

Zoom Tools For Instructors and TAs

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Prefix

Here is a short guide on how we can incorporate different zoom tools for our online courses. We **highly** recommend downloading the Zoom Desktop App for your computer as it will give you access to a lot more tools.

Resources

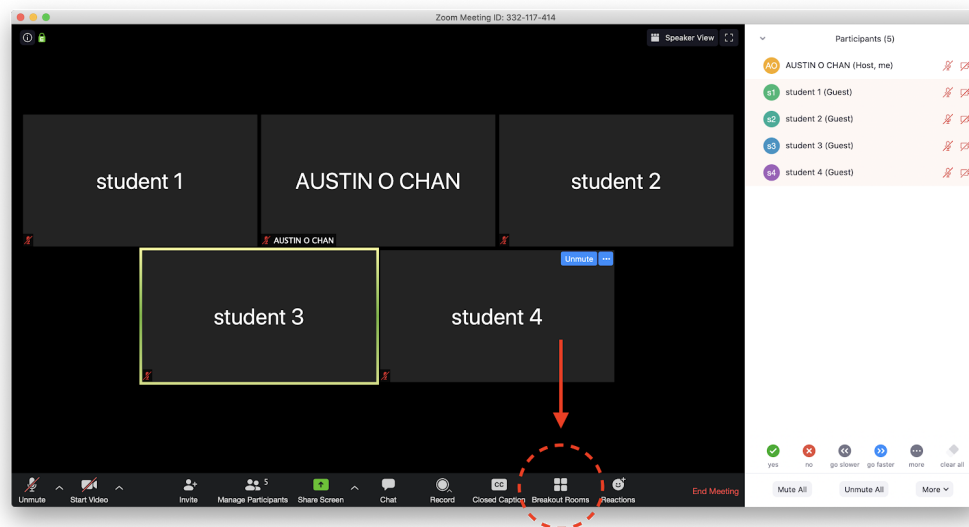
[UW Zoom Video Conferencing](#)

[Downloading Zoom App](#)

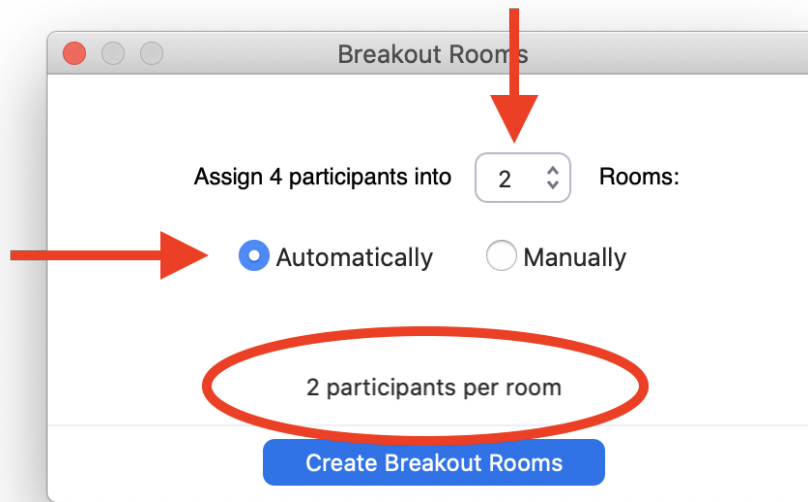
Sections (25-30 Students):

In section, we are using a Zoom tool called “Breakout rooms.” This is nice because it separates students into rooms so that they can discuss with other classmates and get a chance to talk during the class time. Moreover, students can request the instructor into their breakout room if they need assistance. Here are instructions to set up breakout rooms.

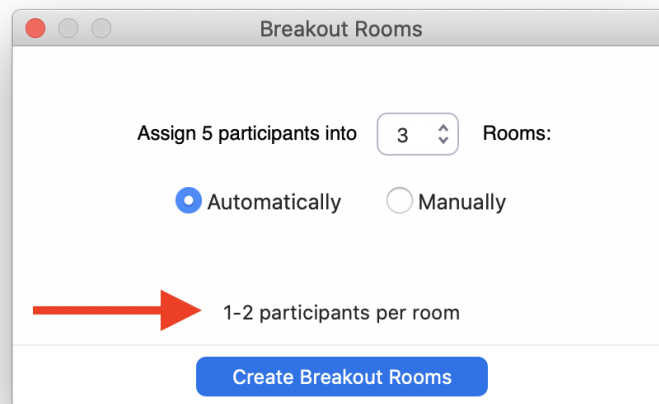
1. Locate the **“Breakout Rooms”** button at the bottom of the screen. (*Note that only the hosts can manage breakout rooms for a meeting)



2. Upon clicking breakout rooms, a popup window will appear with several options for your breakout rooms. Set the number of rooms to the desired number and make sure the **“Automatically”** option is selected. This will automatically put students in different breakout rooms when you create the breakout rooms.

