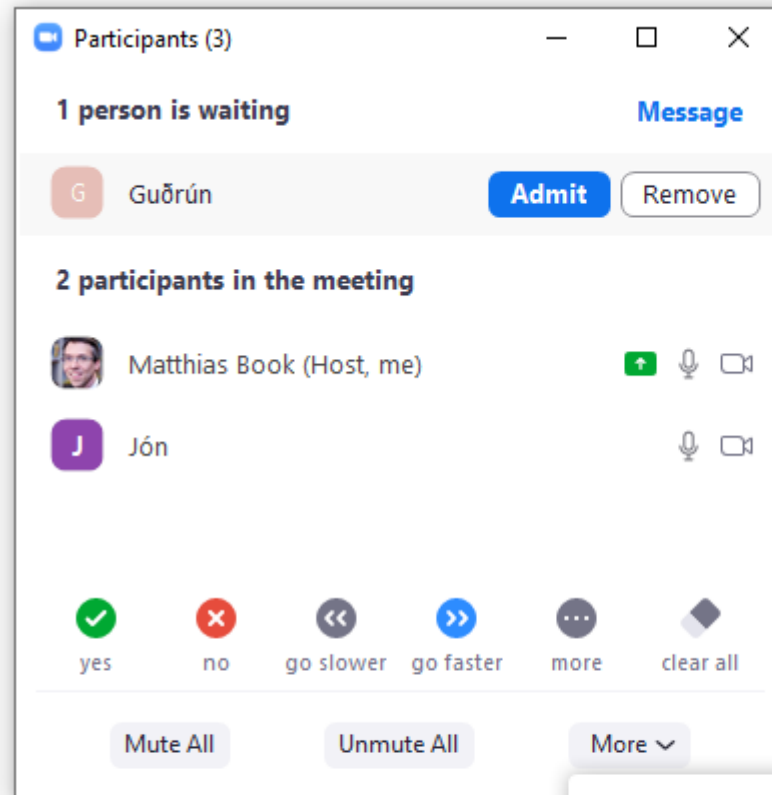
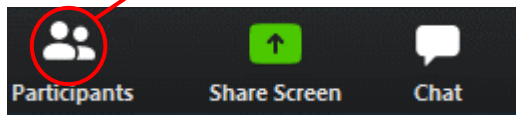
Would allow telco streaming on Facebook, YouTube etc. → **disable**

Allow live streaming meetings



Modified [Reset](#)

Example: Waiting Room



Admit waiting participants individually or all at once. Participants are listed in order of arrival.

Recommended to enable this every time you're using the waiting room feature (disabled by default) so you don't miss people entering the waiting room.

- Mute Participants on Entry
- Allow Participants to Unmute Themselves
- Allow Participants to Rename Themselves
- Play Enter/Exit Chime
- Put Participants in Waiting Room on Entry
- Lock Meeting

Prevent more participants from joining the meeting (they can't even enter the waiting room if it is enabled)



E-Mail Notification Settings

Helpful to see when participants have arrived, so you're not missing a meeting, but you may be swamped with e-mail notices before a large lecture. No meeting-specific override.

Email Notification

When a cloud recording is available

Notify host when cloud recording is available



Send a copy to the person who scheduled the meeting/webinar for the host

When attendees join meeting before host

Notify host when participants join the meeting before them



When a meeting is cancelled

Notify host and participants when the meeting is cancelled



When an alternative host is set or removed from a meeting

Notify the alternative host who is set or removed



When someone scheduled a meeting for a host

Notify the host there is a meeting is scheduled, rescheduled, or cancelled



When the cloud recording is going to be permanently deleted from trash

Notify the host 7 days before the cloud recording is permanently deleted from trash



Other Meeting Settings

Increased privacy for teachers with Macs

Zoom-generated invitation e-mails seem mostly convenient if you want to include international dial-in numbers or scheduling information, and include mostly people with Zoom accounts.

In most scenarios, it's easier to just send your participants the meeting link via your normal communication channel (personal e-mail, LMS message, Piazza post, calendar invite etc.) – especially when they don't have Zoom accounts themselves.

Other

Blur snapshot on iOS task switcher Modified [Reset](#)


Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.

Direct call a room system

Enable direct call to a room system from client

Invitation Email

Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.

Choose email in language to edit 

[Send me a preview email](#)

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to +

No one

I can schedule for

No one

Integration Authentication

key: GIQ--XMjT_iifRlfaGn8nA
Secret: 0vU9efKCeN7eaVGvgewu33P3r1R7if4x1c9Q

[Regenerate](#)

Recording Settings

Settings

zoom

SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

1.888.799.0125 RESOURCES ▾ SUPPORT

HOST A MEETING ▾ SIGN OUT

- Profile
- Meetings
- Webinars
- Recordings
- Settings**
- Account Profile
- Reports

Meeting **Recording** Telephone

Recording

Local recording

Allow hosts and participants to record the meeting to a local file

Hosts can give participants the permission to record locally

Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud

- a) Record active speaker with shared screen
- b) Record gallery view with shared screen ?
- c) Record active speaker, gallery view and shared screen separately

- Active speaker
- Gallery view
- Shared screen

- Record an audio only file
- Save chat messages from the meeting / webinar

Advanced cloud recording settings

- Add a timestamp to the recording ?
- Display participants' names in the recording
- Record thumbnails when sharing ?
- Optimize the recording for 3rd party video editor ?
- Audio transcript ?
- Save panelist chat to the recording ?

Automatic recording

Enable local recordings so you can record lectures on your own computer if you don't need the Zoom cloud's multi-stream features for Panopto export. Files will be downloaded to your computer at the end of the meeting. Students might also like to record consultations that you wouldn't usually record (after you give approval).

a) Creates one video file showing active speaker while not screensharing, and picture-in-picture speaker while screensharing. **Enable this OR c)**, depending on preferred Panopto experience.

b) Creates one video file showing participant gallery when not sharing, and picture-in-picture speaker while sharing. **Disable** because a) or c) are more useful and preserve student privacy.

c) Creates separate video files showing active speaker, participant gallery and shared screen. Having the speaker and shared screen is necessary for building multi-stream Panopto sessions out of Zoom lecture recordings. Gallery recording of a lecture is discouraged for student privacy. **Enable this OR a).**

If disabled, there will be no speaker shown picture-in-picture during screen sharing for options a) and b) above. Recommended to **enable** for more engaging lecture recording.

Choosing more than one of a), b), or c) is redundant and may lead to exceeding your Zoom cloud storage space.

Recording Settings

Disable by default. Can be overridden when scheduling individual meetings

Automatic recording

Record meetings automatically as they start



IP Address Access Control

Allow cloud recording access only from specific IP address ranges



Only authenticated users can view cloud recordings

The viewers need to authenticate prior to viewing the cloud recordings, hosts can choose one of the authentication methods when sharing a cloud recording.



Modified [Reset](#)

Require password to access shared cloud recordings

Password protection will be enforced for shared cloud recordings. A random password will be generated which can be modified by the users. This setting is applicable for newly generated recordings.



Modified [Reset](#)

Auto delete cloud recordings after days

Allow Zoom to automatically delete recordings after a specified number of days

The host can delete cloud recordings

Allow the host to delete the recordings. If this option is disabled, only admin can delete them.

Recording consent

Prompt participants for consent to be recorded when recording starts.



Modified [Reset](#)

Multiple audio notifications of recorded meeting

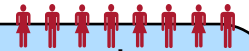
Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants that the meeting is being recorded. If participants join the audio from telephone, even if this option is disabled, users will hear one notification message per meeting.



Enable for simple privacy protection since recordings in cloud are public by default (if someone knows the link).

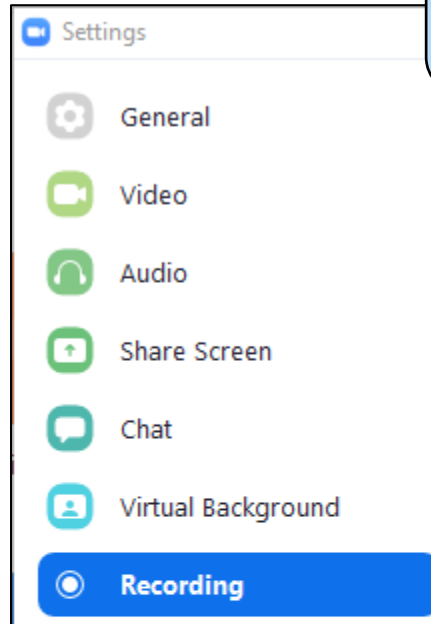
Means all people using your institution's Zoom Education license – probably not a useful restriction criterion for most recordings. → disable

I inform students about what's recorded in the intro lecture, make them aware of the recording indicator on their screen and say when I'm starting and stopping recordings (see also checklist and privacy info in resource appendix). Given all this, I disable Zoom asking for explicit permission, as students are not recorded anyway unless they interact.

