

Zoom and Canvas Tips and Tricks For Teachers

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Zoom features

Zoom Meeting

A screenshot of a Zoom meeting interface. The main video feed shows a person with glasses and dark hair, wearing a blue shirt. The background of the video is a scenic view of a night sky with a bright green aurora borealis (Northern Lights) and silhouettes of evergreen trees at the bottom. The Zoom control bar at the top includes standard icons for audio, video, and sharing. The bottom navigation bar contains various meeting features: Mute (microphone icon), Stop Video (camera icon), Security (shield icon), Participants (people icon with '1'), Chat (speech bubble icon), Share Screen (up arrow icon), Polling (bar chart icon), Record (circle icon), Breakout Rooms (grid icon), Reactions (smiley face icon), and End (red button).

Security



Lock Meeting

Enable Waiting Room

Allow participants to:

- ✓ Share Screen
- ✓ Chat
- ✓ Rename Themselves
- ✓ Unmute Themselves



Security



Participants



Chat

Participants

The screenshot shows a video conferencing interface with the following elements:

- Top Bar:** Includes icons for Mute, Stop Video, Security, Participants (1), Chat, Share Screen, Polling, Record, Breakout Rooms, Reactions, and End.
- Participants Panel:** Shows "Participants (1)" and a participant named "Tuan Nguyen (Host, me)".
- Chat Panel:** Shows a "Save Chat" dialog with the following options:
 - File
 - ...
 - Participant Can Chat With:
 - No one
 - Host only
 - Everyone publicly
 - Everyone publicly and privately
- Bottom Panel:** Includes "To: Everyone", "Type message here...", and file sharing buttons.

Red circles highlight the "Participants" tab and the "Share Screen" icon in the top bar. A blue arrow points from the "Participants" tab to the "Participants" panel. Another blue arrow points from the "Share Screen" icon to the "Save Chat" dialog.

Share screen

The screenshot shows a Zoom meeting interface with the following elements:

- Top Bar:** Includes Mute, Stop Video, Security, Participants (1), Chat, Share Screen (highlighted with a red circle), Polling, Record, Breakout Rooms, Reactions, and End.
- Share Screen Overlay:** A large window titled "Basic" (with "Advanced" tab) displays various sharing options:
 - Desktop 1 (selected): Shows a video feed of a person's face.
 - Desktop 2: Shows a Microsoft PowerPoint presentation titled "Microsoft PowerPoint - Zoom and Canvas tips and tricks webinar".
 - Whiteboard: Shows a whiteboard icon.
 - iPhone/iPad via AirPlay: Shows an iPhone icon.
 - iPhone/iPad via Cable: Shows an iPhone icon connected by a cable.
 - Microsoft Word - Zoom and Canva...: Shows a Microsoft Word document.
 - Stickies - SUBMITTED: Shows a "SUBMITTED" button.
 - Google Chrome - The New York Ti...: Shows a Google Chrome browser window.
 - Finder - zoom canvas tips and tricks: Shows a Finder window with a file named "zoom canvas tips and tricks".
 - Google Chrome - KSU Zoom and C...: Shows another Google Chrome browser window.
- Bottom Bar:** Includes checkboxes for "Share computer sound" and "Optimize Screen Share for Video Clip", a "Share" button, and icons for Microphone, Video, Stop Video, Security, Participants, Chat, Share Screen (highlighted with a red circle), Polling, Record, Breakout Rooms, Reactions, and End.
- Right Side Panel:** A sidebar provides sharing options:
 - ✓ One participant can share at a time
 - Multiple participants can share simultaneously
 - Advanced Sharing Options...Icons for Share Screen, Polling, Record, Breakout Rooms, and Reactions are also present.

White Board (I)

Basic Advanced

Desktop 1

Desktop 2

Whiteboard

iPhone/iPad via AirPlay

iPhone/iPad via Cable

Microsoft PowerPoint - Zoom and Canvas tips and tricks webinar

Microsoft PowerPoint - Zoom and...

Google Chrome - The New York Ti...

Finder - zoom canvas tips and tricks

Microsoft Word - Zoom and Canva...

