How to Use Zoom to Lead a Discussion Section

With just a bit of planning, you can use Zoom to carry out your usual section activities remotely. We recommend finalizing your lesson plan as usual, identifying the Zoom settings that will allow you to carry out each portion of your plan, communicating with your students about how you will use Zoom, and testing the Zoom platform at least 24 hours before the first section you plan to lead remotely. For a 45-minute tutorial on using Zoom meeting in educational settings, watch this video.

Zoom lesson plan
Looking at your lesson plan, identify the portions where you want to address everyone without the possibility of audio input from students, portions where you want to enable interaction with all students together, and portions where you want students to interact with each other in small groups. In addition, consider what kind of slides or whiteboard content you’d like to be able to show your students during your section.

Communicating about Zoom with your students
The day before your section, send a message to your students inviting them to the Zoom meeting (instructions below), and letting them know that, while they will be visible to you and each other during the section, no video or audio of them will be recorded (it is possible to just record yourself addressing your students during a Zoom meeting, but because starting and stopping the recording entails one more thing to keep track of, and risks inadvertently recording your students, we discourage this option).

While it is recommended that students use a computer to access their Zoom section, students who don’t have access to a computer may use a mobile device. However, in order to use Zoom on a mobile device, students must download the Zoom app. Encourage them to join your meeting ten minutes early so they can sort out any technical issues that might arise in the moment. Students do not need to create a Zoom account before joining your meeting.

Setting Up and Testing Zoom ahead of time

1) Sign into your Berkeley Zoom Pro account here: https://berkeley.zoom.us/signin

2) Consider uploading an image of yourself as your profile picture if you don’t plan to be on camera for your whole section meeting.

3) Under your Profile, double check that your time zone is correct (if it is not, this will thwart the scheduling of meetings).

4) Enable breakout sessions by selecting “Meeting Settings,” and making sure that “Breakout room” has a green check next to it:
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5) Schedule a meeting to begin 10 minutes before your section. Watch a 1-minute tutorial: https://www.youtube.com/embed/ZAYv8sVPTxU?rel=0&autoplay=1&cc_load_policy=1

→ We recommend de-selecting the “Host video” and “Participants video” options, so that you can let everyone know when you make them visible after beginning the meeting, instead of having everyone visible by default.

→ Selecting “Both” under “Audio options” will minimize the chances of technical difficulties.

While scheduling your meeting, make sure to select the following options:

• Under “In Meeting (Basic)” settings, click to allow FILE TRANSFER. This allows host and participants to send files through the chat function.

• Also under “In Meeting (Basic) settings, make sure to enable POLLING, which allows the host to survey the attendees.

• Under “In Meeting (Advanced)” settings, make sure BREAKOUT ROOM is enabled, and check box that allows “host to assign participants to breakout rooms when scheduling.”

Using Zoom’s Tools During Your Section

We recommend starting section by selecting “mute all” but allowing students to unmute themselves. Check out this super concise step-by-step guide:
https://support.zoom.us/hc/en-us/articles/203435537-Mute-All-And-Unmute-All

Whether muted or unmuted, your students can use a variety of tools to participate. Tell students to click on the participants button at the bottom of their screen. This will show them all the participants in the meeting. At the bottom of this window, students can also “raise their hand”, answer yes or no, clap, and a variety of other options that are useful for participation. The chat feature at the bottom of their main Zoom screen can also maximize student participation. Asking students to practice using these different features initially can be a great ice-breaker activity!
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There is no need to take attendance as you can access a report with information about which participants were present and for how long.

Another feature to encourage participation is the polling tool. Polling must be enabled when the meeting is scheduled and the polls themselves are best set up ahead of time (click the “polling” link above for step-by-step tutorials on a number of polling options, including “enabling polling,” “creating a poll,” “launching a poll” and more).

The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results. (Zoom, n.d.)

During portions where you want to enable interaction with all students together make sure to enable audio and video of all participants and ask them to make sure their audio/video buttons are in ON position.

During portions where you want students to interact with each other in small groups, use the breakout rooms tool at the bottom righthand side of your screen. You can preselect groups or allow for a random placement. To preselect particular student groupings, you must check the box “Breakout Room pre-assign” and click on “create rooms” under meeting options when originally scheduling the meeting. Otherwise, the default will be random placement. For more information about this useful tool, including a 3-minute video tutorial on how to get started with Breakout Rooms, please check out the following link:

https://support.zoom.us/hc/en-us/articles/206476313-Managing-Video-Breakout-Rooms

Make sure to share the following information with students about participating in Breakout Rooms:

Overview

Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups. Breakout rooms can be used for collaboration and discussion of the meeting.

Prerequisites

- Join the meeting by the Zoom desktop client, mobile app, phone, or H.323/SIP device
- Invitation to join breakout rooms from the meeting host
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**Note:** Users joined into the Zoom meeting from the Zoom Desktop Client, Zoom Mobile App, or H.323/SIP devices can participate in breakout rooms. Users joined via the web client, Chromebooks/Chrome OS or Zoom Rooms are unable to join Breakout Rooms, but the main room can be used as an alternative session for these users. (Zoom, n.d.)

For more information on sharing slides or whiteboard content, including a **30-second video** tutorial, click the following link:


To access a broad range of other resources, tips, and tutorials (like “Getting Started on Windows or Mac” and FAQs) visit the Zoom Help Center at:

[https://support.zoom.us/hc/en-us/categories/200101697](https://support.zoom.us/hc/en-us/categories/200101697)