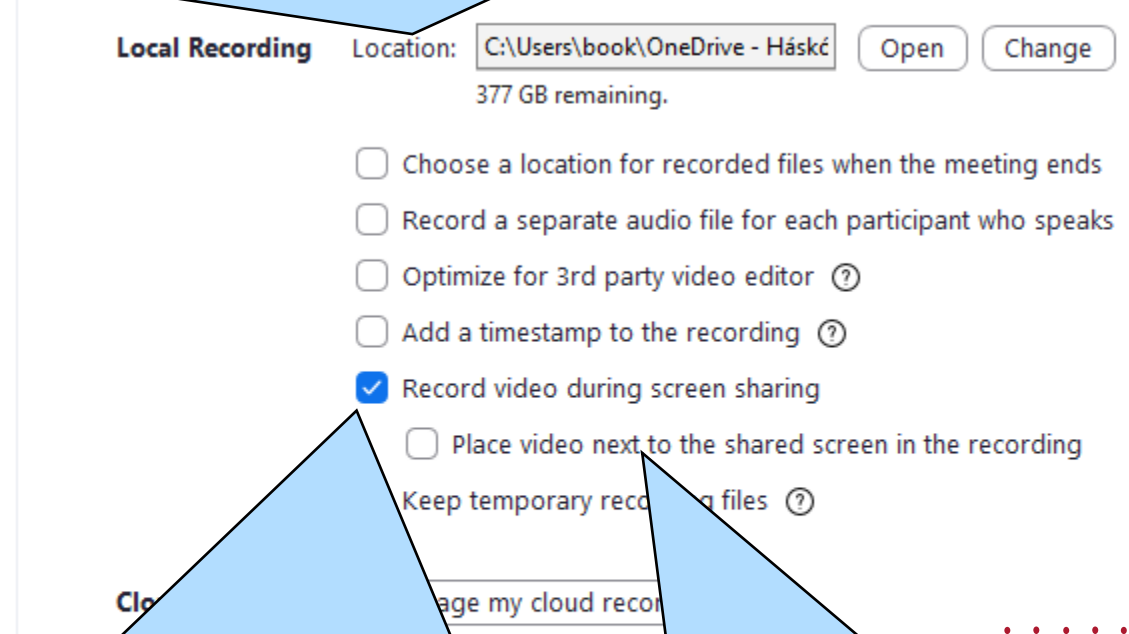


Local Recording Settings

Open Zoom client (e.g. by searching for “Zoom” in Windows Start menu) and click on gear icon to open the client-side Settings dialog.



Default local recording location, unless you enable “Choose a location...” below that will prompt you for a location after each recording. An 80-minute lecture with screen-shared slides and picture-in-picture small speaker video uses about 130 MB.



Speaker's video is by default included in screenshare videos. Recommended to keep **enabled** for more engaging lecture.

The speaker is by default shown in a small picture-in-picture video in the top right corner of the screen. To record screen and speaker video side-by-side instead of picture-in-picture, enable this option. (May be useful if your speaker video also shows a whiteboard, which would be illegible up in the corner. I'd however recommend to stop your screenshare while using camera to capture the whiteboard, so the speaker video with the whiteboard becomes full-screen.)

Recording Options

Local recording: Picture-in-picture

In-Class Quiz #9: Architectural Design Decisions

Decisions about...

- a) the allocation of responsibilities
- b) the coordination model
- c) the data model
- d) the management of resources
- e) the mapping between architectural elements
- f) technology choices
- g) variations and binding times

...determine:

Answer at <https://forms.gle/>

1. the arbitration of the use of shared resources, e.g. CPU, storage, peripherals etc.
2. the representation of entities whose processing is the main purpose of the system
3. the association of elements of development and execution; and of software and hardware elements
4. where functional requirements will manifest themselves
5. how modules interact through designed mechanisms
6. the allowable range, time and mechanism of variations of a system
7. the selection of suitable technologies to support the above architectural decisions

Local recording: Side-by-side

In-Class Quiz #9: Architectural Design Decisions

Decisions about...

- a) the allocation of responsibilities
- b) the coordination model
- c) the data model
- d) the management of resources
- e) the mapping between architectural elements
- f) technology choices
- g) variations and binding times

...determine:

Answer at <https://forms.gle/>

1. the arbitration of the use of shared resources, e.g. CPU, storage, peripherals etc.
2. the representation of entities whose processing is the main purpose of the system
3. the association of elements of development and execution; and of software and hardware elements
4. where functional requirements will manifest themselves
5. how modules interact through designed mechanisms
6. the allowable range, time and mechanism of variations of a system
7. the selection of suitable technologies to support the above architectural decisions

Local recording: No speaker

In-Class Quiz #9: Architectural Design Decisions

Decisions about...

- a) the allocation of responsibilities
- b) the coordination model
- c) the data model
- d) the management of resources
- e) the mapping between architectural elements
- f) technology choices
- g) variations and binding times

...determine:

Answer at <https://forms.gle/>

1. the arbitration of the use of shared resources, e.g. CPU, storage, peripherals etc.
2. the representation of entities whose processing is the main purpose of the system
3. the association of elements of development and execution; and of software and hardware elements
4. where functional requirements will manifest themselves
5. how modules interact through designed mechanisms
6. the allowable range, time and mechanism of variations of a system
7. the selection of suitable technologies to support the above architectural decisions

Cloud recording: Picture-in-picture – Option a)

zoom HBV601G Lecture - Shared screen with speaker view Download (130 MB)

In-Class Quiz #9: Architectural Design Decisions

Decisions about...

- a) the allocation of responsibilities
- b) the coordination model
- c) the data model
- d) the management of resources
- e) the mapping between architectural elements
- f) technology choices
- g) variations and binding times

...determine:

Answer at <https://forms.gle/>

1. the arbitration of the use of shared resources, e.g. CPU, storage, peripherals etc.
2. the representation of entities whose processing is the main purpose of the system
3. the association of elements of development and execution; and of software and hardware elements
4. where functional requirements will manifest themselves
5. how modules interact through designed mechanisms
6. the allowable range, time and mechanism of variations of a system
7. the selection of suitable technologies to support the above architectural decisions

Cloud recording: Multiple streams – Option c)

zoom HBV601G Lecture - Speaker view Download (284 MB)

zoom HBV601G Lecture - Shared screen Download (91 MB)

In-Class Quiz #9: Architectural Design Decisions

Decisions about...

- a) the allocation of responsibilities
- b) the coordination model
- c) the data model
- d) the management of resources
- e) the mapping between architectural elements
- f) technology choices
- g) variations and binding times