SUBMIT

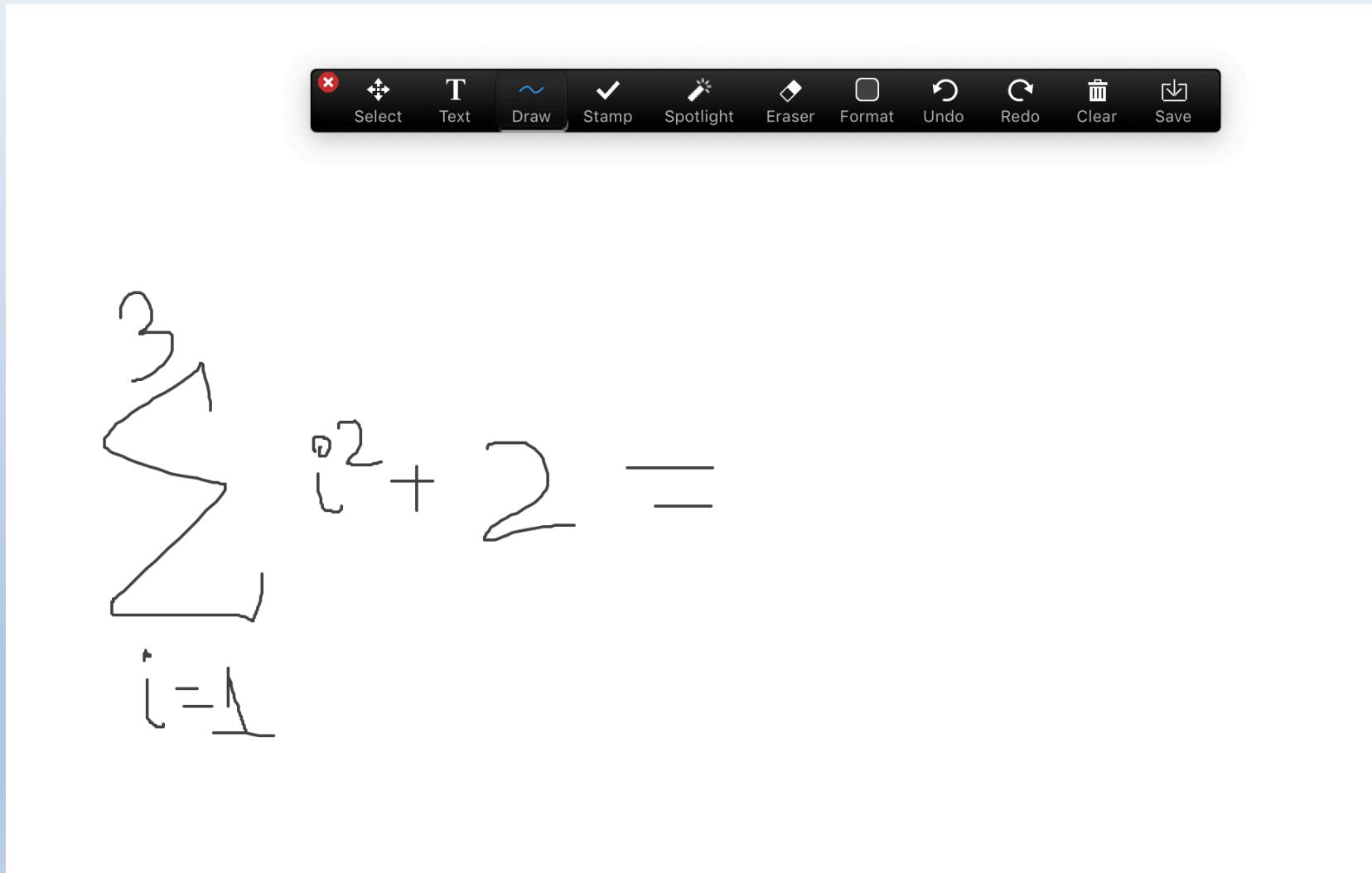
Stickies - SUBMITTED

Google Chrome - KSU Zoom and C...

Share computer sound Optimize Screen Share for Video Clip

Share

White Board (II)



Polling

The screenshot shows the Zoom control bar at the top with various icons: Mute, Stop Video, Security, Participants (1), Chat, Share Screen (green), Polling (circled in red), Record, Breakout Rooms, Reactions, and End.

A blue arrow points from the 'Polling' icon in the control bar down to the 'Edit' button on the poll card.

A red circle highlights the 'Edit' button on the poll card, which has a blue arrow pointing to the 'Edit' button in the 'Edit Meeting Polls' dialog.

Polls

Poll 1: Polling!

1. Have you used the polling feature on zoom before?

- Yes, as the host
- Yes, as the participant
- This is my first time

Launch Poll

Edit Meeting Polls

Title	Total Questions	Anonymous
> Poll 1: Polling!	1 question	Yes

+ Add Poll **Edit** **Delete**

Breakout Rooms

The image shows a screenshot of a video conferencing application's control bar and a pop-up window for managing Breakout Rooms.