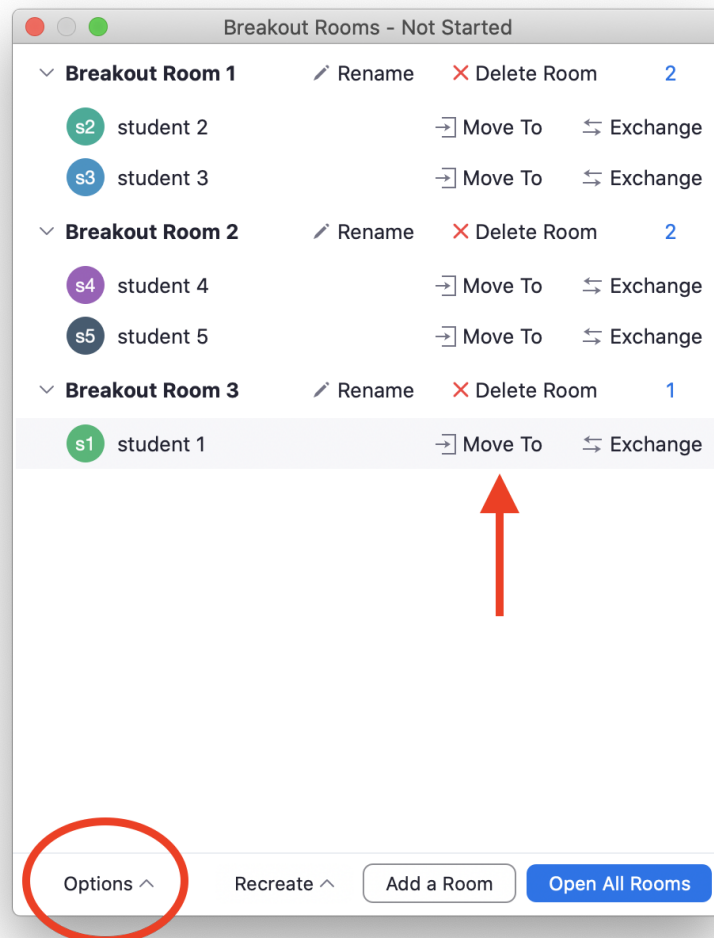


In the case that you have an odd number of students, make sure you increase the number of rooms until you see **“1-2 participants per room”** as shown below. Click on **“Create Breakout Rooms”**.

