Quickstart guide

Live streaming a classroom with ZOOM

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

Feedback and Support: flexible-teaching@epfl.ch

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

- During a schedule class period, you may have \( \leq \frac{1}{3} \) of your students physically present in the classroom and \( \frac{2}{3} \) remote.
- Your priority should be providing high quality access to the audio and content (slides, writing on a board) and creating opportunities for all students to ask & answer questions.

Getting your technology ready

- Schedule a ZOOM (see Zoom essentials) meeting and communicate the link to students via the course Moodle page.
- Use a microphone to capture your audio (see hardware essentials to stream and record).
- An integrated laptop camera is sufficient for you to be visible to remote students.
- Teaching with handwritten notes (see handwrite & annotate):
  - Host Zoom meeting from your laptop
  - Connect with iPad to that Zoom meeting
  - Share screen from iPad, allow annotation
- Teaching with slides and some annotation:
  - Host Zoom meeting from laptop
  - Share screen from laptop
  - Use a mouse pen to annotate
- Use the same source to broadcast your material to both audiences by sharing the appropriate screen in the Zoom meeting.
- Record the Zoom meeting on local computer.
Plan your interactions

Whatever choices you make, it is essential to clearly communicate to students how to ask/answer/comment in your class, as it will be different for each of their classes.

- **Speak Up** or Clickers ([Turning Technologies](https://www.turningtech.com)) are structured ways to collect answers and feedback from both remote and campus students. [Zoom polls](https://zoom.us/help/zoom/polls) have fewer features but can be used if all students are connected.
- Creating small groups for students to discuss reduces their reluctance to participate. You can create either all remote (R) or mixed (M* consider available bandwidth) Zoom breakout rooms.
- Consider creating stable buddy-teams for the semester, such that one student of the group is on campus each lecture.

During the lecture

- Assign a TA to monitor Zoom chat/Moodle forum / Piazza and bring questions to your attention
- Focus attention by using non-laser pointer, mouse pen or iPad stylus to point at slides
- Use the Zoom annotate feature to add brief details to slides
- Check in with remote students by looking at the camera and ensuring that you are getting their feedback.
### Do’s
- Repeat all questions that come from your on campus audience into your mic for the remote audience to hear.
- Taking breaks between slide presentations and Q&A will allow you to edit the recording into shorter videos.
- Local students who are also participating in Zoom should use headsets or turn off mic & speaker.
- Maintain distance from students if your mask is off and remind students keep their distance or their masks on.
- Be aware of the area where you are in the camera’s line of sight.

### And don’ts
- Remember not to use a blackboard or physical whiteboard, as the quality is too low for remote students to read.
- Avoid sharing the Zoom gallery view over the projector - remote students don’t want to appear on your classroom screen while they can’t see who’s watching.
- Avoid connecting your iPad and laptop via Apple airplay due to the interference from multiple routers on campus.
Support

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