

# Remote Tutorial Sessions on Zoom

LARC is committed to the growth of students and the development of creating critical thinkers. As the world shifts to online platforms, we too are reimagining how collaborative active learning tutorials can be provided remotely. With this guide, you will learn how to shift your current services to an online platform. We will address key ideas for engaging students, how to make your session collaborative, troubleshooting, and common questions. We got your back!

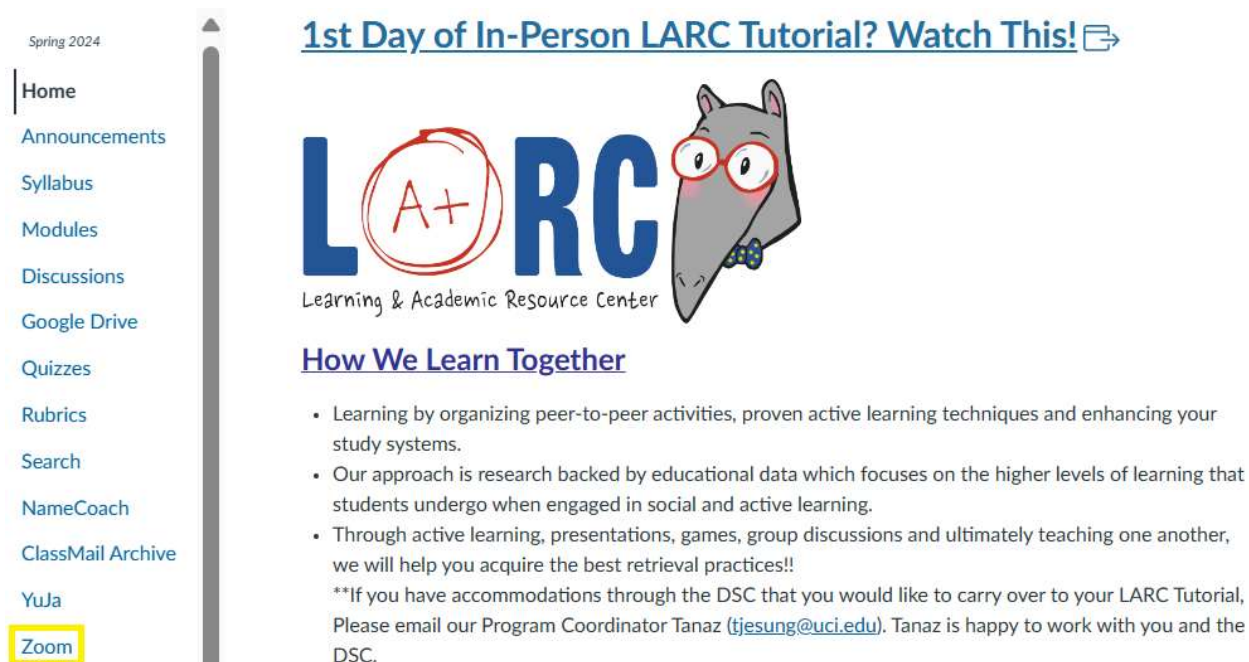
## Table of Contents:

- [Scheduling Meetings & Inviting Participants – Pg. 1](#)
- [Sharing Your Screen – Pg. 3](#)
- [In-Meeting Chat – Pg. 5](#)
- [Using Annotation Tools on a Whiteboard – Pg. 7](#)
- [Polling for Meetings – Pg. 8](#)
- [Breakout Rooms – Pg. 11](#)
- [Collaborative Activity Ideas – Pg. 15](#)

## Scheduling Meetings & Inviting Participants:

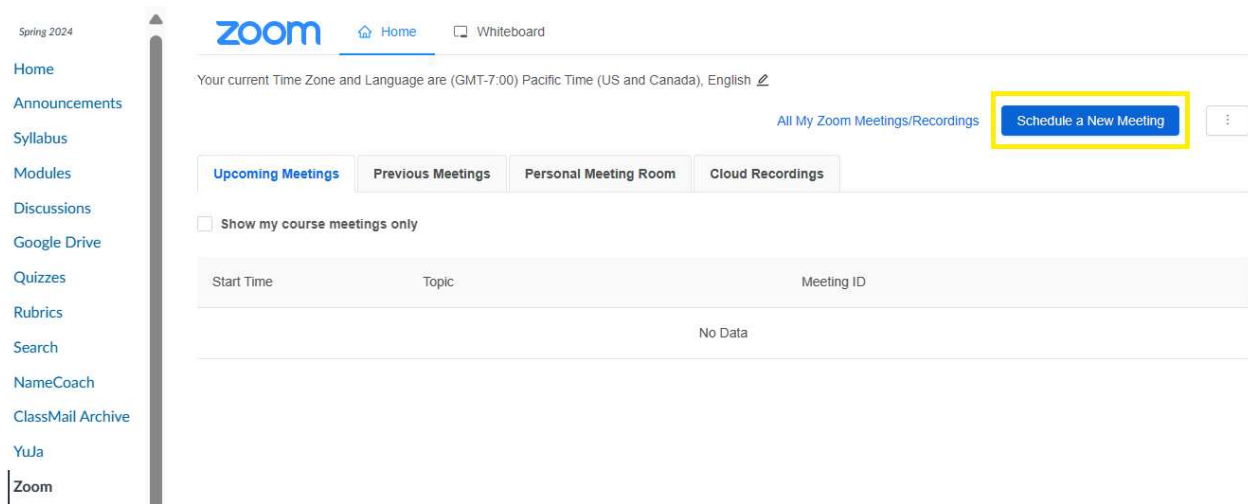
To set up a meeting, follow these steps:

