



## Use Case 2

# Setting up Student group work with ZOOM

Center for Digital Education (CEDE) and Teaching  
Support Center (CAPE)

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More information:  
<https://go.epfl.ch/flexible-teaching>



Solving complex exercises collaboratively has  
been found to improve students' learning

[Kirschner, Paas, Kirschner and Janssen \(2011\)](#), for example, carried out experiments which required students to work on complex problems either in groups or alone, and then tested them individually on their knowledge and skills. Those who practiced in groups outperformed those who worked alone.

# Context

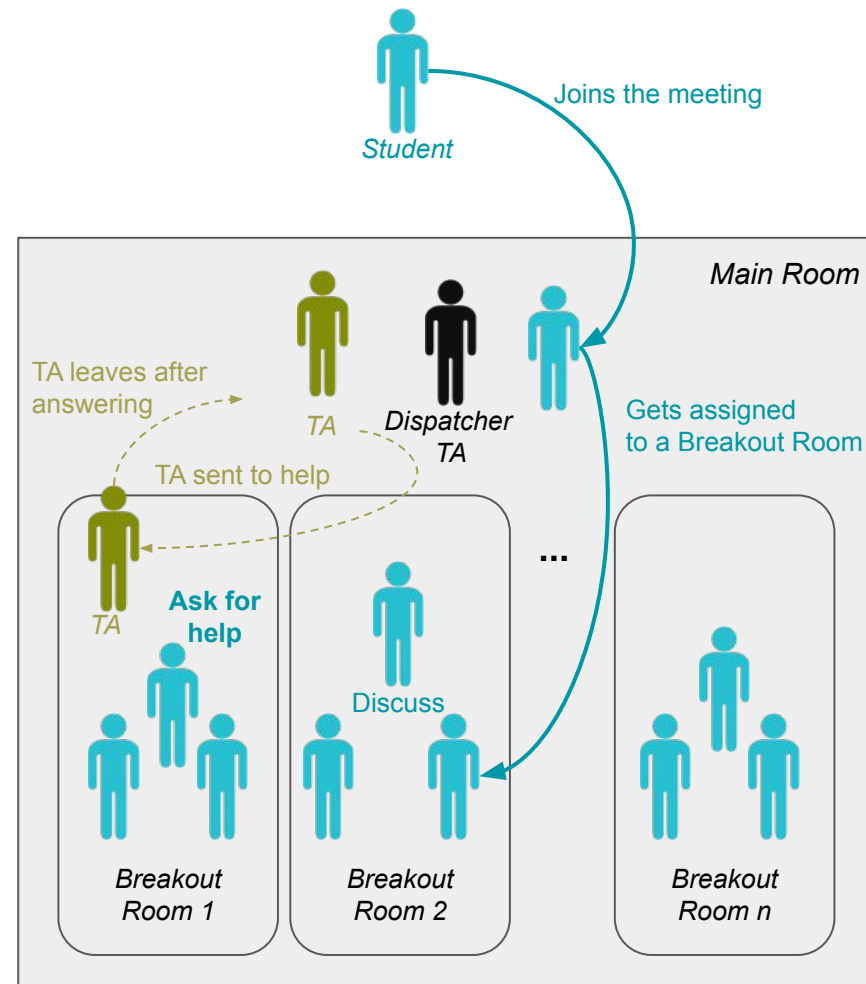
- Large class exercise or lab session.
- Students can be organised in groups, with more groups than assistants available.
- Students can help each other with easier questions. They ask for help from assistants for more challenging difficulties.

# Getting ready

1. Teacher sets up the ZOOM meeting with Breakout Rooms.
2. TA's join the meeting and Teacher assigns one TA as Host in the 'participants' menu, [slide 5](#).
3. The TA Host is a **Dispatcher**: distributing TA's to breakout rooms in response to help requests.