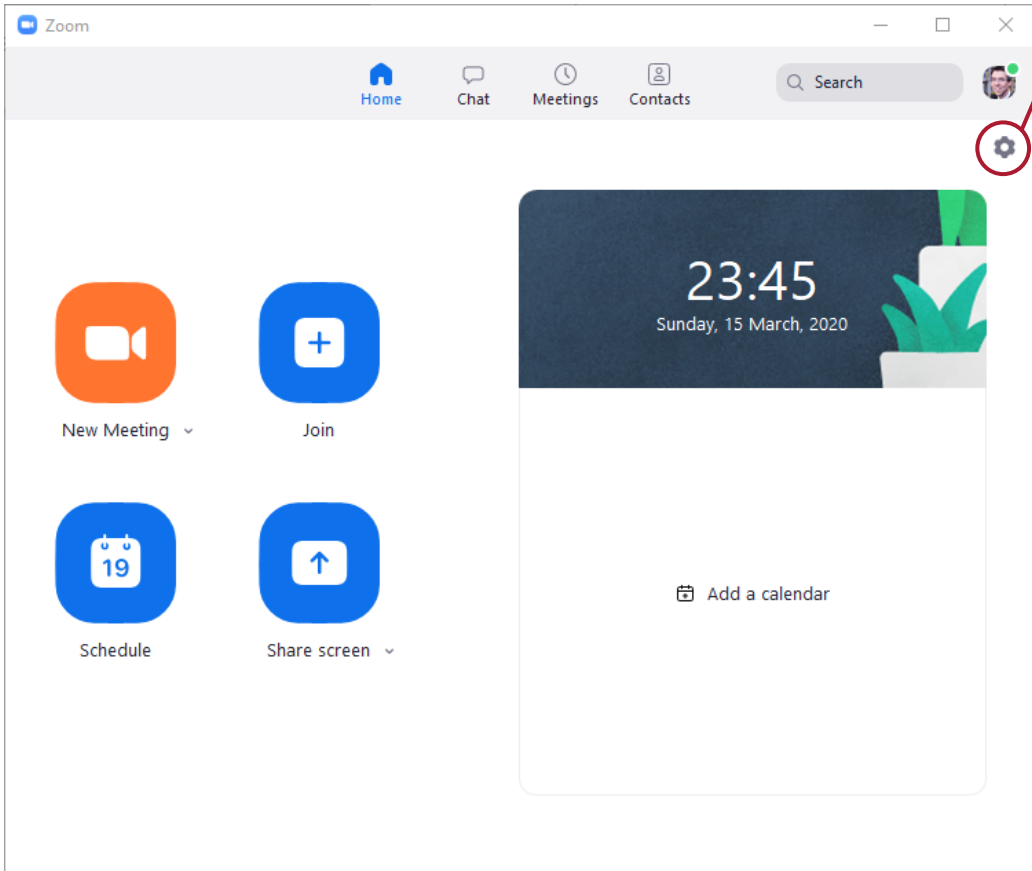
...determine:

Answer at <https://forms.gle/>

1. the arbitration of the use of shared resources, e.g. CPU, storage, peripherals etc.
2. the representation of entities whose processing is the main purpose of the system
3. the association of elements of development and execution; and of software and hardware elements
4. where functional requirements will manifest themselves
5. how modules interact through designed mechanisms
6. the allowable range, time and mechanism of variations of a system
7. the selection of suitable technologies to support the above architectural decisions

Other Client Settings

If enabled, Zoom will open two windows – one with the shared screen and meeting control ribbon, the other with the participant gallery. Move them between monitors as desired.



Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Virtual Background
- Recording
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Start Zoom when I start Windows

When closed, minimize window to the notification area instead of the task bar

Use dual monitors

Enter full screen automatically when starting or joining a meeting

Automatically copy invitation URL once the meeting starts

Ask me to confirm when I leave a meeting

Show my connected time

Remind me minutes before my upcoming meetings

Stop my video and audio when my display is off or screen saver begins

Reaction Skin Tone

[View More Settings](#)

Recommended to **enable** for privacy when you're away from an ongoing meeting for longer

Many more things to configure here – adapt to your preferences



Scheduling and Configuring Individual Meetings



Scheduling a Meeting



Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Meeting Templates

 Get Training

Schedule a New Meeting

Join a meeting from an H.323/SIP room system

| Start Time ▾ | Topic ▾ | Meeting ID | |
|----------------------------------|-------------------------------------|------------|--|
| ● Today (Recurring) 10:00 | HBV401G Lecture | | <input type="button" value="Join"/> <input type="button" value="End"/> |
| Today 12:30 | Computer Science Department Meeting | | <input type="button" value="Start"/> <input type="button" value="Delete"/> |
| Wed, Mar 18 (Recurring) 15:00 | HBV401G Consultations | | <input type="button" value="Start"/> <input type="button" value="Delete"/> |
| Thu, Mar 19 (Recurring) 08:30 | HBV601G Lecture | | <input type="button" value="Start"/> <input type="button" value="Delete"/> |
| Mon, Mar 23 (Recurring) 10:00 | HBV401G Lecture | | <input type="button" value="Delete"/> |
| Wed, Mar 25 (Recurring) 15:00 | HBV401G Consultations | | <input type="button" value="Delete"/> |
| Thu, Mar 26 (Recurring) 08:30 | HBV601G Lecture | | <input type="button" value="Delete"/> |
| Mon, Mar 30 (Recurring) 10:00 | HBV401G Lecture | | <input type="button" value="Delete"/> |
| Mon, Mar 30 12:30 | CS Dept. Canvas Training | | <input type="button" value="Start"/> <input type="button" value="Delete"/> |
| Wed, Apr 1 (Recurring) 15:00 | HBV401G Consultations | | <input type="button" value="Delete"/> |
| Thu, Apr 2 (Recurring) | HBV601G Lecture | | <input type="button" value="Delete"/> |

Scheduling a Meeting – Scenario: Lecture

These settings override general meeting settings:

[REQUEST A DEMO](#) [1.888.799.0125](#) [RESOURCES](#) [SUPPORT](#)



[SOLUTIONS](#) [PLANS & PRICING](#) [CONTACT SALES](#)

[SCHEDULE A MEETING](#) [JOIN A MEETING](#) [HOST A MEETING](#)  [SIGN OUT](#)

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

HBV401G Lecture

Description (Optional)

Enter your meeting description

Use a template

Select a template

When

2020-03-16

10:00

Duration

2

hr

0

min

Time

(GMT+0:00) Reykjavik

Recurring meeting Every week on Mon, until Apr 21, 2020, 6 occurrence(s)

Recurrence

Weekly

Repeat every

1

week

Occurs on

Sun

Mon

Tue

Wed

Thu

Fri

Sa

End date

By

2020-04-21

After

7

occurrences

Note: The meeting room will be available regardless of scheduled times! (Scheduling is just for making settings, calendar integration / invitations, and maybe Zoom's internal resource planning, but there's no requirement to use the room only at the scheduled time.)

Once you've created a meeting, you can turn it into a template for similar meetings on the Edit meeting screen.

Recurring meetings always get their own Meeting ID; they cannot run under your Personal Meeting ID (PMI). You'll find the meeting's ID in the Meeting Schedule (previous slide).

Unfortunately, it's not possible to schedule a recurring meeting at different times on different days (as common for lectures). Either have two series (with separate Meeting IDs though) or don't schedule the lecture as a series, but just re-use the Meeting ID of a one-off event.

 Help

Scheduling a Meeting – Scenario: Lecture

Recommended to **disable**

- For non-conversational events like lectures
- For meetings with a large number of participants, to prevent anyone from using the room without you
- in combination with automatic recordings, as otherwise any participant trying out the room before will be recorded without expecting it!

The screenshot shows the Zoom meeting settings interface. The settings are as follows:

- Registration: Required
- Meeting Password: Require meeting password
- Video: Host on off; Participant on off
- Audio: Telephone Computer Audio Both
- Meeting Options: Enable join before host; Mute participants upon entry; Enable waiting room; Only authenticated users can join; Record the meeting automatically
- Alternative Hosts: Example: mary@company.com, peter@school.edu

Buttons for 'Save' and 'Cancel' are visible at the bottom.

I'd recommend to always have your camera **enabled**, to make your remote teaching more engaging and distinguish it from a passively consumed recording.

Reduce distraction and protect students' privacy in a large lecture audience by starting with their camera **disabled** by default. (They can turn it on anytime.)

Enable to ensure you're the only one audible by default. I encourage my students to unmute only to ask questions (by holding the SPACE bar while they talk).

Recommended to start the recording manually, so any preparations or pre-class conversation will not be part of the recording. → **disable**

Alternative Hosts can start and manage the meeting in your absence, but need to have a licensed Zoom account.

Editing a Meeting – Scenario: Consultation / Meeting

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings > Edit "Computer Science Department Meeting"

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Meeting ID Generated ID Personal Meeting ID

Meeting Password Require meeting password

Video Host on off

Participant on off

These settings override general meeting settings:

One-off meetings can run under your Personal Meeting ID or a Generated ID. I'd recommend using a Generated ID for scheduled meetings, as you then don't risk people dropping in on other private meetings as they are trying out their invitation link.

Disable: Not worth the hassle for teaching and most other purposes, especially when only invited participants know the Meeting ID anyway. If needed, you can later lock the meeting room once all participants have arrived, to prevent uninvited drop-ins.

Editing a Meeting – Scenario: Consultation / Meeting

If disabled, participants arriving before the host will see a “Please wait” message. All participants will automatically be let into the meeting room when the host arrives.

Recommended to **enable** if participants are all internal and know each other.