1. On your Canvas course, click on **Zoom**.



The screenshot shows a Canvas LARC course page. On the left is a sidebar with a menu: Home, Announcements, Syllabus, Modules, Discussions, Google Drive, Quizzes, Rubrics, Search, NameCoach, ClassMail Archive, YuJa, and Zoom (highlighted with a yellow box). The main content area has a header "1st Day of In-Person LARC Tutorial? Watch This!" with a link icon. Below is the LARC logo, which includes the letters "LARC" in blue, a red circle with "A+" inside, and a cartoon grey dog wearing red-rimmed glasses and a blue bow tie. Under the logo is the text "Learning & Academic Resource Center". Below that is the section "How We Learn Together" with a bulleted list: "Learning by organizing peer-to-peer activities, proven active learning techniques and enhancing your study systems.", "Our approach is research backed by educational data which focuses on the higher levels of learning that students undergo when engaged in social and active learning.", and "Through active learning, presentations, games, group discussions and ultimately teaching one another, we will help you acquire the best retrieval practices!!". At the bottom of the list is a note: "\*\*If you have accommodations through the DSC that you would like to carry over to your LARC Tutorial, Please email our Program Coordinator Tanaz ([tjesung@uci.edu](mailto:tjesung@uci.edu)). Tanaz is happy to work with you and the DSC."

2. Click on *Schedule A New Meeting*.



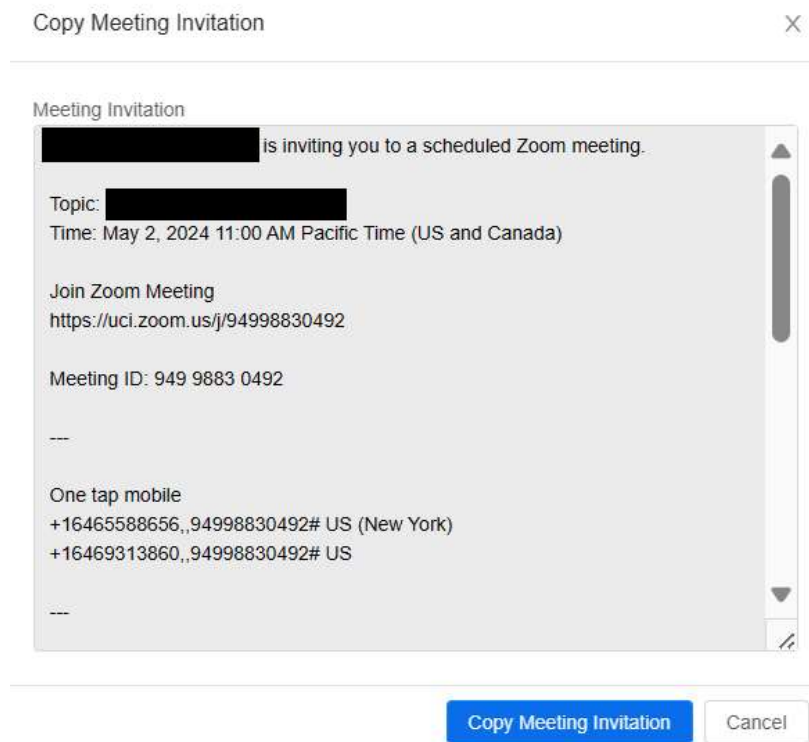
3. Select the meeting options, and fill out the following...

- **Topic:** Enter a topic or name for your meeting.
- **Description:** Enter in an option meeting description.
- **When:** Select a date and time for your meeting. You can manually enter any time and press Enter to select it.
- **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
- **Time Zone:** By default, Zoom will use the time zone set in your profile. Click on the drop-down menu to select a different time zone.
- **Host Video:** Choose if you would like your video on or off when joining the meeting. Even if you choose off, as host you will have the option to start the video.
- **Participant Video:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
- **Enable waiting room:** Allows the host to control when participants join the meeting by placing them in a waiting room

4. Click on **Save** to finish.

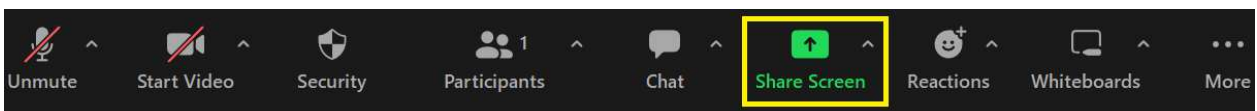
Once finished, you can either select a calendar option to add the scheduled meeting to your calendar or select **Copy the Invitation** to send out the invitation to your Zoom meeting.

**Copy Meeting Invitation** will open up a window where you can copy the full invitation to send out via email or through a direct Canvas notification to the respective tutorial sessions.

