Before we get started



Let us know if you can hear us when we do **Audio checks**



Download **Presentation Slides** at uoft.me/ctsi-videos



Turn on live transcript if you would like closed captioning

Overview of Webinar and Webconferencing Tools for Teaching (MS Teams and Zoom)

During the webinar



Your **microphone**will be muted until Q&A at the
end of the session



Type questions and comments into the **Chat**

Following the webinar



View Session Recording at uoft.me/ctsi-videos in 2 business days



Complete **Feedback Survey** (link sent via email)

Welcome!

Overview of Webinar and Webconferencing Tools for Teaching

Derek Hunt and Justin Fletcher August 26, 2021







In this webinar:

Select a webinar/conferencing tool that best meets teaching and learning goals

Implement strategies to support student learning while teaching synchronously

Navigate Quercus, Zoom, and Teams support resources

Quick poll

Which tool are you planning to use?

- Zoom
- Teams
- Both
- I have no idea!

Overall, I feel comfortable facilitating a synchronous session.

- 1= Strongly disagree
- 2= Disagree
- 3= Neutral
- 4= Agree
- 5= Strongly agree

Today's framework

Before

During

After

- General planning recommendations
- Tool-specific considerations

Before a webinar

- Schedule the session
- Set your meeting options/preferences
- Notify students about how to access the session
- Communicate expectations about participation
 - Equity, diversity, and inclusion
- Ensure readiness

Before: Ensure readiness

- Review technical considerations for using the webconferencing platform
- Ensure you have equipment:
 - Headset, headphones with microphone, or external mic
 - Webcam if sharing video
 - Wired or stable wireless internet connection
- Run a practice session and/or technical rehearsal

Immediately before: Ensure readiness

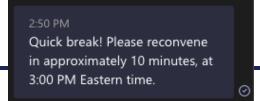
- Gather notes
- Open applications/files required for the class session
- Close unnecessary applications/files on your computer
- ▼ Turn on Do Not Disturb or Focus mode (e.g., to disable desktop notifications such as Outlook)
- Eliminate nearby distractions where possible
- Conduct audio and screensharing test

During a webinar session

- Welcome your students
- Record the session
- Provide a roadmap
- Incorporate engagement and active learning activities (e.g., polling, breakout groups, reflections)
- Monitor and manage the chat/Q&A
- Take breaks!







After a webinar session

- Make recording available to students
- Download attendance report
- Continue the conversation! (Quercus discussions, Office hours, Email/Conversations, Reflection surveys)

Zoom





Before: A few key notes about Zoom

- Zoom is separate from and not integrated in Quercus
- The UToronto educational license (<u>utoronto.zoom.us</u>) is officially supported by the University and part of the Academic Toolbox
- Available to anyone with a valid UTORid (Faculty, Students, Staff)
 - How many participants can be part of the meeting?
 - 0 300
 - How can I get the "webinar" features in Zoom?
 - Not available under the UToronto education license.
 - How many breakout rooms can be made?
 - 0 100
 - How many participants can be in each breakout room?
 - 0 50



Before: Create your Zoom account

https://utoronto.zoom.us

- New accounts:
 - Scenario I: University of Toronto Mississauga (UTM) Community Members
 - Scenario II: Zoom Accounts Supplied by Departments/Divisions
 - Scenario III: No Previous Zoom Account (or accounts not associated with a U of T email)
 - Scenario IV: Existing Free Zoom Account <u>using U of T email</u>
 - Scenario V: Existing Standard Pro Account using U of T email
- Download and install the Zoom client

(& keep the client up to date)

First time visitors must go to https://act.utoronto.ca/zoom-information for critical account information.



Before: Access your Zoom account

utoronto.zoom.us

First time visitors must go to https://act.utoronto.ca/zoom-information for critical account information.

Obtaining a Zoom Account

Zoom accounts are required to host and participate in Zoom based classes, meetings, and webinar sessions. To obtain a Zoom account, click the "Login To Zoom" and use your UTORID credentials menu of your Zoom account. to log in.