# During the meeting

4. Students join the meeting, teacher gives general introduction.
5. Students are assigned to breakout rooms in groups either automatically or manually (if teams already exist).
6. Students work and discuss issues in their group. If they can't resolve an issue themselves, they **"Ask for help"**.
7. The Dispatcher **sends a TA to the breakout room** where help is needed. After helping the **TA goes back to the main room**.
8. The Dispatcher (Host) can broadcast a message to all rooms if required or can join a particular breakout room.



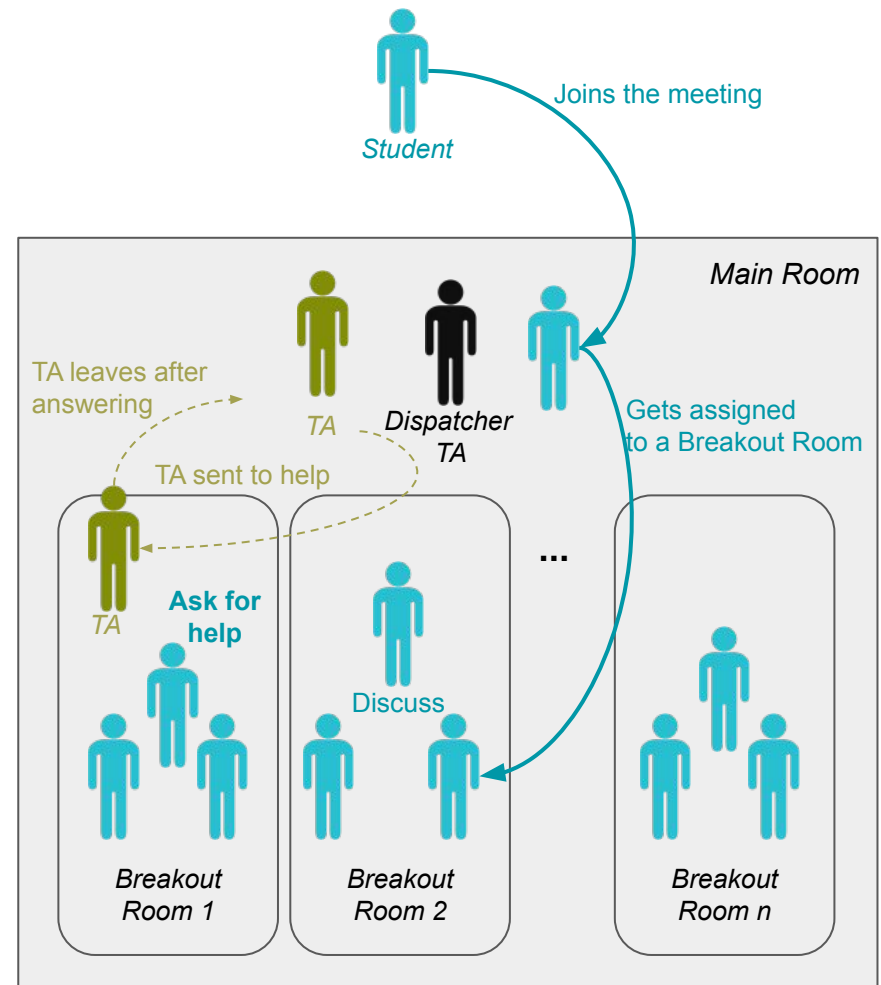
# Experience

André Hodder - Electromechanics conversion lab (in MICRO-314)-

- N=104 students, in A & B groups, 52 students per meeting.
- 1 Teacher and 5 TA per meeting, 16 breakout rooms, 3 students per group (as on lab benches in face-to-face class)
- 52 students were manually dispatched to Breakout Rooms in under 60 seconds.
- A TA was designated as Host so that the Teacher could be easily dispatched to breakout rooms .
- Students used 'Ask for help' button (and a TA was sent).
- Students could also leave the breakout room to ask a question in the main room.
- Once the problem was resolved, the TA returned to the main room to be re-dispatched.