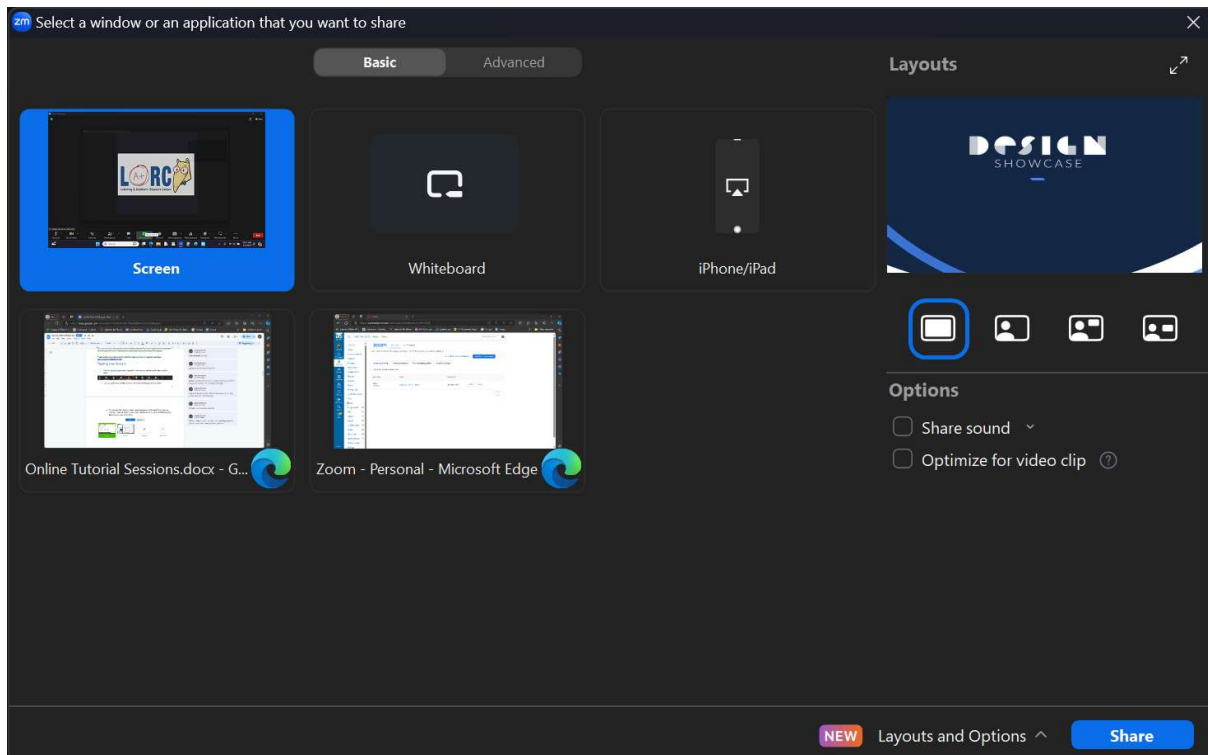


## Sharing Your Screen:

1. Click on the **Share Screen** button located in your meeting controls at the bottom of the client.



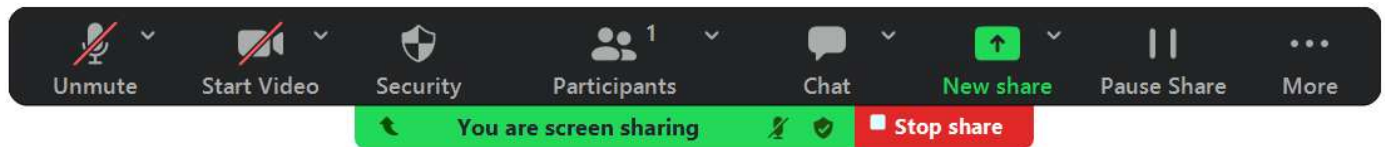
2. Select an application already open on your computer that you want to share. It is recommended to choose **Screen** to share your entire screen reliably, or **Whiteboard** to share a whiteboard.
  - You can use this feature to share your lesson plan on Microsoft Word, show a YouTube video on your browser, make annotations on Zoom's whiteboard, play a Kahoot game, and much more!



3. Optional features:
  - Check [Share sound](#) to share any sound played by your computer
  - Check [Optimize for video clip](#) if you will be sharing a video clip in full screen mode. DO NOT check this otherwise, as it may cause the shared screen to be blurry.
4. Click on [Share](#).
  - Zoom will automatically switch to full screen mode. To exit full screen mode, click [Exit Full Screen](#) in the top-right corner or press the [Esc](#) key.

## Share Screen Menu:

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.



