

Zoom Best Practices

SETTING EXPECTATIONS

It's important to set basic expectations for students from the beginning. Some helpful expectations include:

- Ask students to keep their camera on (but don't require)
- [Set up zoom to mute students' mics](#) upon entering, and [manually mute students when they aren't contributing](#).
- Ask students to use the "raise hand" function when they have a question
- Invite students to use the Zoom chat for quick questions
- Require a policy of not interrupting each other
- [Record your Zoom meeting](#) to post later
- Ask everyone to use [gallery view instead of speaker view](#)
- Enable "change name" function in Zoom settings, and encourage everyone to display their preferred name or nickname, and pronouns

INCREASING ENGAGEMENT

There are a lot of techniques to increase student engagement in online settings. A few tips include:

- Use [icebreakers](#) to start classes off, and [online energizers](#) in longer classes
- Use breakout rooms for small group discussions before engaging in whole class discussions
- Encourage [productive group work](#), give specific instructions and tasks for breakout rooms
- [Encourage the use of reactions](#), ask students to respond to quick questions in the chat, use polls
- [Use collaborative Google Docs](#) to encourage students to work together

PRACTICES FOR INCLUSIVITY

There are many ways you can encourage inclusivity in a virtual setting. A few practices include:

- Share your own preferred name and pronouns, [rename your Zoom name](#) with your pronouns, and encourage students to [rename themselves](#) with theirs (example: "Jane Doe, she/her")
- Ask students to volunteer to answer questions, instead of calling on them first. Be sure to choose different students to speak first.
- Learn how to pronounce all participants' preferred names

TIPS AND TUTORIALS:

Here are some helpful tips for using Zoom functions to assist in your meeting:

- [How to share your screen](#)
- [How to use a breakout room](#)
- [Tips for using breakout rooms](#)
- [How to use polling](#)
- [How to record a Zoom meeting](#)
- [How to enable participants to rename themselves](#)