Classroom Reminders for Teaching with Web Conferencing (Collaborate Ultra or Zoom)

Before
• Log on to your selected with system
• If connecting two rooms, go to other classroom and sign in with guest link
• Check session settings in the panel
• If using the whiteboard, place lines on the whiteboard marking camera view. Write between the lines to ensure visibility.
• Upload files to be shared
• Share Slide with Classroom Directions
• Select Record button at the beginning of the class

During
• Share slide about how buttons work (First few times you use it)
• Stay in the view of the camera, if possible.
• When students ask question online or in the classroom, repeat the question for everyone.
• When writing on the board, you will see a mirror image on the screen. People at home will see the writing the correct way. Students classroom will view the whiteboard. Write between the tape lines to ensure visibility.
• Document camera will not work when streaming. If you need a document camera for class and streaming, they can be requested at this link.
• If getting feedback noise in the classroom, you can mute all the microphones.
• When using breakout rooms, remember that you will have to begin recording again when you return to the main room.

After
• Stop recording the session.
• If connecting two rooms, go into other classroom and sign off.
• Rename your session in Canvas to reflect the module or the class content.
• Review online attendance report.

Technical Help
• Contact Help Desk for assistance.
• Have a backup plan

Practice
If you would like to practice in Collaborate Ultra with pretend students, this video explains how to do it. You will be able to practice from the comfort of your office.