Below are some settings you can utilize for your sessions:

- **Mute/Unmute:** Mute or unmute your microphone
- **Start/Stop Video:** Start or stop your in-meeting video
- **Participants:** View, invite, or manage the students if you're the host
- **Chat:** Open the chat window
- **New Share:** Start a new screen share
- **Pause Share:** Pause your current shared screen
- **End Meeting:** Leave the meeting or end the meeting for all participants

Visit the following link for an exhaustive list of all of Zoom's share screen options:

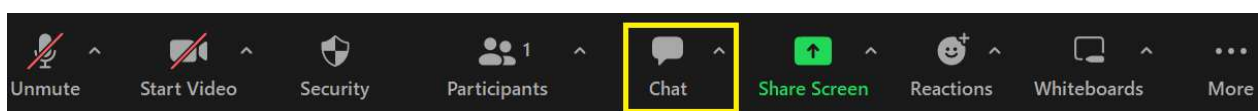
<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

## In-Meeting Chat:

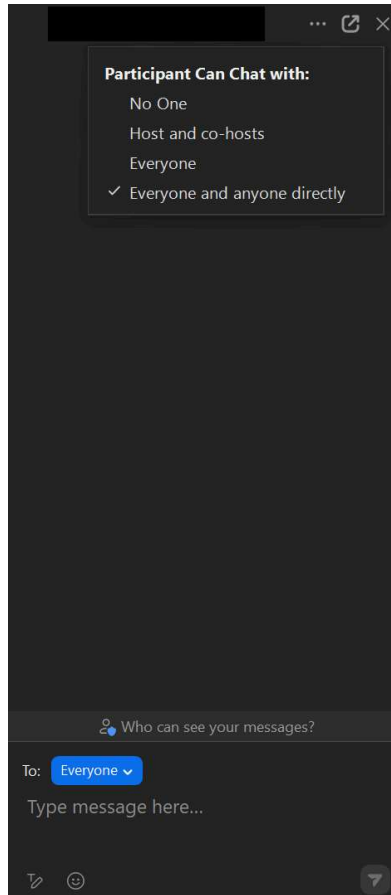
The in-meeting chat allows you to send a private message to an individual student or send a message to an entire class. As the host, you can choose who the students can chat with or to disable chat entirely.

### Accessing the Chat (Video Only or While Viewing a Screen Share)

1. Click on [Chat](#) in the meeting controls. The chat will open on the right.



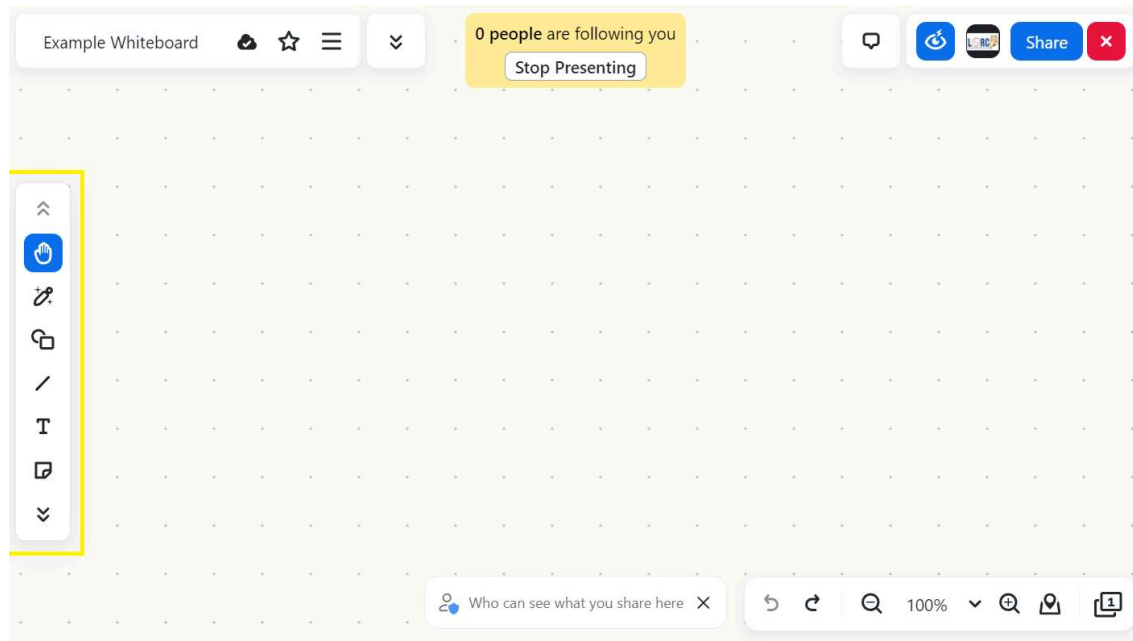
2. Click on the drop down menu at the top right corner of the chat to change if want to send a message to an individual student or to everyone.



3. When new chat messages are sent to you or everyone, there will be a notification next to the Chat icon showing how many new unread messages there are.

## Using Annotation Tools on a Whiteboard:

1. Once you share a whiteboard, there are various annotation tools you can use, which you can select on the left-hand side of the screen. Some annotation tools include the pen, shapes, and sticky notes.



You can also use the tools shown at the top (hidden in a drop-down menu if your Zoom window is not full size), such as the laser.



### **You can also share your screen in other ways:**

- If you have access to a real whiteboard, you can share it by pointing your laptop camera at it. Make sure that you place your camera where students can clearly see your writing.
- You can log into your Zoom meeting for a second time through your phone and position its camera above your desk, so that you can share a piece of paper that you're writing on.
- You can log into your Zoom meeting for a second time through your tablet and share your tablet's screen, using an app like Microsoft OneNote to handwrite on the screen.