Recommended to **disable** when involving external participants.

Video Host on off

Participant on off

Audio Telephone Computer Audio Both

Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Record the meeting automatically

Alternative Hosts

Recommended to have host’s and participants’ cameras **enabled**, to transport non-verbal communication cues.

Disabling this option encourages everyone to participate in discussion. Consider **enabling** it if most participants tend to be in a noisy environment.

If enabled, all participants will see a “Please wait” message upon joining. The host needs to let each of them into the meeting room individually.

Generally not needed, but can be useful for back-to-back meetings with students/teams (e.g. in weekly support sessions or office hours).

(If you want participants to be able to communicate with each other while they are waiting for you, consider using breakout rooms instead.)

Hosting Meetings



Personal Meeting Room – Scenario: 1:1 Meeting

- Profile
- Meetings**
- Webinars
- Recordings
- Settings
- Account Profile
- Reports


- Attend Live Training
- Video Tutorials
- Knowledge Base

Upcoming Meetings Previous Meetings **Personal Meeting Room** Meeting Templates

Topic Matthias Book's Personal Meeting Room

Time Add to  Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar

Meeting ID 


Invite participants to meeting using this link


Meeting Password × Require meeting password


Join URL: [!\[\]\(35dc653d59570f8f891c312eeece91a2_img.jpg\)](https://eu01web.zoom.us/my/)

 Copy the invitation


Video Host On
Participant On

Audio Computer Audio

- Meeting Options
- × Enable join before host
 - × Mute participants upon entry 
 - × Enable waiting room
 - × Only authenticated users can join
 - × Record the meeting automatically


You could enable the waiting room of your Personal Meeting Room to run virtual “office hours”: Tell students you’ll be available in your Personal Meeting Room during a specific time, and let them in one by one from the waiting room. Activate the Entry Chime (accessible from Participant List) so you don’t miss people waiting.

These settings override general meeting settings:


Launch Zoom client and start hosting a meeting now

Start Meeting

Click to override default settings

Edit this Meeting

Start this Meeting 

Starting/Joining a Scheduled Meeting



- Profile
- Meetings**
- Webinars
- Recordings
- Settings
- Account Profile
- Reports
- Attend Live Training
- Video Tutorials
- Knowledge Base

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates

[Schedule a New Meeting](#) Join a meeting from an H.323/SIP room system

| Start Time | Topic | Meeting ID | |
|----------------------------------|-------------------------------------|------------|--------------|
| Today (Recurring) 10:00 | HBV401G Lecture | [blurred] | Join End |
| | Computer Science Department Meeting | [blurred] | Start Delete |
| | HBV401G Consultations | [blurred] | Start Delete |
| Thu, Mar 19 (Recurring) 08:30 | HBV601G Lecture | [blurred] | Start Delete |
| Mon, Mar 23 (Recurring) 10:00 | HBV401G Lecture | [blurred] | Delete |
| Wed, Mar 25 (Recurring) 15:00 | HBV401G Consultations | [blurred] | Delete |
| Thu, Mar 26 (Recurring) 08:30 | HBV601G Lecture | [blurred] | Delete |
| Mon, Mar 30 (Recurring) 10:00 | HBV401G Lecture | [blurred] | Delete |
| Mon, Mar 30 12:30 | CS Dept. Canvas Training | [blurred] | Start Delete |
| Wed, Apr 1 (Recurring) 15:00 | HBV401G Consultations | [blurred] | Delete |
| Thu, Apr 2 (Recurring) | HBV601G Lecture | [blurred] | Delete |

Participant(s) in room

Important as someone left behind will inherit Host privileges otherwise

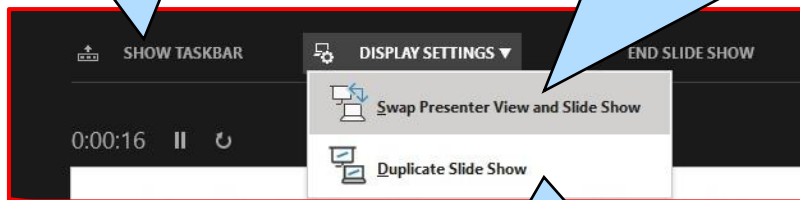
Ending a meeting kicks all participants out of room

Start Zoom client and join / start hosting a scheduled meeting

Dual-Monitor PowerPoint Setup

Reveal Windows taskbar without closing the full-screen Slide Show. Particularly useful if you want to do something in the background while sharing only the Slide Show window, because closing the shared window would stop the screen sharing.

Swap position of slide show and presenter view across monitors



Caution: Switches your computer's display settings from "Extend desktop" to "Duplicate desktop", so Presenter View is gone and all windows you may have moved out of the way are on the single screen.

PowerPoint's default arrangement of Presenter View and Slide Show may not be ideal – recommended to change it so you'll mostly be looking at the monitor that has the webcam.

Screen 2

Switch to Remote Teaching due to COVID-19: Lectures

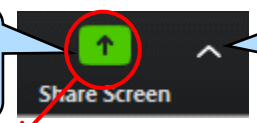
- **Classroom** lectures discontinued as of this week
- Lectures proceed via **teleconference** for rest of semester
 - Suggestion: Start at original time of 08:20 already, so we can take a break in the middle?
 - Zoom conference room for all HBV601G lectures: <https://eu01web.zoom.us/j/...>
 - Need to download small client software (first time only)
 - Upon entering, your microphone will be muted and your camera off by default
 - To ask a question, use "Raise Hand" function
 - Hold SPACE bar to unmute temporarily as you speak
 - In-class quiz responses submitted via Google Forms (only answers on lecture day count)
- **Lecture recordings and slides** will be available as usual
 - Accessible via Ugla or <https://rec.hi.is>
 - Please log in with your Ugla account (Moodle accounts don't have access)

Camera

Screen 1

Screen Sharing

Set up sharing



Change participants' sharing permissions

More: Share any screen area, audio only, external camera, cloud drive

Share whole selected screen. Useful if you know you'll switch between different applications a lot, but ensure you don't have sensitive information (e-mails, grading sheets etc.) open on them.

Your mouse pointer is visible to participants as long as it is on top of shared content.

Share a built-in whiteboard you can draw on with mouse or pen. Other participants can use "Annotate" feature in their "View Options" drop-down menu to contribute.

Select a window or an application that you want to share

Advanced Files

Screen 1

Screen 2

Whiteboard

iPhone/iPad

PowerPoint Slide Show - HBV40...

Lectures

HBV401G-2020V-09-OOPprinciples...

HBV401G-2020V-09-OOPprinciples...