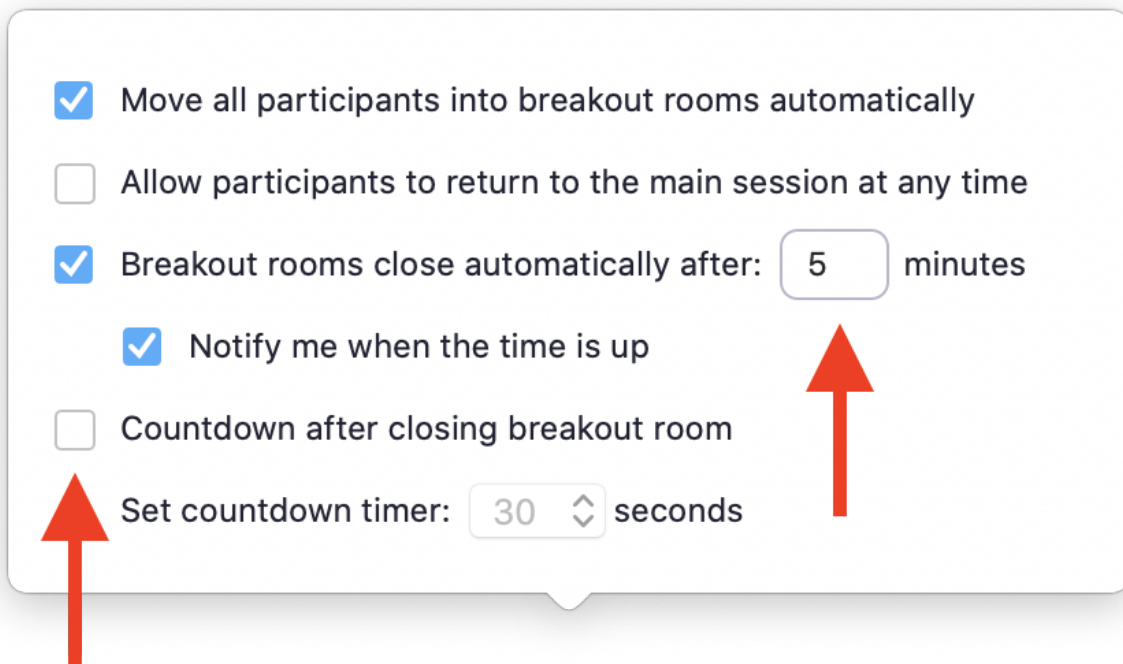


3. Another popup will appear with information on the breakout rooms and the students that will go into each breakout room. On this screen, click on the **“Options”** button.

- If there are an odd number of people, one person will be in a breakout room by themselves. You can click on the **“Move To”** button to move the student to another room and create a group of 3.



4. In the options menu, you can set different settings for the breakout rooms.
- Set the timer for how long you want students to discuss for under **“__ minutes”**
 - I recommend unchecking **“Countdown after closing breakout room”**. This will force students back into the main room when you decide to close all breakout rooms.

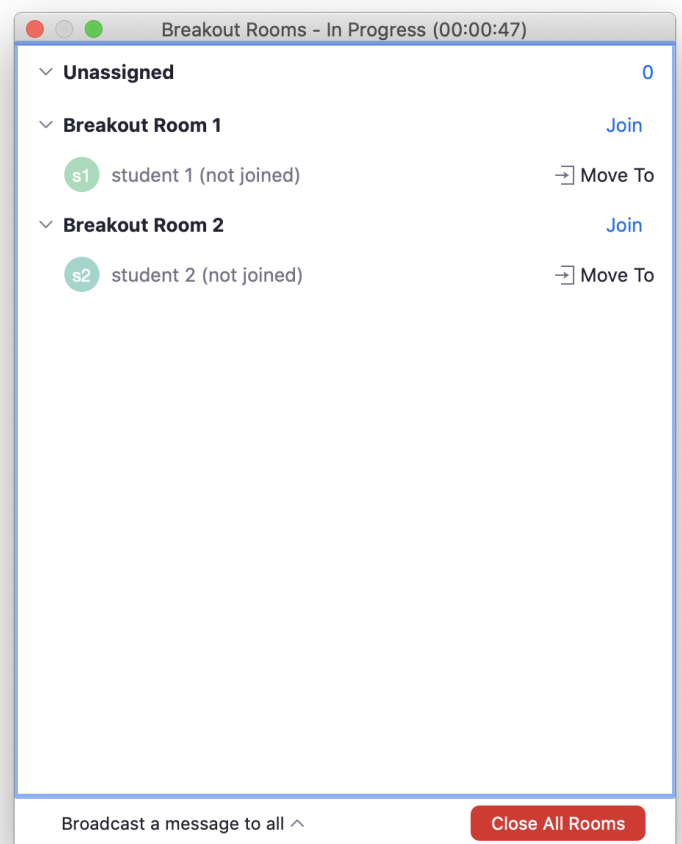


☒ Move all participants into breakout rooms automatically
☐ Allow participants to return to the main session at any time
☒ Breakout rooms close automatically after: minutes
☒ Notify me when the time is up
☐ Countdown after closing breakout room
☒ Set countdown timer: seconds

5. Once these settings are set, click on **“Open All Rooms”** and students will be automatically moved into different breakout rooms.

6. While the breakout rooms are open, you will see this pop-up window. Please note that you are currently in the *main room* while all the students are in their *breakout rooms*.

- You can join any breakout room you wish. Moreover, students can request instructors to join their breakout room for help.
- The **“Broadcast a message to all”** will allow you to send a message to all students.
- The **“Close All Rooms”** button will close all the room and force all students to reenter the main room



Breakout Rooms - In Progress (00:00:47)

Room	Students	Actions
Unassigned	0	
Breakout Room 1	Join	
s1 student 1 (not joined)		Move To
Breakout Room 2	Join	
s2 student 2 (not joined)		Move To