***Make sure to mute your microphone and disconnect from audio on your second device to avoid echoing issues.***

## Polling for Meetings:

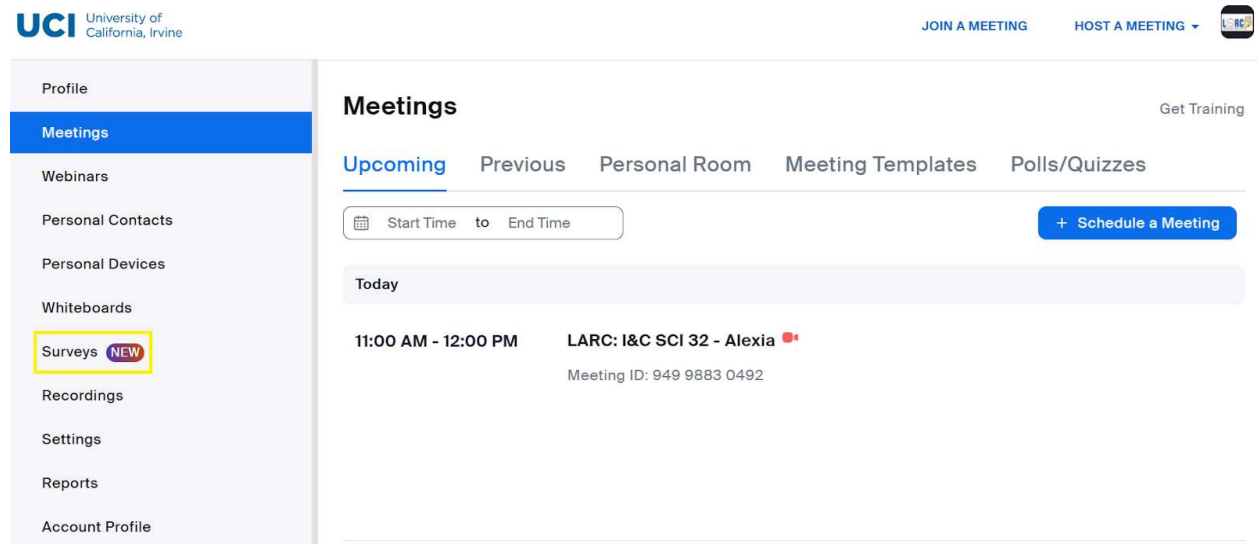
The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. This feature is great to test your students and see if they understood a concept you just went over. You will be able to launch the poll during your meeting and gather the responses from your attendees. Polls can also be conducted anonymously to ease your students' stress levels.

NOTE: Users on the iOS or Android mobile app can participate in polling, but **hosts need to be using the desktop client to manage polling.**

Visit the following link for more information on making polls in Zoom:  
<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>

## Creating a Poll

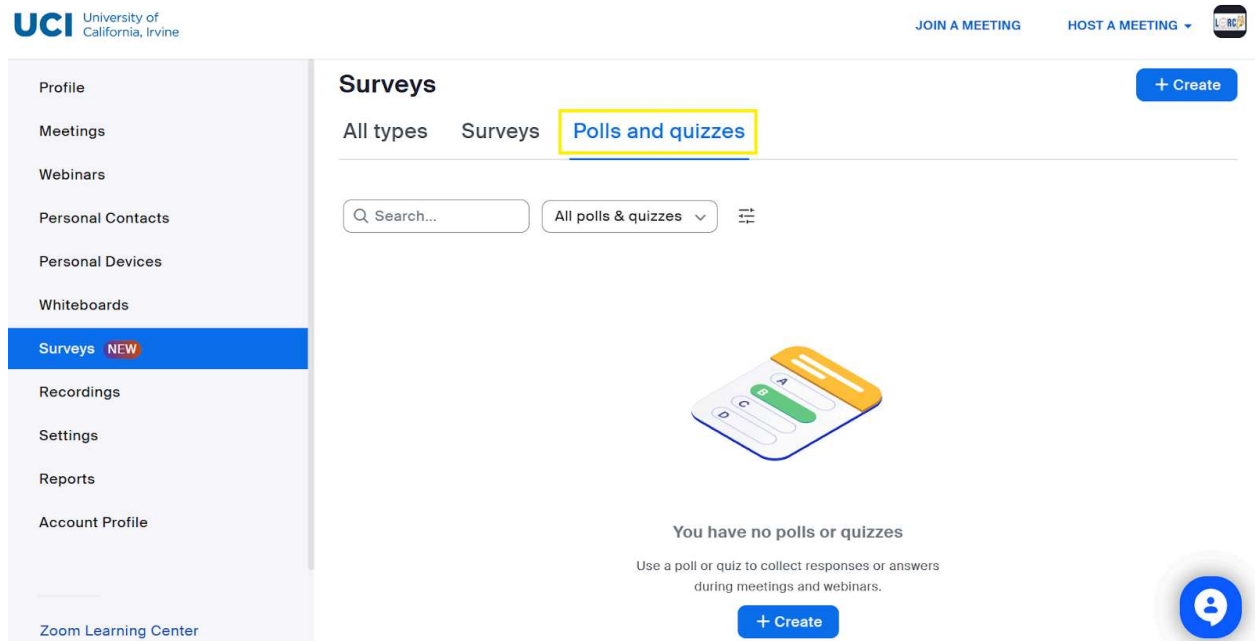
1. Log onto Zoom through this website: <https://zoom.us/>
2. Click on *Surveys*.