Control Bar (Top):

- Mute
- Stop Video
- Security
- Participants (1)
- Chat
- Share Screen
- Recording icon (green)
- Polling
- Record
- Breakout Rooms** (highlighted with a red circle and a blue arrow pointing down to the pop-up window)
- Reactions
- End

Breakout Rooms Pop-up Window:

Breakout Rooms

Assign 0 participants into Rooms:

Automatically Manually

0 participants per room

Create Breakout Rooms (blue button)

Video settings

The image shows a sequence of three screenshots illustrating how to access video settings in a video conferencing application.

Top Screenshot: A screenshot of the video control bar. It includes icons for Mute, Stop Video (circled in red), Security, Participants (1), Chat, Share Screen (green), Polling, Record, Breakout Rooms, Reactions, and End. A blue arrow points down from the Stop Video button to the first screenshot.

Middle Screenshot: A modal window titled "Select a Camera". It lists "FaceTime HD Camera" with a checkmark and "Choose Virtual Background...". At the bottom, there is a button labeled "Video Settings..." which is circled in red. A blue arrow points from the "Stop Video" button in the top bar to this modal.

Bottom Screenshot: A screenshot of the "Settings" screen. The "Video" tab is selected (highlighted in blue). On the right, there is a preview window showing a person's face with a green aurora borealis background. Below the preview, the "Camera:" dropdown is set to "FaceTime HD Camera". Under "My Video:", there are three checked checkboxes: "Mirror my video", "Touch up my appearance", and "Always show video preview dialog when joining a video meeting". Under "Meetings:", there are several other checkboxes, some of which are checked: "Always display participant name on their videos", "Turn off my video when joining a meeting", "Always show video preview dialog when joining a video meeting" (which is checked), "Hide non-video participants", "Spotlight my video when speaking", and "Display up to 49 participants per screen in Gallery View".

Canvas: Setting up home page

≡ C&I College of Ed. > Syllabus

Summer 2020

KSU Zoom and Canvas Webinar

Jump to Today

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Quizzes

Modules

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Chat

Photo Roster

Copy Grades to KSIS

MyMediasite

Office 365

UDOIT

Your class here!

Class description:

Zoom link (permanent link for this class): insert direct zoom link here.

Instructor Information

Instructor: Tuan D. Nguyen, Ph.D.

Office: 251 Bluemont Hall

Contact info: nguyetd1@ksu.edu

Class schedule, expectations, etc.

Course Summary:

Date	Details
------	---------

Course Status

Unpublished

Publish

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Student View

New Analytics

View Course Notifications

< August 2020 >

26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Course assignments are not weighted.

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Canvas: Modules (I)

Course Projects & Practicum Tasks			
	Course Projects and Practicum Tasks Overview	<input checked="" type="checkbox"/>	
	Math/Science Task Makeover	<input checked="" type="checkbox"/>	
	Math/Science Task Makeover Sep 20 40 pts	<input checked="" type="checkbox"/>	
	Math:Science Task Makeover Template-1.docx	<input checked="" type="checkbox"/>	
	Math/Science Task Makeover - Video	<input checked="" type="checkbox"/>	
	Inquiry Lesson Plan and Reflection (avail Week7)	<input type="checkbox"/>	
	Inquiry Lesson Plan and Reflection Oct 11 50 pts	<input type="checkbox"/>	
	Science Lesson Plan Template.doc	<input type="checkbox"/>	
	Math Lesson Plan Template.doc	<input type="checkbox"/>	
	Building Procedural Fluency - Models, Strategies, Algorithms (avail Week9)	<input type="checkbox"/>	
	Building Fluency Project, Models-Strategies-Algorithms Nov 1 40 pts	<input type="checkbox"/>	
	Building Fluency Project, Model-Strategy-Algorithm Template -1.docx	<input type="checkbox"/>	
	Building Fluency Project - Video	<input type="checkbox"/>	
	Manipulative Task (avail Week11)	<input type="checkbox"/>	

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Canvas: Modules (II)

A screenshot of the Canvas Modules interface. On the left, a sidebar lists various course tools. The 'Modules' link is highlighted with a red oval. A large blue arrow points from the top right towards the center of the screen. In the center, a 'Week 3' module is displayed with a dashed border. Inside, there's a central area with an upward-pointing arrow icon and the text 'Drop files here to add to module' and 'or choose files'. In the top right corner of the module area, there's a red circle around a '+' sign.

A screenshot of the 'Add Item to Week 3' modal dialog. At the top, it says 'Add Item to Week 3' and has a close button. Below that, a dropdown menu shows 'Assignment' selected. A note says 'Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".' A section labeled '[New Assignment] Assignments' lists 'Assignments'. At the bottom, an 'Indentation:' dropdown is set to 'Don't Indent'. In the bottom right corner of the dialog, there are 'Cancel' and 'Add Item' buttons, with the 'Add Item' button being purple.

