Zoom Teaching Best Practices (taken from Center for Teaching and Learning at Columbia University)

**Instructional Web Conferencing Best Practices**

**Distribute Conferencing Etiquette Guidelines**

**Log into Zoom Prior to Meeting Time**

- Students can set up their headsets, camera and microphones and to ensure that they are working properly.

**Check Video Background**

- Remind students to be sure that their background is appropriate while sharing video, along with how their image is displayed to the rest of the class.

**Screen & Video Sharing**

- Let students know who is allowed to and/or responsible for the shared content.

**Request to Speak**

- Explain how you want students to request an opportunity to speak. For example, raise hands or submit a question via chat box.

**Text Chat Rules**

- Set ground rules for use of text chat. Discourage "side conversations" that will distract students from the ongoing conversation. Explain what is and isn't appropriate for them to post.

**Use Zoom Creatively**

**1:1 Meetings with Students**

- Schedule meetings with students that you would normally meet face-to-face with by using a Zoom meeting.

**Office Hours**
• Run office hours remotely by making a virtual room active and have students come and leave as needed.

Paper and Research Reviews

• Use screen sharing to review with students and give feedback in real time.

Exam Review Sessions

• Open a Zoom session for student led discussion or instructor led review, and allow students to enter as necessary.