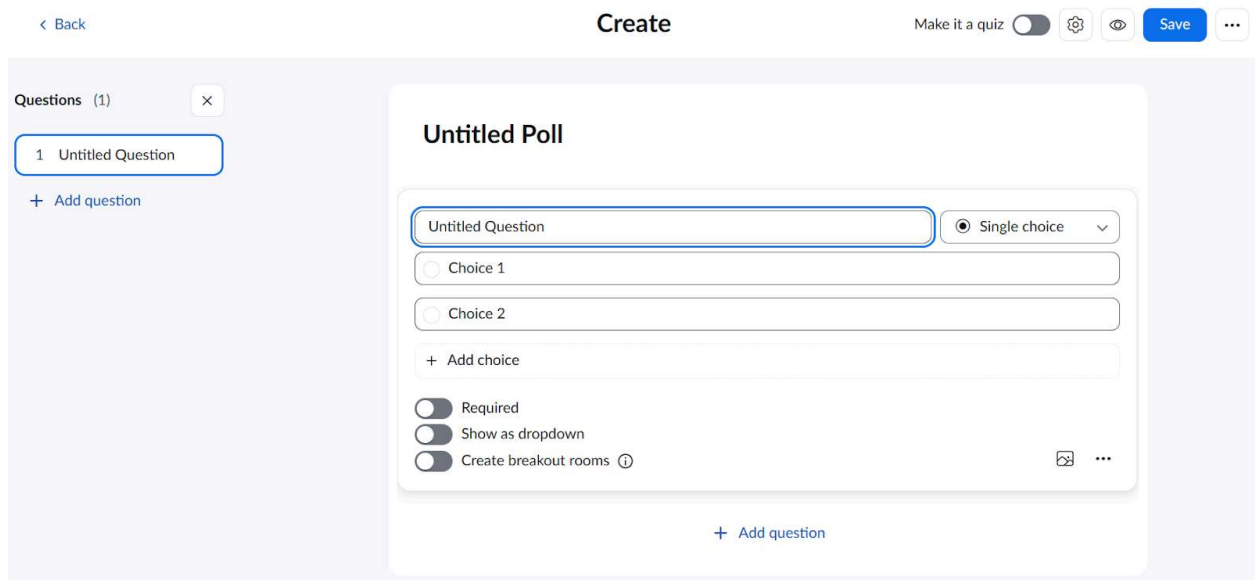
The screenshot displays the Zoom web application interface. On the left is a sidebar menu with options: Profile, Meetings (highlighted in blue), Webinars, Personal Contacts, Personal Devices, Whiteboards, Surveys (highlighted with a yellow box and a 'NEW' badge), Recordings, Settings, Reports, and Account Profile. The main content area is titled 'Meetings' and includes a 'Get Training' link. Below the title are tabs for 'Upcoming', 'Previous', 'Personal Room', 'Meeting Templates', and 'Polls/Quizzes'. The 'Upcoming' tab is active, showing a calendar view with a date picker and a '+ Schedule a Meeting' button. A meeting is listed for 'Today' from '11:00 AM - 12:00 PM' titled 'LARC: I&C SCI 32 - Alexia' with a red status icon. The meeting ID '949 9883 0492' is displayed below the title.



3. Click on *Polls and quizzes*.



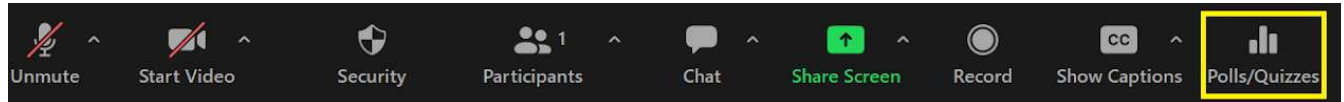
4. Click on *Create* to create your poll. You have various options to customize your poll, such as changing the type of question and creating breakout rooms.



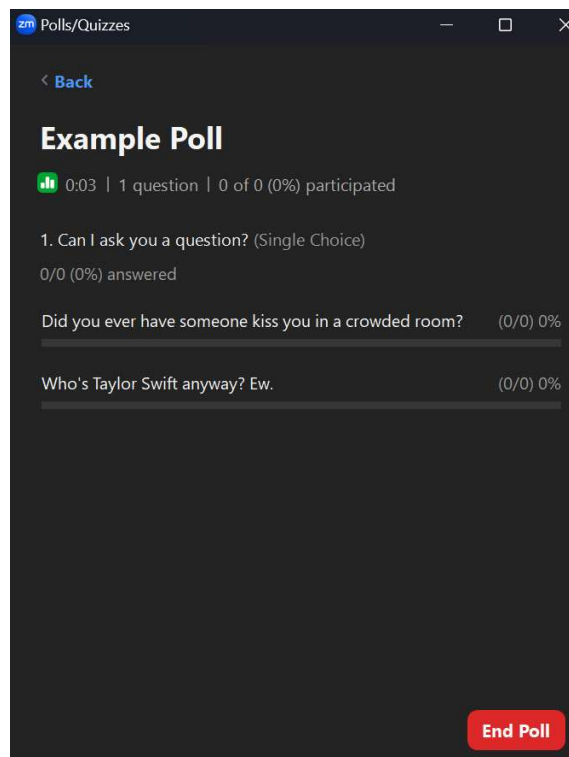
5. Click on *Save* when you are finished making your poll.

