

# Using Zoom for online teaching and larger meetings

- Guidelines by DTU Learn for Life -

These guidelines are mainly written for teaching/speaker situations, but most are equally relevant for handling regular Zoom meetings. We recommend you play around with the software before showtime, as these are essential tips but not exhaustive guidelines.

## Subscription

DTU has a Zoom subscription for all employees and students, which can be accessed at: [dtudk.zoom.us](https://dtudk.zoom.us). With no time limit, employees can host meetings with up to 500 participants, and students can hold meetings with up to 100 participants.

## Internet

Stable internet connections are, of course, important – especially for teachers/speakers. Minor lagging is fine. As a back-up, participants can join via their phones if the 4G connection is better.

## Zoom tips organized by role

The teacher may have the facilitator role as well, but at Learn for Life, we try to have a separate facilitator, so teachers can concentrate fully on their teaching – at least until they're comfortable handling everything themselves.

Click on the blue links below to watch the essential tutorial videos. There are more tutorial videos available in the playlist on the right-hand side after you've clicked on one of the links.

**Mainly for participants** (we recommend you share these tips with participants when they're invited to a Zoom meeting for the first time)

- [Joining a meeting](#) (video)
- Try accessing the meeting link ahead of time to test your setup and download the software (as explained in the video)
- If you have trouble with sound/video, [this video](#) may help.
- Use a headset with microphone if possible
- Set "speaker view" in the top-right to "gallery view" unless someone is sharing their screen. It's much nicer to see everyone altogether, as opposed to switching speakers.
- Mute & unmute yourself in the bottom-left. Muting yourself is a good way to avoid creating background noise.
- Don't turn off your video unless you have a bad connection – it gives the teacher/ participants a better sense of your state.

**Mainly for facilitators** (hosts)

- If there's a separate teacher, start by making her co-host (via the "manage participants" panel), so she can screen-share (unless screen sharing is enabled for all).
- To make managing participants easier, start the session by editing participants' names that don't appear correctly (via the "manage participants" panel).
- [Meeting controls](#) (video)
- If background noise arises, look at the "manage participants" panel to see where the sound is coming from (shown via the microphone icon) and mute that person. All participants can be muted at once via the "manage participants" panel if necessary.

- [Breakout rooms](#) (video):
  - Remember to enable breakout room functionality in your settings beforehand (as explained in the video)
  - If you want specific groupings (rather than auto-assigned), set these up manually ahead of time, so you don't have to pause and do it in the middle of things.
  - Tell participants that they should stay in their breakout rooms until they're automatically brought back to the main session. Continuously update them via the chat (or broadcast functionality) about how much time is left in the breakout rooms.
  - It takes a minute from you clicking "close rooms" until participants are actually brought back, so click one minute in advance.
- You can record sessions, but be mindful of recording during breakout sessions, as it may invade group privacy. So be sure to edit out these parts before distributing recorded sessions unless consent is given.

### Mainly for teachers/speakers

- [Sharing your screen](#) (video). For playing videos, remember to click "share computer sound" (as explained in the video). Note that zoom shares specific windows, and some programs open a new window when going full-screen. In those cases, go full-screen before sharing the window.
- Long lecturing sessions can be more tiring online, so consider asking questions more frequently and using breakout rooms.
- Include a short break, at least, every hour, and notify participants of when this will be. Otherwise they'll start going to the bathroom etc. whenever it suits them.
- Let participants know that they can ask questions by kindly interrupting (or tell them when to ask questions). Zoom has functionality to "virtually raise your hand", but we find it works best to notify about questions with your voice. Another alternative is to use the chat for questions.
- Zoom also includes whiteboard functionality (under screen sharing) and the ability to get question feedback via polling (must first be enabled in profile settings).

### Invitations

- [Scheduling a meeting](#) (video)
- When sending out invitations for online meetings/lectures, the simplest way is to do it through your normal email & calendar client, where you include the URL for the meeting. We recommend this over sending calendar-invitations via Zoom.

### Default settings setup

We recommend changing a few of the default Zoom settings. You can edit these for your own profile under Personal > Settings. As admin, you can edit them for all profiles on your company account under Admin > Account Management > Account Settings.

- Set host & participants video to "on" by default.
- Enable join before host
- Disable password requirement
- Enable polling
- Allow all participants to screen share
- Enable breakout rooms

Good luck ☺ We'd love to hear if these guidelines helped you.