Canvas: Modules (III)

▼ Week 3

∅ + :

Quiz 1

Quiz Type: Graded Quiz

Assignment Group: Assignments

Options:

- Shuffle Answers
- Time Limit Minutes
- Allow Multiple Attempts

Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

Only Once After Each Attempt

Let Students See The Correct Answers

Show Correct Answers at

Hide Correct Answers at

Show one question at a time

Quiz Restrictions:

- Require an access code
- Filter IP Addresses

Assign to: Everyone

Due:

Available from Until

Quiz 1

Publish Preview Edit

Assignments

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Group Assignment

This is a Group Assignment

Peer Reviews

Require Peer Reviews

Assign

Assign to

Everyone

Due

Available from

Until

+ Add

Points

10

Assignment Group

Assignments

Display Grade as

Points

Do not count this assignment towards the final grade

Submission Type

Online

Online Entry Options

Text Entry

Website URL

Media Recordings

File Uploads

Restrict Upload File Types

Submission Attempts

Allowed Attempts

Unlimited

Announcements

Summer 2020

All

Search



+ Announcement

External Feeds

Home

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Announcements

Topic Title

HTML Editor



0 words

Post to

All Sections

Attachment No file chosen

Options

- Delay posting
- Enable podcast feed
- Allow liking

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Pinned Discussions



Post to

[All Sections](#)[▼](#)Attachment [Choose File](#) No file chosen

Options

- Allow threaded replies
- Users must post before seeing replies
- Enable podcast feed
- Graded
- Allow liking
- Add to student to-do

Group Discussion

 This is a Group DiscussionAvailable From Until [Cancel](#)[Save & Publish](#)[Save](#)

Discussion

Discussions

Group 2's Discussion

[All Sections](#)

Group 1's discussion

[All Sections](#)

Canvas Commons

- Account
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- Courses
- Calendar
- Inbox 19
- Commons
- Help

9 - 12 Grades
Melissa King
 705 251



PAGE
Chalkboard classroom
All grades
 1.4k 232

All grades
Kathryn Dixon
 2.0k 246



PAGE
Classroom Library
K - 3 Grades
Heather Ellis
 1.1k 228

K - 5 Grades
Lindsey Cole
 1.1k 246



COURSE
[10-Lesson Elementary Template](#)
All grades
Elizabeth Lewis
 1.3k 227




COURSE
Art 1 - Introduction to Art
7 - 11 Grades
Jesus Santillanes
 627 221


PAGE
Canvas Scavenger Hunt
K - 5 Grades
Kelly Dyson
 646 218


PAGE
Home Page Template- Colorful Buttons
K - 12 Grades
Kyle Beimfohr
 1.6k 211


PAGE
Class Calm Zone
All grades
Angela Hoffman
 1.4k 210

<https://community.canvaslms.com/t5/Commons/How-do-I-use-Commons/ta-p/1795>

Ideas to try

- Use breakout rooms for small class discussion, and you can circulate them as you would in person.
- Divide students into groups of 4-5 students so they can ask each other questions and for faster help (probably better for older students).
 - I would create corresponding “Group discussion” so students can interact within their group. This will enable more students to participate, particularly for some students.
 - You can also designate students into specific sections and create sections that are available only to each specific section (first create Groups under People, then assign specific student under People to each group)
- Consider whether the live “chat” feature is appropriate for your students (this can be enabled or disabled under Settings in Canvas).
- Set up materials in modules so all your past and current materials can be easily accessible anytime. This is particularly helpful if students fall behind and need to catch up.
- For assignments and quizzes, consider letting students upload files for the assignment instead of having them type it in. They can more easily take a picture of their work or handout or handwritten pdf than typing it or filling in pdfs via Canvas.
- Team up with other teachers in the same grade level and divide the work (every other day or every other week, etc.). There shouldn’t be a need for every teacher to recreate the wheel for every class.

Zoom and Canvas Resources

- Google sheet for online resources:
https://docs.google.com/spreadsheets/d/1JWdUyxrKL_V61tkZaBBpQi2i6dl40_KQGVuFpdaYnQ/edit?usp=sharing
- Twitter: @edu_tuan; Website: tuan-d-nguyen.github.io/home
- <https://www.weareteachers.com/zoom-for-teachers/>
- <https://community.canvaslms.com/t5/K12-Users/Canvas-Tips-to-Save-Teachers-Time/ba-p/268840>
- <https://techhelpful.blogspot.com/2018/10/teacher-tips-for-canvas.html>