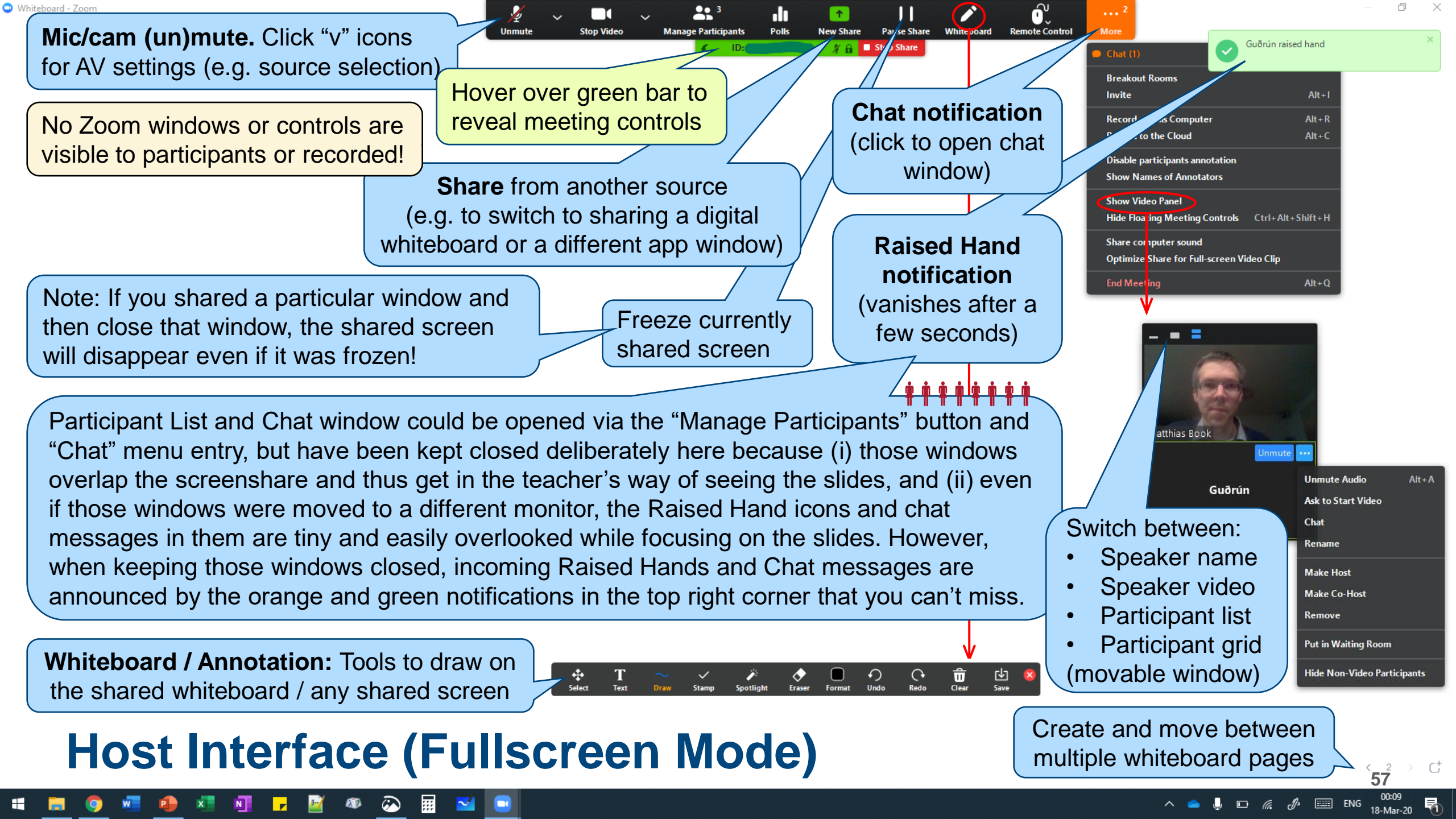
Share sound played by your computer, regardless of which window / screen is shared.

Share only selected application window. Recommended for privacy if you know you'll only show content from one source. Screensharing will end when the shared window is closed.
Note: Full-screen PowerPoint slide show must be started BEFORE you click the Share Screen button in Zoom, otherwise the full-screen slide show window won't show up in this menu. Make sure you select the PPT Slide Show, but not the PPT Presenter View and not the PPT application window.

Keep disabled – appears to result in inferior quality and bigger file size

Share

Start!



Mic/cam (un)mute. Click “v” icons for AV settings (e.g. source selection)

No Zoom windows or controls are visible to participants or recorded!

Hover over green bar to reveal meeting controls

Share from another source (e.g. to switch to sharing a digital whiteboard or a different app window)

Note: If you shared a particular window and then close that window, the shared screen will disappear even if it was frozen!

Freeze currently shared screen

Chat notification (click to open chat window)

Raised Hand notification (vanishes after a few seconds)

Participant List and Chat window could be opened via the “Manage Participants” button and “Chat” menu entry, but have been kept closed deliberately here because (i) those windows overlap the screenshare and thus get in the teacher’s way of seeing the slides, and (ii) even if those windows were moved to a different monitor, the Raised Hand icons and chat messages in them are tiny and easily overlooked while focusing on the slides. However, when keeping those windows closed, incoming Raised Hands and Chat messages are announced by the orange and green notifications in the top right corner that you can’t miss.

Whiteboard / Annotation: Tools to draw on the shared whiteboard / any shared screen

Switch between:

- Speaker name
- Speaker video
- Participant list
- Participant grid (movable window)

Create and move between multiple whiteboard pages

Host Interface (Fullscreen Mode)

Example: Dual-Monitor Zoom Setup for Lectures



Screen 2

PowerPoint Presenter View and Windows Task Bar

Camera

Zoom Participant Gallery window with all non-video participants hidden, leaving only self view for video control (e.g. are my gestures visible in the frame?)

Screen 1

PowerPoint Slide Show (shared application window with Zoom control ribbon on top)

Note: Participant List and Chat window closed, so I'm notified of Raised Hands and Chat messages prominently on shared screen, rather than having to notice them myself in those small windows.



Recording Meetings & Panopto/Canvas Import



Cloud Recordings



Profile

Meetings

Webinars

Recordings

Settings

Account Profile

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Attend Live Training

Video Tutorials

Knowledge Base

Cloud Recordings

Local Recordings

Settings

From yyyy-mm-dd To 2020-03-19 All Status

Search by ID Search Export

| Topic | ID |
|-----------------|----|
| HBV601G Lecture | |

Delete Selected Delete All Trash (1)

Recordings appear here after encoding is complete.

Share this cloud recording

Share this recording

Publicly
 Only authenticated users can view

Viewers can download

On-demand(Registration Required)

Password protect

Recording Link Information

Topic: HBV601G Lecture
Start Time : Mar 19, 2020 08:26

Meeting Recording:
<https://eu01web.zoom.us/rec/share/...>

Access Password: ...

Select, copy and paste the recording links. [Copy To Clipboard](#)

Share... More

“Public” by default, but uncritical as it has a cryptic link and is password-protected. Also no need to share in Zoom since we’ll publish it on Panopto and then delete it here due to space limitations anyway.



Cloud Recording Detail: Stream View & Download



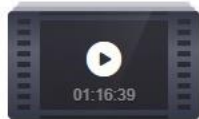
- Profile
- Meetings
- Webinars
- Recordings**
- Settings
- Account Profile
- Reports
- Attend Live Training
- Video Tutorials
- Knowledge Base

My Recordings > HBV601G Lecture

HBV601G Lecture

Mar 19, 2020 08:26 Reykjavik ID: [redacted]

7 total views · 1 total downloads Recording



Recording 1

3 files 506 MB

Download (3 files)

Copy shareable link

- Shared screen with speaker view
- Speaker view
- Shared screen

Share

130 MB

284 MB

91 MB

Don't share from here as you don't have enough capacity to store multiple lectures in the Zoom cloud.

Note having all three streams is redundant – configure on the “Settings > Recording” page whether you want:

- only one picture-in-picture stream (“option a)”) for automatic Panopto import,
- or two separate streams (“option c)”) for manually building a multi-stream session in Panopto.

Different streams provided here as configured in Recording Settings before.

To manually construct a multi-stream Panopto session, download Speaker View and Shared Screen from here.

Size of an 80-minute lecture recording:

- Integrated screenshare and speaker video (picture-in-picture): ~130 MB
- Separate speaker video and screenshare video: ~375 MB total

Available cloud space: 500 MB only!

- **Delete any recordings as soon as they've become available on Panopto, so you have enough space for the next class**



Semi-Automatic Single-Stream Import into Panopto

The screenshot shows the Panopto interface for a user named Matthias Book. The main content area displays a folder named "My Folder" containing several video recordings. The recording "HBV601G 11. Software Architecture" is selected, and the "Move" button is highlighted. A "Move session(s)" dialog box is open, showing a list of folders. A blue callout box explains the steps for importing recordings.

Zoom cloud recordings appear here automatically, if you've entered your Panopto folder ID into your Zoom profile.

1. Log into Panopto with your Canvas account
2. Go to "My Folder"
3. Select the desired recording
4. Click "Move"
5. Select destination course folder
6. Recording now shows up under "Panopto Video" in your Canvas course

Manual Multi-Stream Import into Panopto

The screenshot shows the Panopto interface with the 'Create' menu open. The 'Build a session' option is highlighted, and a callout box points to it with the instruction '3. Choose "Create > Build a session"'. Another callout box points to the 'Build a session' dialog box with the instruction '4. Enter session title and click "Create"'. The dialog box shows the session name 'HBV401G 9. Object-Oriented Design Principles' and the folder 'HBV401G: 5051HBV401G20200'. A third callout box points to the 'Browse' sidebar with the instructions '1. Log into Panopto with your Canvas account' and '2. Open the folder where your recording should be published: Click "Browse" in the sidebar, Navigate to your course folder'.

UNIVERSITY OF ICELAND | Powered by Panopto | Search in folder "HBV401G: 5051HBV40..." | Matthias Book | Download Panopto | Help

Home | My Folder | Shared with Me | Everything | Browse

Browse | All Folders | My Folders | Search all folders...

