

FAQs on Engaging Zoom teaching and learning (based on feedback from colleagues, compiled by Dr. Angela Mak, Department of Communication Studies, School of Communication)

1) How to conduct group discussion for in-class activities?

Use the Breakout Rooms function:

https://www.youtube.com/watch?v=j_O7rDILNCM&t=1s.

Quick tips: a) You can't pre-assign students prior to real-time Zoom meeting. Ask the students to stay online once they join your Zoom class then assign them into different breakout sessions. b) You may join the breakout rooms one by one to see how students are doing in the group discussion. c) Or, ask students to use the **Ask for Help** function to raise questions. You will get a notification which breakout room needs help from you to join the group discussion. There is an announcement function that you can use for the end of the group discussion. The Zoom will automatically stop the discussion in one minute (or a time duration set by you).

2) How to encourage student response during my Zoom lecture?

Instead of delivering your lecture non-stop, ask a quick question, pause and ask students to give you instant feedback via chat box. You may be surprised how responsive they are (typing their answers vs. face-to-face classroom).

3) Can students share their screens in Zoom?

Of course! The host (you) and attendees (students) can screen share by clicking on the **Share Screen** icon. The host does not need to "pass the ball" or "make someone else a presenter" to share. The host can also "lock screen share" so no attendee can screen share. (Most students know how to use this function already.)

4) Can I invite a guest speaker to join my Zoom class?

Absolutely! Several ways to do it: a) Once you are in Zoom instant meeting, click the **Invite** button and send the Zoom meeting invitation URL to your guest speaker to join. b) If you pre-schedule your Zoom meeting, send the URL to the guest speaker (just like how we attended the Zoom workshop). Ask the guest speaker to create a Zoom account ahead of time to save time.

Other ways to invite: <https://support.zoom.us/hc/en-us/articles/201362183-How-Do-I-Invite-Others-To-Join-a-Meeting->

5) How to encourage my students to show their faces on Zoom?

You could encourage your students to pick a virtual background so they don't have to show their actual background (especially those who are attending class in bed):

Overview on virtual background function: https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background#h_484240a7-d72b-4dac-8ba6-ac8a4945325a

Video tutorial: <https://www.youtube.com/watch?v=YL736HaaJck&t=295s>

6) Is it a must to record my Zoom lecture and upload the file on Moodle?

Synchronous (real-time) teaching on Zoom is always preferred and students need to attend during the scheduled class hours. So, it is okay not recording lectures on the condition that Internet access is not a problem for all students. However, recording it and sharing it online will help those who do not come to class or those who want to go over certain parts of the lecture.

[If you have any idea to share, please email it to angelamak@hkbu.edu.hk or karachan@hkbu.edu.hk]