# Launching a Poll

1. Select the [Polls/Quizzes](#) option in the menu bar.



2. Select the poll you would like to launch.
3. Click on [Launch](#). Your students will now be prompted to answer the polling questions, while you will be able to see the results live.



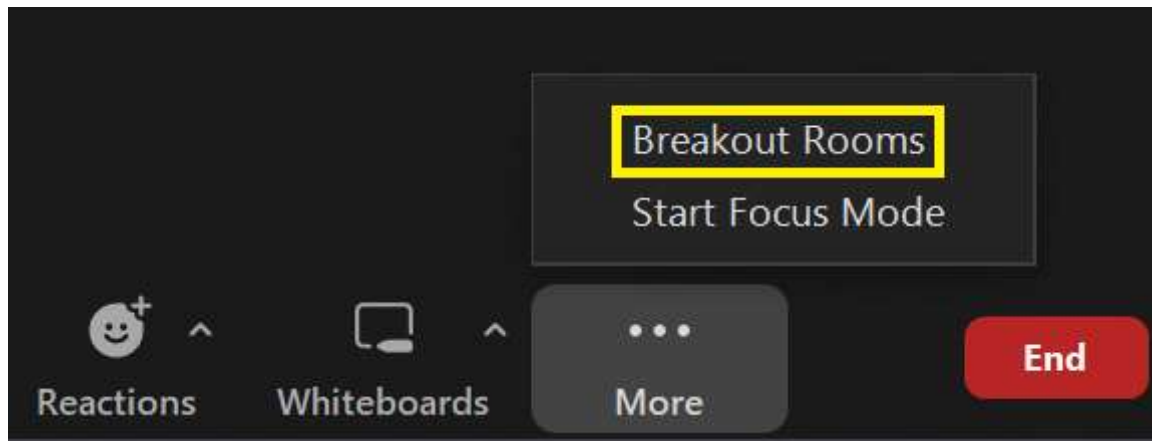
4. Once you would like to stop the poll, click on [End Poll](#).
5. If you would like to share the results to the participants, click on [Share Results](#).
6. Once results are shared, you can discuss them with your students. Additionally, have students defend their answers.

## Breakout Rooms:

Breakout Rooms allow you to split your sessions into groups, to allow your students to collaborate on activities, projects and more. As the meeting host you can choose to split the participants of the meeting into these separate groups automatically or manually, and can switch between groups at any time. In these groups, your students will have full audio, video, and screen share capabilities.

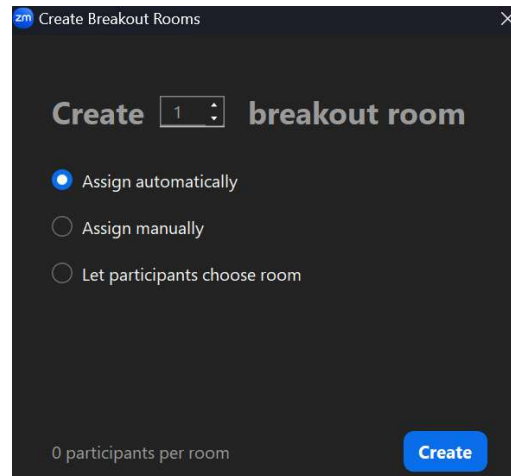
## Enabling Breakout Rooms

1. Log into Zoom.
2. In the menu bar, click on *More*, then *Breakout Rooms*.



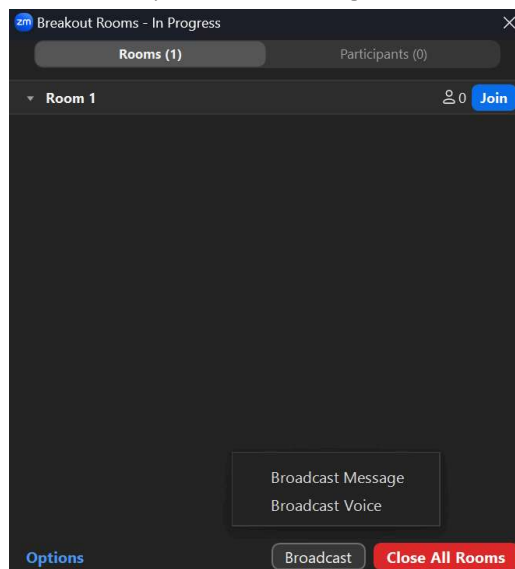
## Starting a Breakout Room

1. When you click on the **Breakout Rooms** option, a pop-up window will appear with options for you to customize the amount of rooms and the size of the rooms you will create.