Getting Started

If you are new to using Zoom, please see the University of Toronto Knowledge Base Library for Zoom for information regarding its features and

Get the Zoom Desktop Client

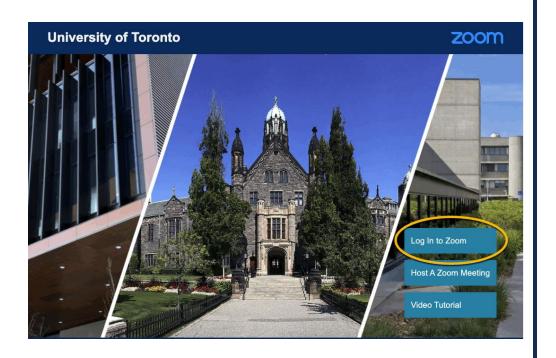
While you can still conduct and attend meetings using the Zoom Web Interface, you will only have access to the full range of features and functionality using the Zoom Desktop Client.

Keep Up to Date

If you already have the desktop client, ensure to periodically check for updates. The "Check for Updates" option can be found in the dropdown

Support

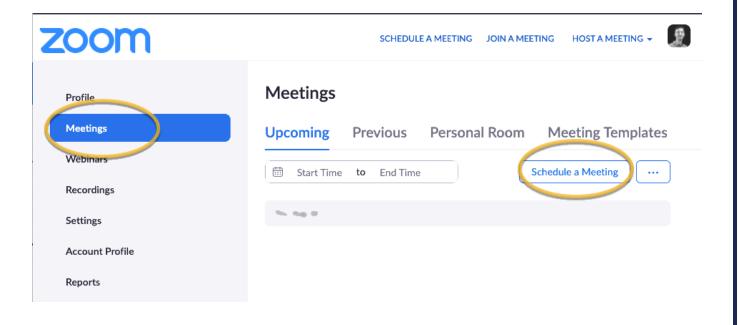
Please see divisional support contacts at https://its.utoronto.ca/contact.





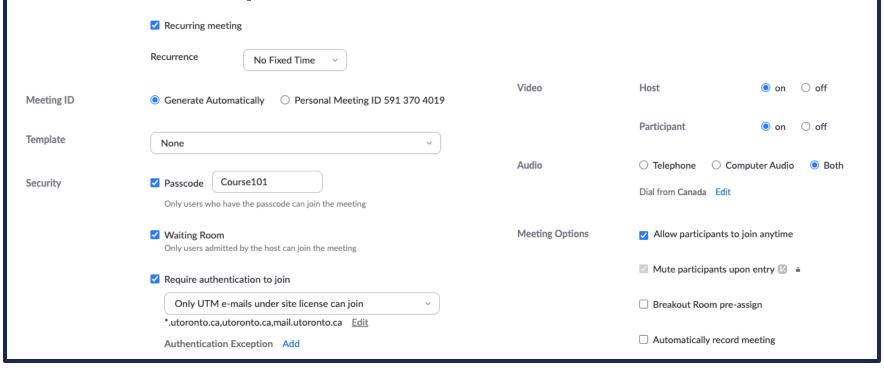
Before: Create your meeting link







Before: Set meeting options





Before: Set meeting security options

Available Security settings:

utoronto.zoom.us

Settings

- Require a passcode
 - Short passcode, can be customized
- Waiting Room Options
 - Only users admitted by the host can join the meeting
- Only authenticated users can join meetings:
 - Only allow UofT users under site license to join only those in utoronto.zoom.us
 - Only UTM e-mails under site license can join any @utoronto.ca email address
 - Signed in to Zoom must at least have a login/account with zoom (including free accounts)
- Allow participants to join before host



Before: Even more meeting options

utoronto.zoom.us

Settings

- Allow: Chat, Private chat, Auto saving chat, Sending files via meeting chat, Meeting reactions (emojis),
- Sound notification when someone joins or leaves
- Screen sharing:
 - Who can share?, Who can start sharing when someone else is sharing?
- Allow live transcription service, Allow Whiteboard,
- Allow participants to rename themselves, Allow participants to save captions,
- Hosts can give meeting participants permission to record locally,
- Display participants' names in the recording, Save chat messages from the meeting
- Show a disclaimer to participants when a recording starts, Save poll results shared during the meeting

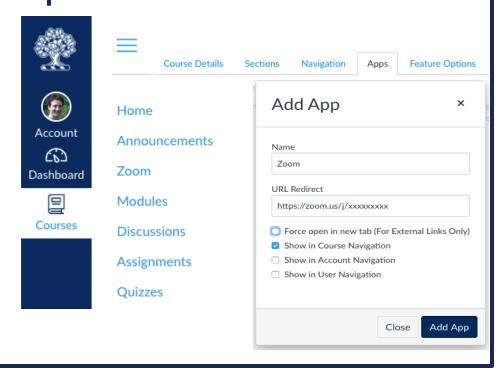
QUERCUS + 😊



Before: Notify students

Provide the Zoom link in your Quercus course:

- Make a shortcut in your course's navigation pane
- Include in Modules, Announcements or **Pages**





During: Enable Live Transcript

Closed captioning Allow host to type closed captions or assign a participant/3rd-party service to add closed captions Live Transcription (Closed Captioning) has been enabled Who can see this transcript? Allow use of caption API Token to integrate with 3rd-party Closed Captioning services **Live Transcription** Allow live transcription service to transcribe meeting automatically Enable Allow viewing of full transcript in the in-meeting side panel 🕜 Allow participants to request Live Transcription Save Captions Allow participants to save fully closed captions or Live Transcript **Breakout Rooms** Reactions transcripts



During: Begin recording

Automatic recording

Record meetings automatically as they start

Recording notifications - Zoom clients (i)

Show a disclaimer to participants when a recording starts

 All participants O Guest only ②

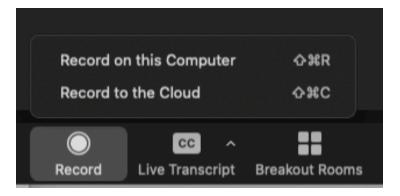
Play voice prompt for

- All participants O Guest only ②
 - Ask host to confirm before starting a recording

Recording notifications - Phone users

By default, phone users will hear one audio notification indicating that a recording has started.

- Require phone-only users to press 1 to consent to being recorded ?
- Multiple notifications for phone users (?)



Cloud recordings are only saved for 120 days



During: "See" your students

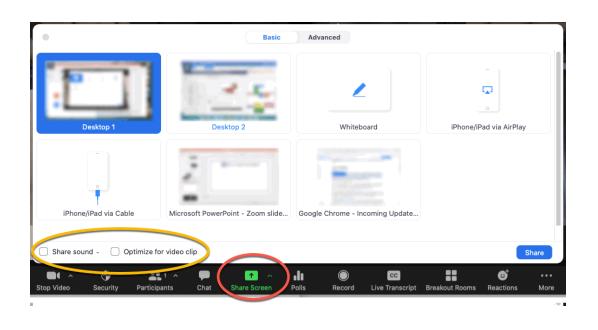


Additional options:

- Immersive View
- Focus Mode

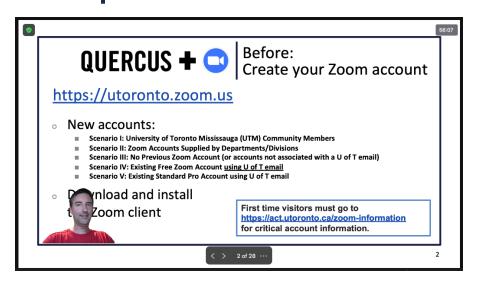


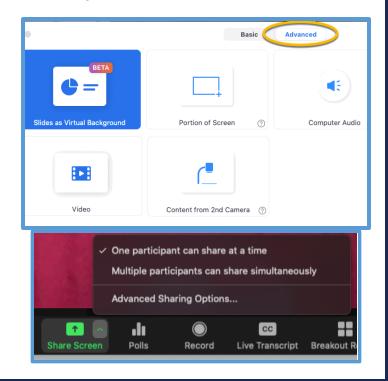
During: Share content with your students





During: Share content with your students







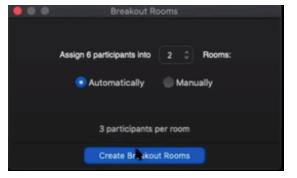
During: Set up breakout rooms

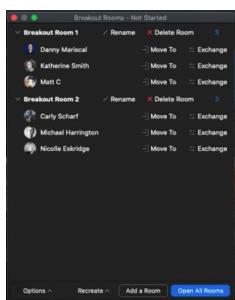
Tip: assign a "co-host" to create and manage the breakout rooms

- Breakout Room pre-assign
 - + Create Rooms

 Import from CSV

- Assign automatically
- Assign manually
- Let participants choose room



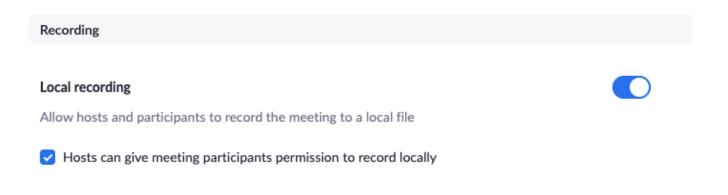




During: Recording breakout rooms

Local recording

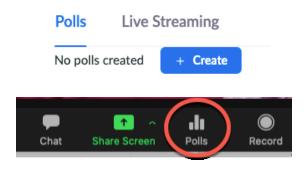
- Recording will follow the host if they enter a breakout room Cloud recording
- Will keep recording the main room if the host enters a breakout room