# Recommendations

- Students 'change their name' (in 'participants' menu) to include their group number for easy dispatching.
- The Host can 'broadcast' a message to all breakout rooms if required.
- The Host can 'close' breakout rooms to bring everyone to the main room and then (a) reopen them with students still assigned to the same group, or (b) 'recreate' new rooms.
- TAs use a backchannel to coordinate (e.g. Slack or discord).

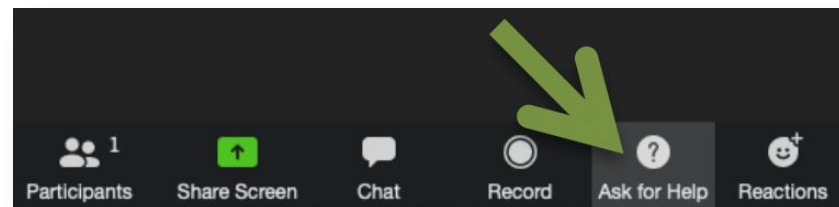




## Useful ZOOM functions

- Setting up a **ZOOM meeting**, see the guide about [Zoom Essentials](#)
- Setting up a **Breakout room**, see the guide about [Breakout Rooms](#).
- **Make a TA 'Host'**: see [slide 5](#)
- **Students change their name**: see [slide 6](#).
- **Students ask for help**: [slide 7](#)

- **Students ask for help** in a breakout room: 'Ask for Help' button (bottom toolbar).



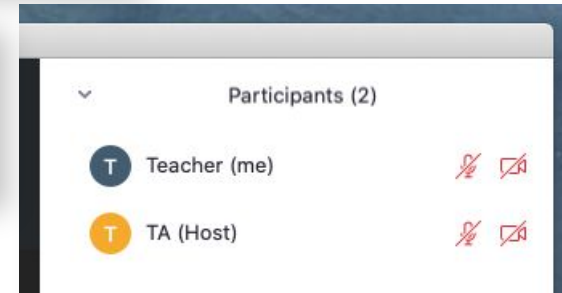
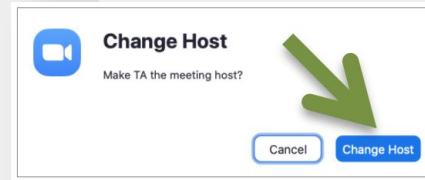
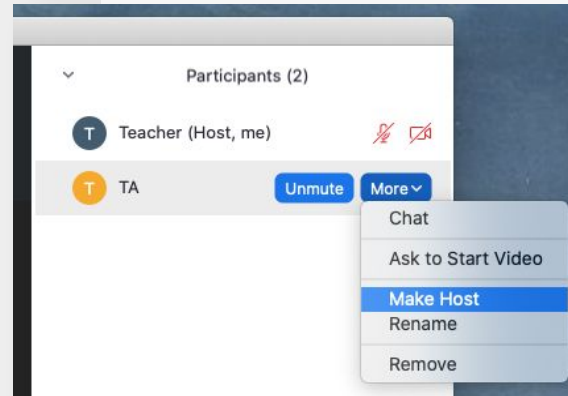
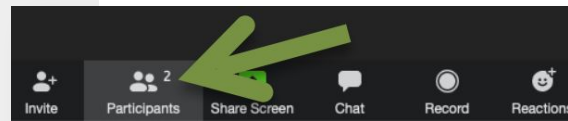
- **Students ask for help** in the main room: 'Raise Hand' button (participants panel, bottom toolbar). Teacher will see a blue hand aside student's name.