My Folder

- HBV401G Java Crash Course 2017
- Public
- #Moodle17-18
- British Literature I ENS110G2016H: British Liter
- Default Folder
 - 5051HBV103M20196
 - 5051HBV501G20196
 - 5051TÖL304G20196
 - HBV204M: 5051HBV204M20200
 - HBV401G: 5051HBV401G20200**
 - HBV403G: 5051HBV403G20200
 - HBV601G: 5051HBV601G20200
 - TÖL203M: 5051TÖL203M20196

Object-Oriented Design (Part 2: S

Object-Oriented Design (Part 1: I

Generalization & Specialization

software Modeling

mila Drniart Planninn

Results per page: 10 | 25 | 50 | 150 | 250

System

Create

- Record a new session
Record from your Mac or Windows PC
- Upload media
Create new sessions by uploading video or audio
- Webcast
Prepare a webcast and share a link to it
- Build a session
Combine your slides, video, and audio
- Playlist
Create a new v
- New Folder
In HBV401G: 5051HBV401G20200 or anywh...

3. Choose "Create > Build a session"

4. Enter session title and click "Create"

1. Log into Panopto with your Canvas account
2. Open the folder where your recording should be published:

- Click "Browse" in the sidebar
- Navigate to your course folder

Build a session

Session Information

Name: HBV401G 9. Object-Oriented Design Principles

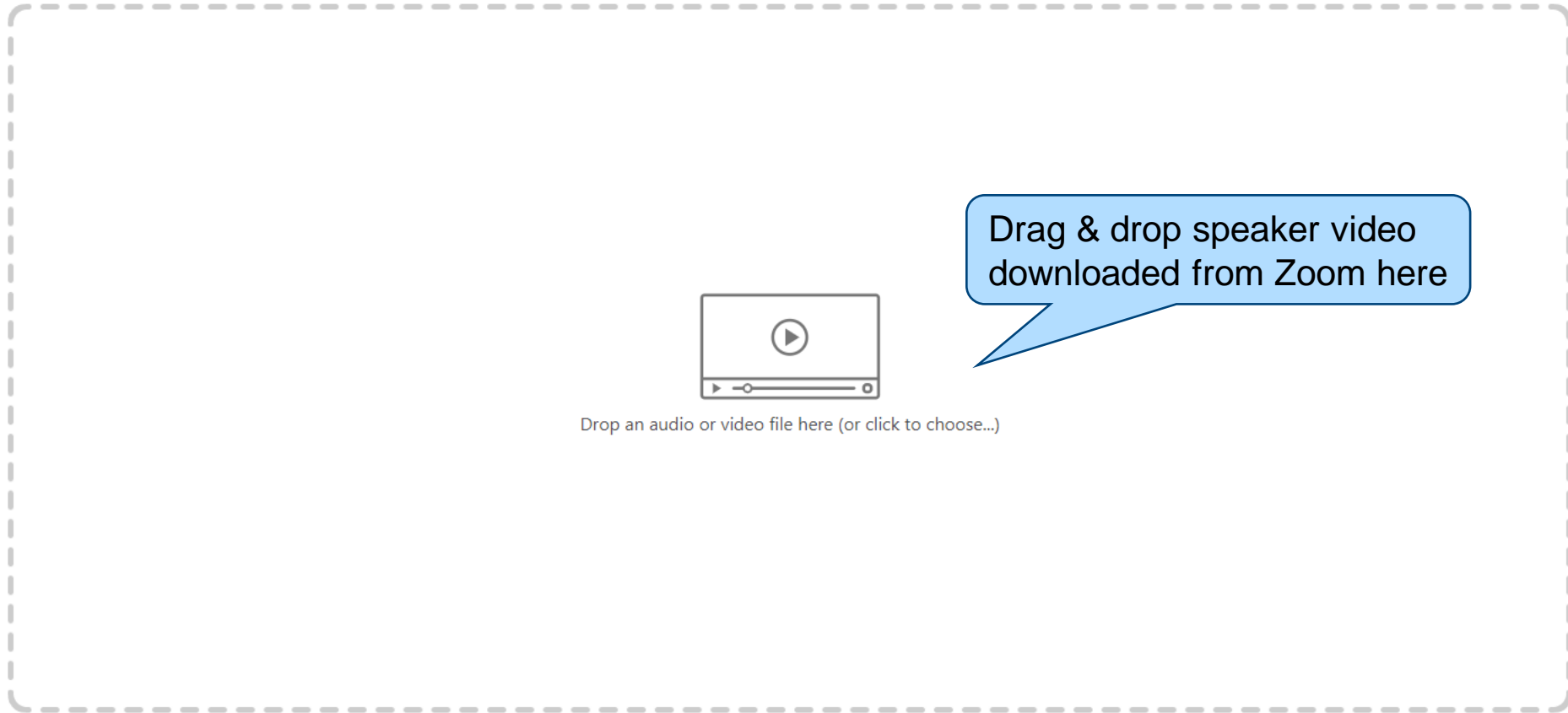
Folder: HBV401G: 5051HBV401G20200

Description


Create

Upload Speaker Video as Primary Stream

Upload your primary stream
Start with the stream that contains the audio for this session.



Drag & drop speaker video downloaded from Zoom here



Drop an audio or video file here (or click to choose...)

Upload Screenshare Video as Secondary Stream

UNIVERSITY OF ICELAND | Powered by Panopto | My Folder > HBV401G 9. Object-Oriented Design Principles | Saved at 12:37 AM | Apply | Revert | Help

Contents | Add Stream

Captions

Slides

Quizzes

Cuts

Streams


Primary

GMT20200315-141149_HBV401G-Le_av... 0:00 - ...


Processing

Upload additional videos or slides

Processing GMT20200315-141149_HBV401G-Le_avo_640x360.mp4



Drop another primary audio or video file




Drop a secondary video or PowerPoint file

Drag & drop screenshare video downloaded from Zoom here

Slide Index: Upload PowerPoint Presentation

Upload primary audio or video



Drop another primary audio or video file

Contents ⊕ Add Stream

Captions

Slides


Quizzes

Cuts

Streams

| Stream Type | Stream Name | Duration |
|-------------|---------------------------------|-------------|
| Primary | gmt20200315_141149_hbv401g_l... | 0:00 - 1:38 |
| Secondary | gmt20200315_141149_hbv401g_l... | 0:00 - 1:39 |

Upload secondary video or PowerPoint



Drop a secondary video or PowerPoint file

Drag & drop the PowerPoint file of your presentation here

0:00 | 0:10 | 0:20 | 0:30 | 0:40 | 0:50 | 1:00 | 1:10 | 1:20 | 1:30 | -1:38 | Preview

Preview cuts during playback

Timeline view showing video cuts (P1) and slides (S1).

| Track | Content |
|-------|---|
| P1 | Video cuts with speaker thumbnails at 0:00, 0:30, 1:00, and 1:30. |
| S1 | Slide thumbnail at 0:00. |

Slide Index (optional): Mark Key Slides on Video Timeline



- Contents
- Captions
- Slides**
- Quizzes
- Cuts
- Streams

▼ HBV401G-2020V-09-OOPrinciples -upload... 0:00

0:51

Þróun hugbúnaðar / Software Development
9. Object-Oriented Design Principles
HBV401G – Spring 2020
Maritliss Book

Zoom Client Interface

Switch to Remote Teaching due to COVID-19: Lectures

Switch to Remote Teaching due to COVID-19: Consultations

If your slide show video is “clean” (without a video insert), Panopto will match the slides you uploaded to the slides in the video, and create a film strip of slide thumbnails at the bottom that students can use to jump to a slide’s position in the recordings.

This matching does not work if you have a speaker video embedded in the corner of your slide show video. To have at least a basic slide index, you can however watch your recording again in the Panopto video editor, and at every relevant slide change click the + icon of the respective slide to set an index marker. (This should only be worth the time for key slides such as section headings, if at all.)

6:06 | -1:12:16 | Slides | gmt20... | Preview

Review cuts during playback

P1

S1

SL

Resulting Multi-Screen Panopto Session

Note Panopto performs text and speech recognition on the slide video, so students can search for any written and spoken text in your presentation, using the search box in their player.