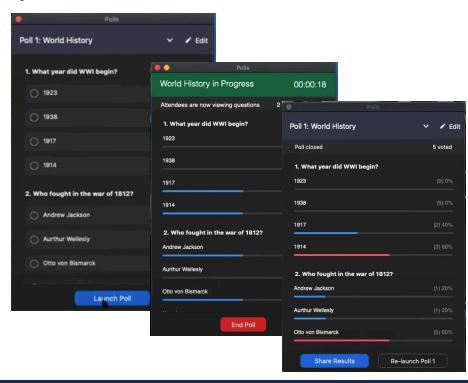




During: Poll your students

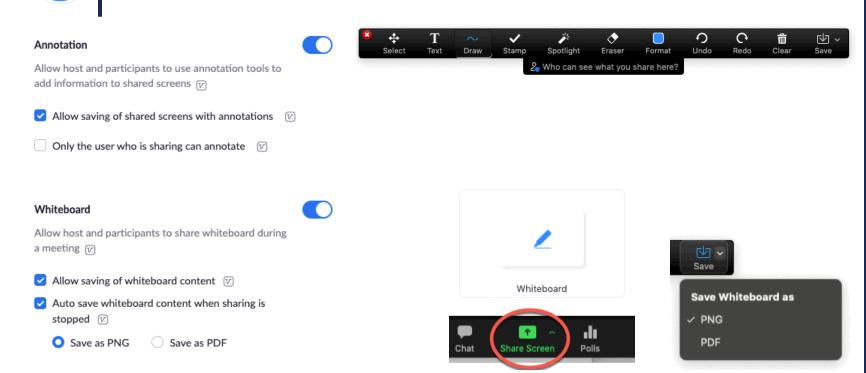
You can pre-create polls, or create them on the fly





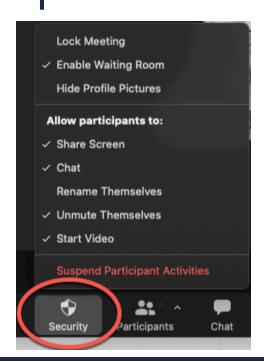


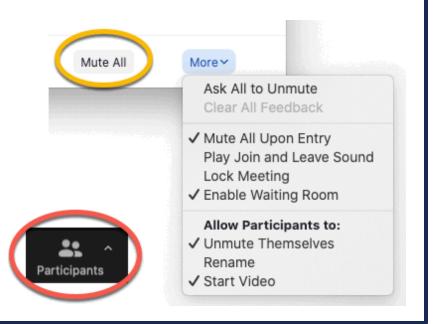
During: Collaborate on a virtual whiteboard





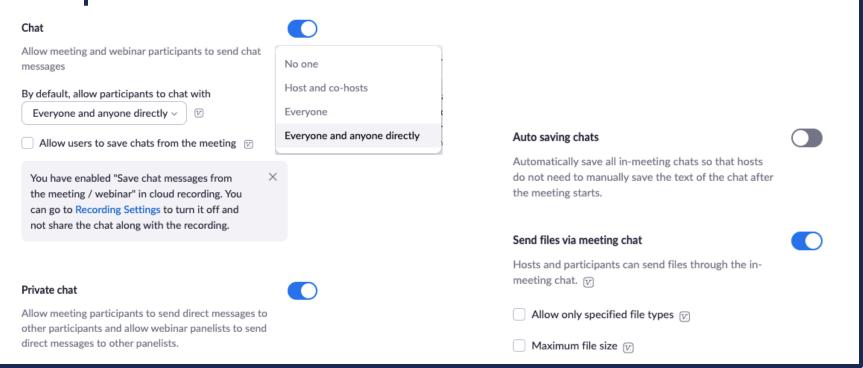
During: Adjust security and privacy settings