## Make a TA 'Host'

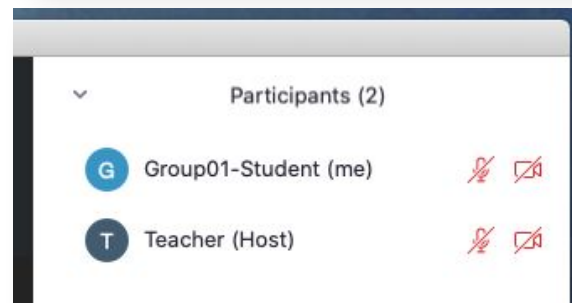
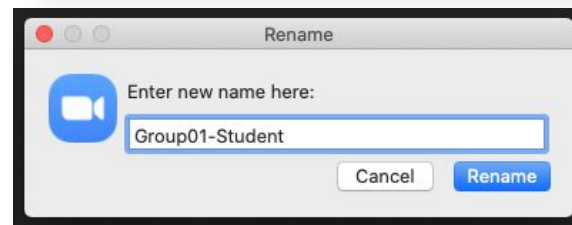
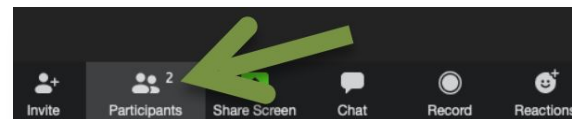
- Click on 'Participants' (bottom toolbar)
- The participants panel opens on the right hand side
- Hover TA's name, click 'More' and 'Make Host'
- Confirm the change of hosts
- '(Host)' appears aside TA's name
- You can take back your role by clicking on the Reclaim Host button at the bottom of the Participants panel.





## Students change their name

- Click on 'Participants' (bottom toolbar)
- The participants panel opens on the right hand side
- Hover your name, click 'More' and 'Rename'
- Enter a new name (for example Group number + name)
- Click 'Rename'
- Your new name appears in the Participants panel

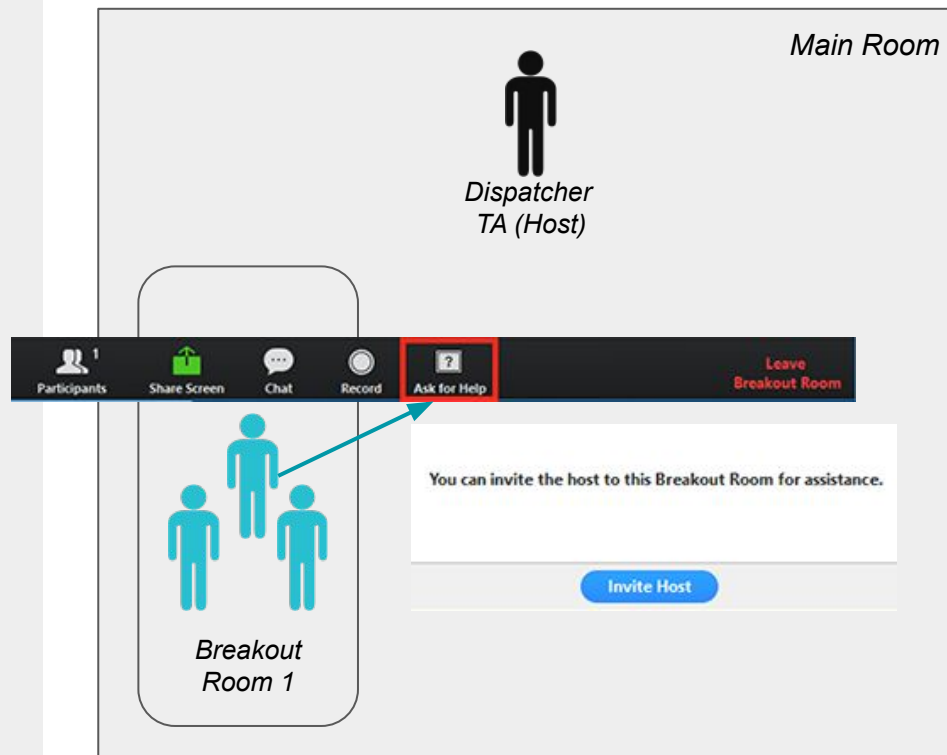




## Students ask for help

While students are in a breakout room, they can ask the teacher or the TAs for help.

- Click on “Ask for Help” in the ZOOM bar.
- The Meeting Host then gets notified and can join the breakout room to answer the question (or dispatch someone else to go answer the question on his/her behalf)



# Support

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