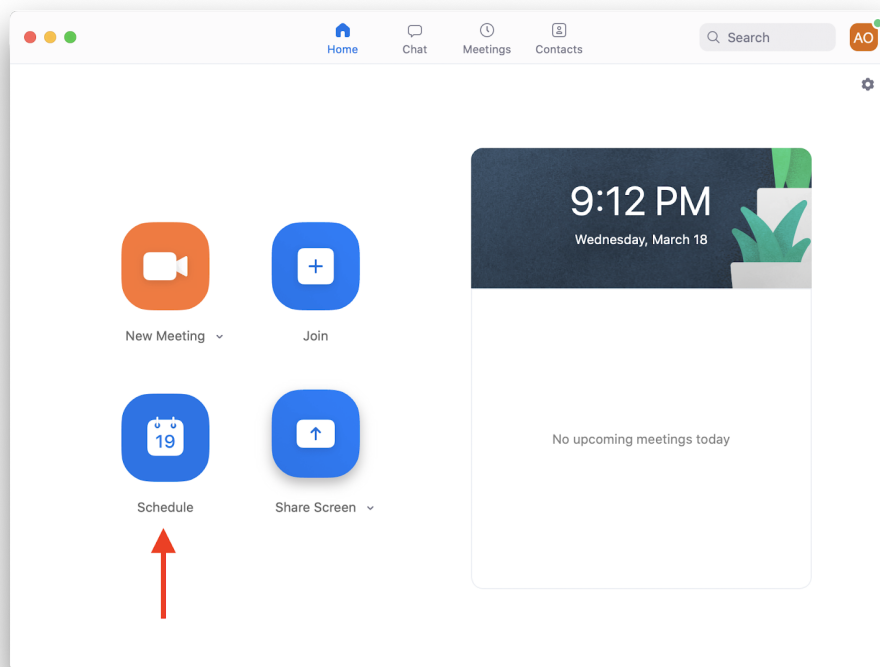
Broadcast a message to all ^ Close All Rooms

Office Hours

When scheduling your office hours, we recommend using the **“Waiting room”** feature when setting up the meeting. This will put students in a waiting room when they join the meeting so that you can help students 1:1 during office hours.

Setting up the Meeting

1. Click on **“Schedule”** to schedule a room for your office hours.



2. There will be a pop up window for you to set up a zoom meeting. Set the desired start time and end time of the office hour and then click on **“Advanced Options”**

Schedule Meeting

Topic
CSE 311 Office Hours - Austin Chan

Date
3/18/2020 9:30 PM to 3/18/2020 10:00 PM
☐ Recurring meeting Time Zone: Pacific Time (US and Canada)

Meeting ID
☒ Generate Automatically ☐ Personal Meeting ID 263-069-8186

Password
☐ Require meeting password

Video
 Host ☐ On ☒ Off Participants ☐ On ☒ Off

Audio
☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio
 Dial in from United States [Edit](#)

Calendar
☒ iCal ☐ Google Calendar ☐ Other Calendars

Advanced Options

[Cancel](#) [Schedule](#)

3. More options should appear under **“Advanced Options”**. Make sure that **“Enable Waiting Room”** is checked; this will put students in the waiting room when they join the zoom meeting.

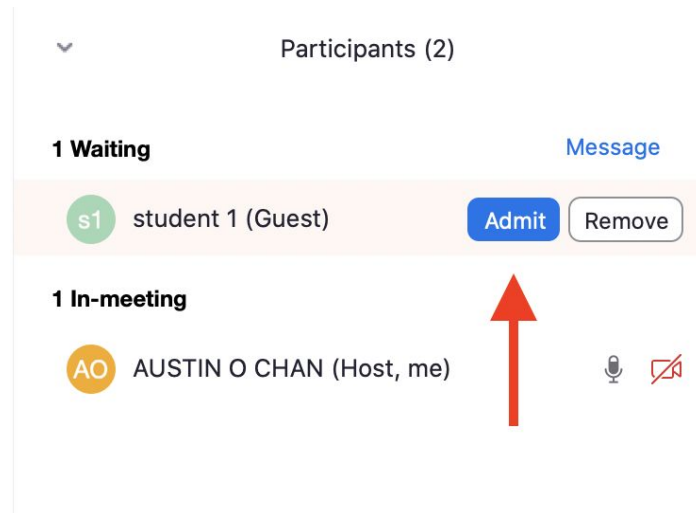
Advanced Options ^

- ☒ Enable Waiting Room
- ☒ Enable join before host
- ☒ Mute participants on entry
- ☐ Only authenticated users can join: Sign in to Zoom
- ☐ Automatically record meeting

Alternative Hosts:
 Example: john@company.com; peter@school.edu

[Cancel](#) [Schedule](#)

4. When students join the meeting, they will appear in the waiting list under the **Participants** tab and they will not be let into the meeting until you approve of them.



This is what the students will see while they are waiting to join the room.