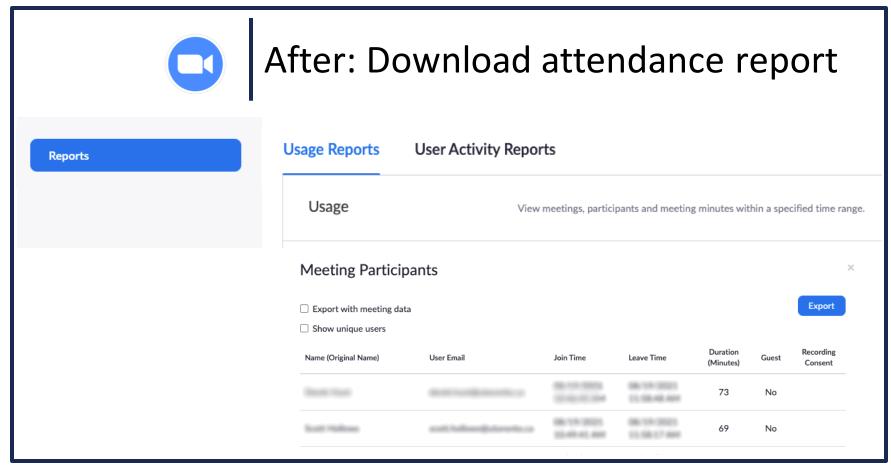






During: Monitor and manage the chat





View our information about video hosting, captioning, and sharing:

- Quercus Support Resources: Download Zoom Recordings
- Quercus Support Resources: Captioning Classes and Webinars
- Quercus Support Resources: Zoom
- Quercus Support Resources: Video Hosting and Sharing
- CTSI Guidelines for Audio and Video Recording of Lectures and Class Sessions

MS Teams





Before: A few key notes about Teams

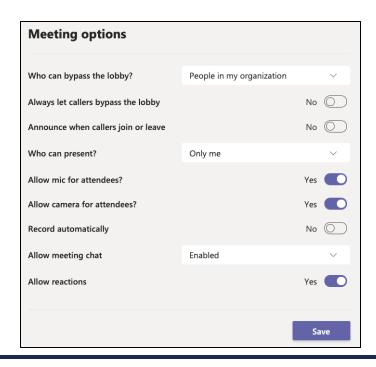
- Integration with Quercus that allows you to schedule meetings
- Students do not need to be part of a "Team" to join a Teams video meeting
- Anyone can join a Teams meeting (depending on the meeting options)
 - How many participants can be part of the meeting?
 - 0 1000
 - How many breakout rooms can be made?
 - 0 50
 - Breakout rooms only available in meetings with fewer than 300 participants

Before: Schedule Teams QUERCUS + meeting Flipped classroom Edit View Insert Format Tools Microsoft Teams Meetings Microsoft Teams Meetings × Flipped classroom p New meeting Edit View Insert Format Tools Table Cancel 12pt ∨ Paragraph ∨ Webinar: Week 6 Join Webinar: Week 6 (Microsoft Teams Meeting) Or join by dialing +1 647-794-1609 Oct 28, 2020 Conference ID: 351425594 Oct 28, 2020 2:00 PM

35



Before: Set meeting options

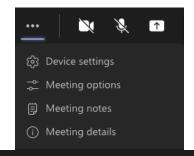


Align meeting options with intended activities

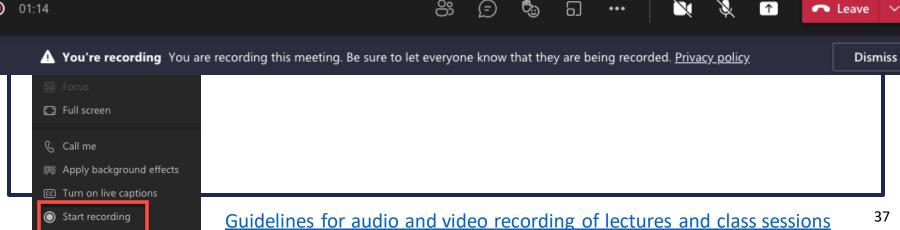
Adjust meeting options during the webinar, as needed



During: Begin recording

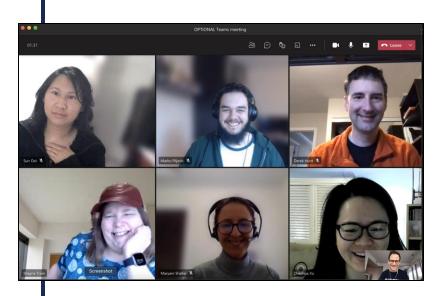


Record a meeting in Teams





During: "See" your students



Additional options:

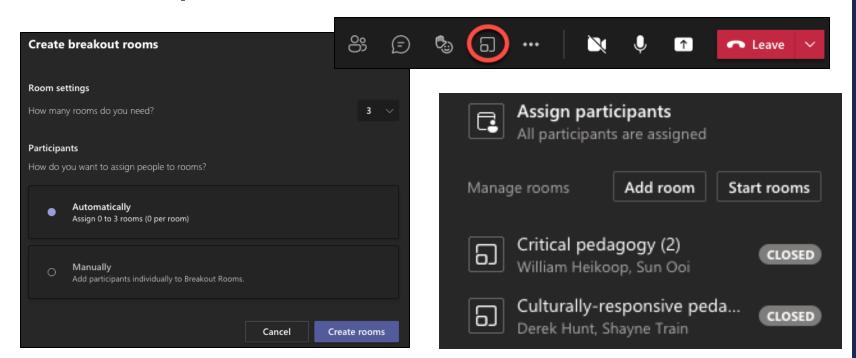
Together Mode and Large Gallery



Photo courtesy of Microsoft



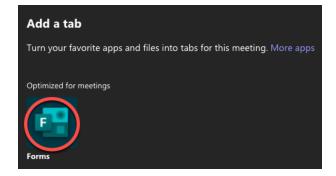
| During: Set up breakout rooms

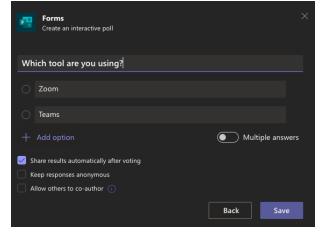




During: Poll your students

Multiple choice only: Polls in Teams meeting





Likert (1)

File upload

Net Promoter Score®

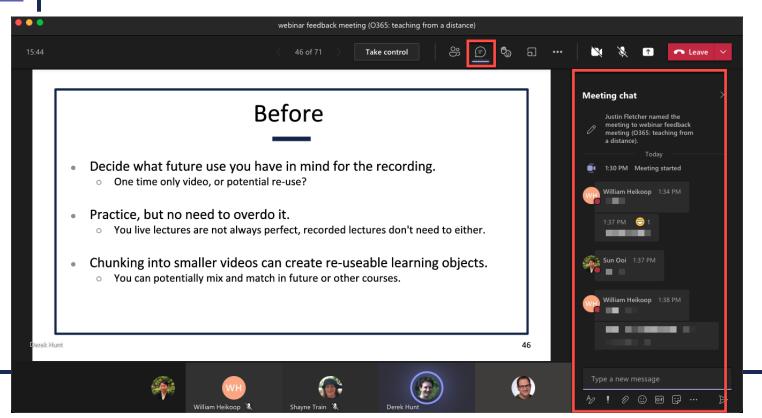
Want other question types?
Create a Form

(see tip sheet)