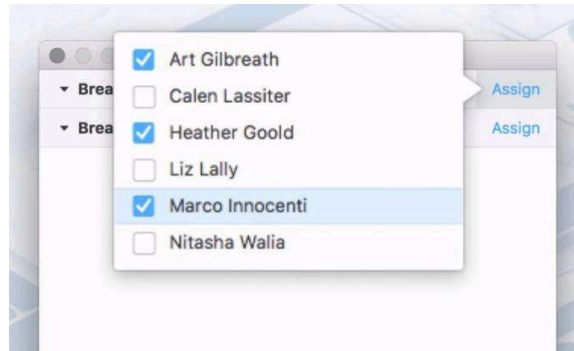
2. You will have control over how many of your students are in each room. Consider how you can maximize collaboration in your groups. Additionally you can assign your students to a room automatically or manually.

*Steps 3-8 have outdated screenshots, but the directions should be about the same. Zoom should look more like this when you are starting breakout rooms:*

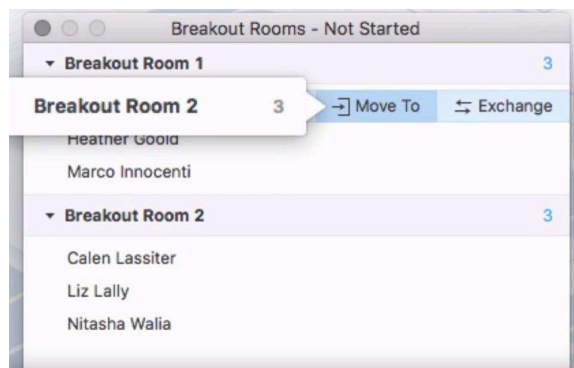


*For more up-to-date information, visit the Zoom support page:*  
[https://support.zoom.com/hc/en/article?id=zm\\_kb&sysparm\\_article=KB0062540](https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0062540)

3. If you are manually assigning students to breakout rooms, check off which students you would like to collaborate in a breakout room. Once assigned, click on **Assign**. You must do this with each breakout room.



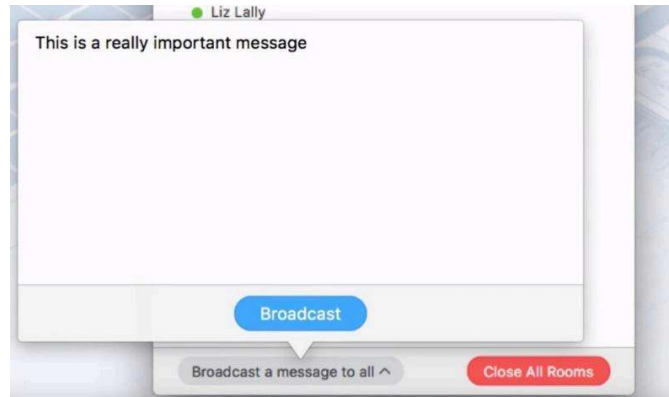
4. If you want to change which breakout room a student is assigned to, you can select a student's name and either move them to another room or swap their place with a different student from a different room. You have full control over room assignments.



5. Once the rooms are created, Zoom will alert you when the students were able to fully connect to the breakout room by appearing as a green icon next to their name.



6. You will have the ability to enter different rooms to assist students and check their progress by clicking on ***Join Breakout Room***.
7. If you have a message that you would like all your students to see while they are in their breakout rooms, click on ***Broadcast Message*** and generate the message. This message will appear on all your student's screens. This is perfect for time announcements.



8. When it is time to close the break out rooms and rejoin a larger conversation, simply click close all rooms. Your students will receive a 60-second notification about the rooms closure. Once the time is up, everyone will be redirected to your screen and the group will be whole again.



# Collaborative Activity Ideas:

## Activities you can host:

- **Work on your worksheet with students on a Google Doc.** You can go through your typical lesson while filling out the Google Doc as your students follow along and contribute to the conversation.
- **Create a Google Drive Folder:** Have your students contribute to a project, or upload pictures of diagrams you have them create to a Google folder. When it is time to share, pull up the image, screen share, and allow them to “present” to their peers what their solution or explanation for the drawing/problem was.
- **Think Pair Share:** Take advantage of the private chat feature and have students collaborate on a problem via private messaging. Split session into pairs, show them a problem, and have them think about the answer. When it is time to share, have the pairs discuss with the group what they think the answer is and how they got to those conclusions.
- **Jigsaw:** While you are screen sharing the worksheet, your students will have the ability to make marks on the worksheet (which you have the power to clear and delete). When solving a problem, have everyone contribute one piece to the solution and continue until the solution is reached.
- **Pictionary:** If you need them to review key terms, ideas, or concepts. Play Pictionary! You can share your whiteboard screen to begin drawing a picture that represents the idea, and have your students quickly guess what the idea is! Make this a competition by pairing your students up and using the private chat feature between groups in pairs, and tally up points!
- **Bingo:** The game speaks for itself.
- **Kahoot:** Make a Kahoot game on kahoot.com and video share it on your browser through Zoom! You can then share the game via an email link or provide the pin for students to enter on kahoot.it.
- **Get creative:** Feel free to generate your own activities and share with us!