If created in a course folder, the session becomes visible to students in Canvas under "Panopto Video" just like a session originally recorded with the Panopto Recorder.

liskov

Discussion

Notes

Bookmarks

Results

Search all | Sort by relevance

| | |
|---|---------|
| • Rectangle r = new Square() will behave like a square, not a rectangle! Violation of Liskov | 1:11:40 |
| 'interface at will, just extend it (Reason: Liskov Substitution Principle) • The more of them the Open | 1:03:10 |
| 6. Liskov Substitution Principle • Instances of superclasses should be replaceable with instances | 1:08:40 |
| 6. Liskov Substitution Principle • Instances of superclasses should be replaceable with instances | 1:10:30 |
| should have each feature and requirement in your software implemented in a single place. • Liskov | 1:16:20 |

Þróun hugbúnaðar / Software Development 9. Object-Oriented Design Principles

HBV401G – Spring 2020
Matthias Book



0:02 | 1:18:20 | 1x Speed | Quality

Zoom Client Interface

Próun hugbúnaðar / Software Development
9. Object-Oriented Design Principles
HBV401G – Spring 2020
Matthias Book

Switch to Remote Teaching due to COVID-19:
• Classroom consultations discontinued as of last week
• Consultations provided via teleconference for rest of semester
• Conference notes:
- Agnes: 16:00-16:30
- Gunnar: 16:30-16:45
- Óskari: 16:45-17:00
• Meetings:
- 16:00-16:30
- 16:30-16:45
- 16:45-17:00
• 68
• Camera usage encouraged

Suggestions for Various Remote Teaching Scenarios

(These suggestions assume that Zoom has been configured as recommended in the slides before.)

Conversational Meetings: How Do I...?

- **Meet with a student [team] or colleague in my virtual office**
 - Invite them to your Personal Meeting Room via your PMI link at an agreed time. They'll be let into the room as soon as you arrive.
- **Meet with my colleagues or external collaborators in a virtual seminar room**
 - Schedule a meeting in Zoom and invite participants to visit the meeting link at agreed time.
 - For meetings with colleagues, you may want to enable them to enter the room before you. For meetings with external participants, you may want to disable that option so everyone enters the room simultaneously.
 - Have everybody's camera on by default. Have everybody's microphone muted by default for large groups or unmuted by default for small groups.
 - Arrange Zoom (and potentially PowerPoint) windows so the window you'll be interacting with most (Participant Gallery? Slide Show?) is on the screen with the webcam. If practical, consider rearranging windows during the meeting if there are periods with and without screensharing, so you always face the camera.
- **Meet with several guests / groups in sequence (office hours / consultations)**
 - Create one long Zoom meeting for the whole sequence and activate the Waiting Room feature. Schedule back-to-back meetings with guests, or ask them to visit anytime in scheduled period.
 - Enter the Zoom room and activate Entry Chime. Let new guests move from the waiting room into the meeting room only when you complete meetings with previous guests.

Interactive Classes: How Do I...?

- **Teach an interactive class (dæmatími/stoðtími) in a virtual classroom**
 - Schedule a (likely recurring) meeting in Zoom and ask students to visit the meeting link at class time. Disable room entry before your arrival. Have participants' camera and microphone off by default.
 - Inform students if and when the session will be recorded.
 - Inform students of protocol for asking questions (unmute and just interrupt you / “Raise Hand” in Participant Window / send Chat message), depending on class size and level of interaction.
- **Include material I'd usually write/draw on a whiteboard**
 - a) Run Zoom on a pen-enabled device (laptop with touchscreen, electronic whiteboard, etc.), share Zoom's virtual whiteboard, and write/draw on the device display using electronic pen.
 - b) Connect iPad with a whiteboard app to your computer, share iPad screen in Zoom, and write/draw on the iPad using capacitive pen.
 - c) Connect external (USB) webcam to your computer, mount it above a sheet of paper with good lighting, share its video in Zoom (Share > Advanced > External Camera), and write/draw on the paper using a high-contrast thick pen.
 - d) Position laptop to face a regular whiteboard with good, reflection-free lighting, switch off screen sharing, ensure your laptop camera is on and write/draw on whiteboard using high-contrast thick marker.
 - e) Write/draw material on paper sheets using high-contrast thick pen before class, scan papers, create a slide show out of the scans, and show this using regular screen sharing

Interactive Classes: How Do I...?

■ Give live feedback on student work

- Ask student to share their screen showing the work.
- Have camera and microphone on for both. Discuss.
- Use Annotation tools to draw on shared screen content, highlight things, write etc.
 - Note that annotations cannot be saved (unless they're on a whiteboard, but not on other screen content), so don't put excessive work into them. Encourage student to take a screenshot if they want to save them.
- Request Remote Control permission to control the student's mouse in order to point to things, or to navigate (scroll) in their work. The student will retain control as well, so you can both interact with the work without having to pass control back and forth.

■ Facilitate individual or group work, give advice

- Describe the task to work on, and the time available, in the main room (plenary class).
- Use Breakout Groups to create a suitable number of groups and automatically or manually assign students to groups.
- Move between groups as desired or upon student request (via "Ask for help" feature).
- Let students return to main room after breakout period expires.
- Continue with plenary class.

Interactive Classes: How Do I...?

- **Let Teaching Assistants (TAs) run support sessions for students/teams**
 - If your TAs do not have Zoom Education licenses but can only free Zoom accounts (with the 40-minute restriction):
 - a) Let each TA schedule back-to-back meetings (with small breaks) with their students/teams in their free Personal Meeting Room, and leave and re-enter that room after every meeting to reset the timer.
 - b) When using breakout rooms in a large consultation with several TAs present: Make TAs Co-Hosts so they can move between breakout rooms freely. Students' requests for assistance will still be sent only to you, so you may have to
 - i. either tell TAs where to go next (outside Zoom, e.g. via Instant Messaging, since you can't chat with TAs if they're in other breakout rooms) – note this will likely keep you so busy that you won't be able to do any advising of your own
 - ii. or tell students that they can't get on-demand help, but that the TAs will visit all breakout rooms eventually.
 - c) Use a different conferencing solution than Zoom that enables easier movement between and communication across rooms (e.g. Discord)

Lectures: How Do I...?

- **Plan a lecture in a virtual lecture hall (initial considerations and preparations)**
 - Decide how you'd like your recorded lecture to look (with or without speaker video, single- or multi-stream). I'd encourage multi-stream videos including a speaker view, as the speaker view can be larger then and doesn't obscure part of the slides, so you can transport more information (gestures, physical demos, physical whiteboards etc.). Configure Zoom recording settings accordingly.
 - Schedule a (likely recurring) meeting in Zoom and ask students to visit the meeting link at class time. Disable room entry before your arrival. Have participants' camera and microphone off by default.
 - Make it a habit to inform students when you are starting and stopping the recording.
 - Decide on and inform students of protocol for asking questions (unmute and simply interrupt you / "Raise Hand" in Participant Window), depending on class size.

Lectures: How Do I...?

- **Teach a lecture in a virtual lecture hall (Checklist for every class)**
 - Ensure you have enough space in Zoom cloud to record the lecture (90-minute multi-stream recording requires ~370 of your 500 MB, so better start with an empty cloud)
 - Close (don't just minimize) any window you don't want to show (e.g. e-mails, grading sheets...)
 - Open and prepare any content you want to show (e.g. PowerPoint, Videos)
 - Copy something you may want to share via Chat later to clipboard (e.g. a link to an online quiz)
 - Connect headset
 - Start Zoom, start meeting
 - For a lecture with many participants, joining is not instantaneous even if participants have been waiting already.
 - Wait ca. one minute after starting the meeting before beginning with the actual lecture, to give all participants time to join (you can set up your PowerPoint meanwhile).
 - Start PowerPoint slide show
 - Adjust Zoom and PowerPoint windows as necessary
 - Arrange your PowerPoint and Zoom windows to show the slide show on the screen with your camera. If you have a second screen, use it for Zoom's second window (Participant Gallery), but consider Hiding Non-Video Participants to see only your own video for control. Ensure that the Chat and Participant List window are closed so that you will be notified prominently of Raised Hands and Chat messages.
 - Start screensharing
 - Check that microphone and camera are enabled, and the sound comes from your headset, not built-in mike
 - Start recording
 - Begin teaching 😊

Lectures: How Do I...?