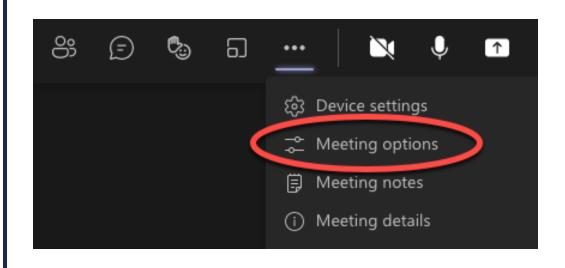


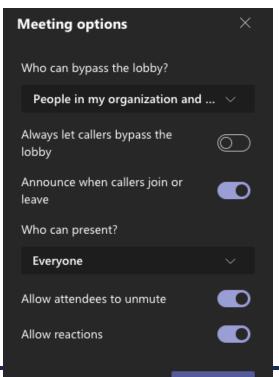
During: Monitor and manage the chat





During: Adjust meeting options, as needed

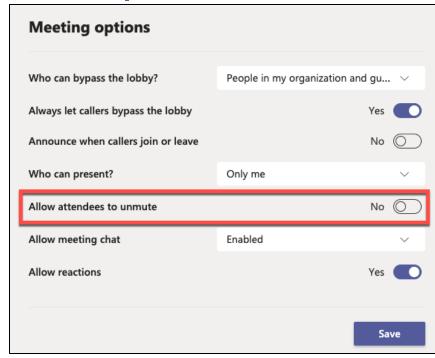


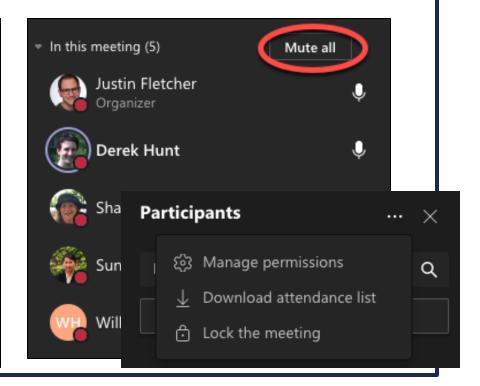


Save

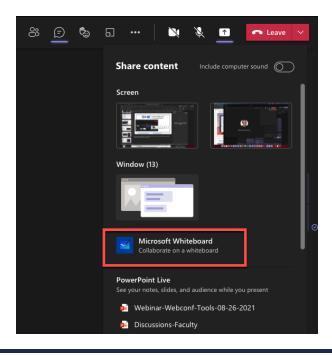


During: Mute participants, if appropriate

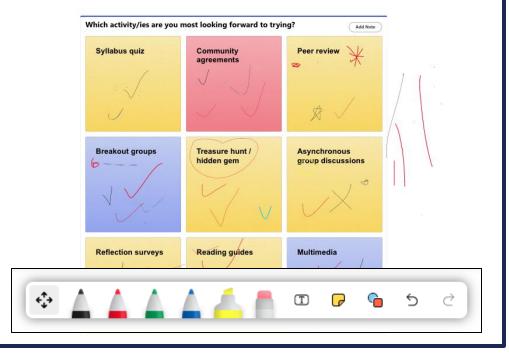








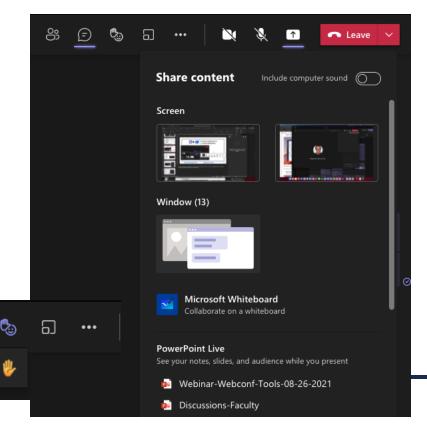
During: Collaborate on a virtual whiteboard



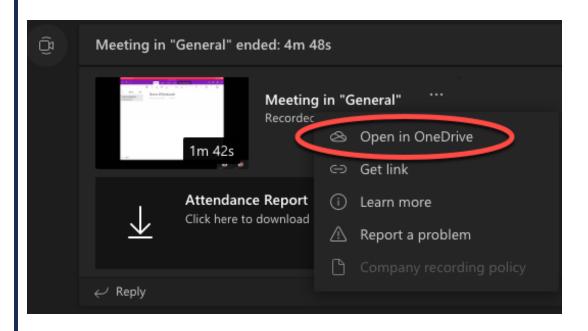


During: Use interactive features

- Audio/video sharing
- Chat
- Screensharing
- Polling
- Breakout rooms
- Whiteboard
- Reactions







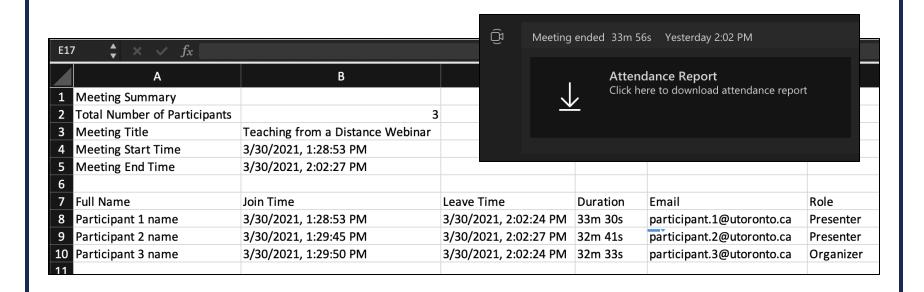
Quercus Support Resources: Captioning Classes and Webinars

Video Recording with MS Teams

Video Hosting and Sharing



After: Download attendance report



Strategies to support student learning through synchronous teaching

Refresher: Modes of delivery

Asynchronous	Synchronous
Primary: Knowledge transfer or demonstration	Primary: Class discussion or participation
Small chunks of content	Content requires longer explanation
Not time sensitive	Time sensitive

Refresher: Modality considerations

Considerations:

- class size
- required instructor to student interaction
- required student to student interaction
- necessity to schedule class at a specific time
- your comfort with managing live sessions

Learning outcomes should guide decisions related to modality

Strategies

For more suggestions to engage students in synchronous and asynchronous learning environments, watch the recording of **Active Learning**Strategies for Online Teaching (uoft.me/ctsi-videos)

Navigating Quercus, Teams, and Zoom support resources

Enterprise Video-conferencing & Video Meeting Resources

Academic & Collaborative Technologies (ACT)

Webinar and Video-Conferencing Solutions in Use at U of T. Comparison chart and service descriptions:

https://act.utoronto.ca/enterprise-video-conferencing-video-meeting-resources/

Webinars

Online/remote teaching webinars

Recordings and materials:

https://uoft.me/ctsi-videos

Other CTSI events:

https://teaching.utoronto.ca/events

Quercus support resources



Search



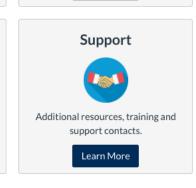




Explore the full list of educational

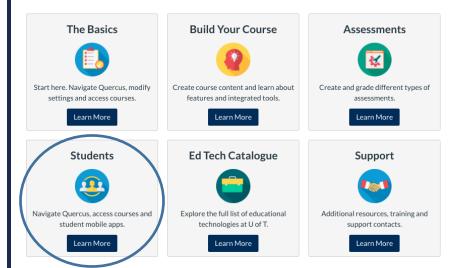
technologies at U of T.

Learn More



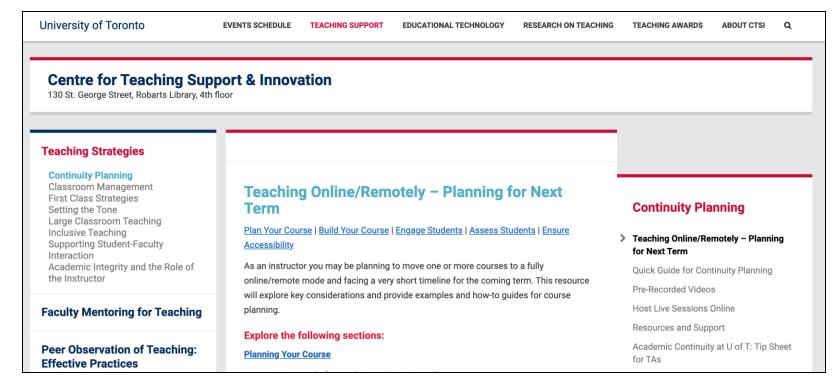
Learn More

Student support resources

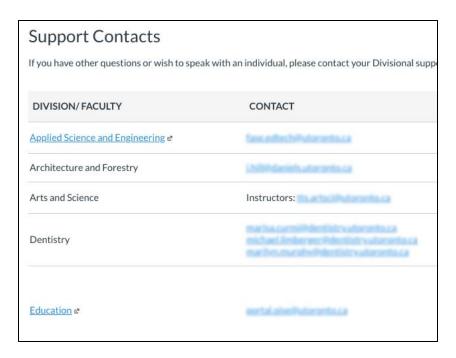


- Technology Requirements for Remote Teaching and Learning
- Quercus Student Guide

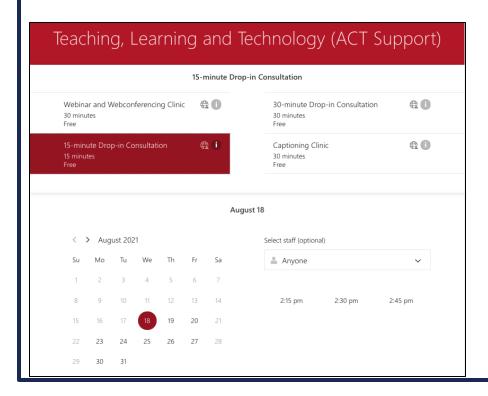
Planning guide: Teaching online/remotely



Divisional support



Webinar and webconferencing clinics



Book a 30-minute appointment to discuss webinar and webconferencing options

Teaching, Learning and
Technology team bookings
calendar



CTSI website: https://teaching.utoronto.ca

Upcoming events: https://teaching.utoronto.ca/events

Quercus Support Resources: https://uoft.me/qresources

Divisional Support: https://uoft.me/qsupportcontacts

CTSI webinar recordings: https://uoft.me/ctsi-videos

Questions: q.help@utoronto.ca

Quick poll: Revisit

Which tool are you planning to use?

- Zoom
- Teams
- Both
- I still have no idea!

Mini reflection

Share in chat:

What's one thing I learned today that I plan to implement or would like to implement?

Questions?

Thank you!