■ Survey the audience

- a) Create a poll in Zoom
- b) Ask the audience to give non-verbal feedback other than “Raise Hand” via the Participant List (e.g. yes / no). Open your own Participant List to see results. Close it again when done, so you’ll be notified of Raised Hands later.
- c) For a bit more complex answers (e.g. numeric ones), open your Chat window and ask students to write their answer into the chat. State if answers should be sent to you or everyone. Restrict allowed message recipients accordingly in the Chat window’s “...” menu, if critical (e.g. “host only”).

■ Run an in-class quiz

- Set up a Google Form for simple in-class quizzes (prompt for e-mail address in form for identification). Provide a (shortened) link to form on quiz slide, but as students can’t click on a link in a screenshare, provide alternative access:
 - Post link via Chat message to Everyone (copy link into system Clipboard before class, so you can paste it into Chat without having to leave your slideshow).
 - Include QR code of link on slide, so students can scan it with their mobile phone and answer there. (Generate QR codes for free e.g. at <http://qr-code-generator.com>.)
- Inform students of deadline for quiz answers (e.g. by end of lecture or by end of day), and close the form for responses after that deadline.
 - Google Forms also timestamp responses in case you forget to close it.

Lectures: How Do I...?

■ Let students give in-class presentations

- Practice both the speaker and the audience setup with students beforehand (possibly in an earlier class already), so the actual presentations go smoothly – especially if they're part of graded coursework.
- Give advice on things to look out for when presenting in general and remotely in particular (this is not merely a technicality, but has instructional value as teleconferencing is becoming an increasingly important real-world skill.)
- Decide and inform class about recording policy. Suggestion: Instead of recording and publishing student presentations for the whole class, let the speaker record their presentation locally if they like to.
- Tell speakers in advance how you will notify them when they're almost out of time (e.g. with a chat message to speaker).
- Stop sharing your own screen (as a host share cannot be interrupted by participants).
- Ask presenting student / team to enable their camera(s). Suggest that audience turns on their Video Panel, switches to Gallery or side-by-side view but Hides Non-Video Participants from their gallery. This makes presenter(s) visible to all and “puts them on stage”.
- Let speaker share their screen and give the talk.
- Remind them to deactivate their cameras after they're done with the talk and questions.

Lectures: How Do I...?

■ Moderate questions to a guest speaker

- If the guest speaker would like to take questions during the talk, make them co-host. Tell students to Raise Hand or interrupt the speaker if they have questions, based on guest's preference. Co-host will see Raised Hand notifications and can invite students to unmute and ask questions.
 - Familiarize the speaker with the user interface and protocol beforehand and agree with them if you should intervene if they appear to have missed a Raised Hand notification, and how you'll notify them if they're close to running out of time.
- If the speaker prefers to take questions after the talk, don't make them co-host but moderate the Q&A yourself: Open your Participant List and encourage students to Raise Hand. Raised Hands will be indicated in the participant list. Invite those participants to ask their questions in order. Lower their hands when they're done talking.
- For very large audiences, instead of Raising Hand, invite participants to send you their questions via Chat (decide and restrict if this should be public or private). Activate your camera, select questions and ask the speaker on behalf of the audience.

Lectures: How Do I...?

■ Manage lecture breaks

- Pausing the recording during the break is recommended, as live participants may be more encouraged to ask questions, and viewers don't need to skip ahead and search for the continuation during playback. Editing the break out of the recording later is tedious.
- Pause (= freeze) the screenshare, so you're free to e.g. go through your upcoming slides. Note however that closing a shared window (= exiting a shared slide show) will terminate screensharing even if it was frozen. I'd discourage having sensitive information on screen during the break even if the screenshare is supposedly frozen.
- If you want to take individual questions during the break, leave your camera on and open the Chat window. Let students know that they can ask questions via audio (audible by all), via public chat message or private chat message, as they prefer. Answer in the same way.
- If you want to take a break yourself, mute microphone and deactivate camera. If you need to leave the room, leave the headset by the computer to prevent it from disconnecting or unintentionally broadcasting other activities.
- At the end of the break, **remember to put the headset back on, close participant list and chat window, unmute your microphone, reactivate your camera, unfreeze the screenshare and resume the recording!** I'd recommend putting a checklist on your screen or keyboard as a reminder (see Resource Appendix).

Lectures: How Do I...?

■ Handle after-class questions and wrap up

- Tell everyone that class is officially closed but you'll stay around a few minutes to answer questions.
- Stop the recording.
- Leave your microphone and camera on and open the Chat window. Let students know that they can ask questions via audio (audible by all), via public chat message or private chat message, as they prefer. Answer in the same way.
- If answering the question would be supported by you or the student screen-sharing individual, non-lecture material, don't do this in the lecture room but open a breakout room for the student. Answer the remaining chat questions before you join the student in the breakout room, as that will look like leaving to the people remaining in the main room. (Open several breakout rooms if there are several students with questions about individually shared material).
- Upon leaving the lecture room, choose "end for all" so nobody inherits the Host role.
- Move the recording to Panopto.
- Delete the recording from the Zoom cloud storage.

Remote Teaching: How Do I...

- **...take other class formats online?**
 - Be creative
 - Ask around
 - Let me know other ideas you come up with, or questions you have about running different class formats remotely. I'd be happy to discuss more ideas and collect them here.

Outlook: Other Collaboration Tools and Services

- Document and code sharing
 - Office 365, Google Docs, Overleaf, draw.io, Git, ...
- Instant messaging and video calling
 - Facebook Messenger, Google Hangouts, ...
- Conferencing services with screensharing
 - <https://zoom.us> (free 1:1 meetings, free 40-minute meetings for 3+ people)
 - <https://whereby.com> (free for meetings of up to 4 participants, runs in browser)
 - <https://meet.jit.si> (free & unlimited, runs in browser – best in Chrome, others unstable)
 - Alternative host: <https://ensemble.scaleway.com/> (en français 😊)
- More info: <https://uni.hi.is/helmut/2020/03/15/video-conferencing-tools/#webrtc>

Resource Appendix

Pre-lecture, in-break and post-lecture checklists

Pre-Lecture Checklist

- Ensure Zoom cloud storage has enough space (need ~400 out of 500)
- Close (don't just minimize) any window you don't want to show (e.g. e-mails, grading sheets...)
- Open and prepare any content you want to show (e.g. PowerPoint, Videos)
- Copy anything you may want to share via Chat later to clipboard already (e.g. a link to an online quiz)
- Connect headset
- Start Zoom, start meeting (muted and with camera off at first, if you like)
- Start PowerPoint slide show
- Adjust PowerPoint window to show slide show on screen with camera
- Ensure Chat and Participant list are closed, to receive Chat and Raised Hand notifications
- Start screensharing
- Check that Zoom ribbon with all in-meeting buttons is accessible at top edge of screencast window
- Adjust second Zoom window to show Participant Gallery but Hide Non-Video Participants
- Check that microphone and camera are enabled, and the sound is taken from your headset
- Start recording
- Begin teaching 😊

In-Break Checklist

(Place on your computer during break)

Start

- Inform students of break duration and suspension of recording
- Pause recording
- Pause (freeze) screen sharing
- Mute microphone
- Optional: Open chat if you want to take questions
- Optional: Deactivate camera, take off headset if you need to leave your seat

End

- Put headset back on
- Check headset is still connected to Zoom
- Ensure windows are properly arranged
- Close chat window and participant list
- Unmute your microphone
- Reactivate camera
- Resume screen sharing
- Resume the recording
- Inform students of resumption of class and recording
- Continue teaching 😊

Post-Lecture Checklist

- Inform students that class is officially closed and recording ends
 - Optional: ...but that you'll stay around for a few minutes to answer questions
- Stop the recording.
- Optional: Open chat window. Take questions via audio or chat.
 - Send students whose questions will require individual screensharing to breakout rooms.
 - When all questions in main room are answered, visit breakout rooms to help students there.
- Leave the meeting, choosing “end for all” to ensure nobody inherits Host privileges.
- Transfer recording to Panopto.
- Delete recording from the Zoom cloud storage.
- Upload lecture slides to your class page.

Resource Appendix

Picture-in-picture slide template



Template: Reserved Slide Area for Video Insert →

- Useful for cloud recording with “option a)” (video inserted into slides)
 - Not necessary for cloud recording with “option c)” (separate video streams)
- Add to your slide master before creating slides
 - Adjust title and content areas accordingly
- Ensure that figures don't overlap video area
- Remove from slide master before publishing slides

Gangi þér vel!

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