Lesson Plan:
Using Zoom for Effective Online Teaching

Purpose & Objectives
This workshop will demonstrate how Zoom can be used to conduct synchronous class meetings or conferences to not only give a presentation and lecture, but also to engage in effective collaboration and interaction among students and participants.

After completing this workshop, participants will be able to:

- Provision their MSU Zoom Portal accounts
- Navigate Zoom and access it from within Canvas
- Schedule, start and join Zoom meetings via Canvas
- Use Zoom meeting controls, secure and record sessions

Audience
- Faculty and Staff

What We Cover

I. Zoom Overview
   A. MSU Zoom Portal
      1. Provisioning Your MSU Zoom Account
      2. Interface/Menus/Settings
   B. Create Your Zoom Sessions in Canvas
      1. Zoom Course Navigation Menu
      2. Scheduling a Meeting (Meeting Settings)
   C. Starting, Joining, and Ending a Meeting
      1. Zoom Meeting Controls (Host/Participant)
         a) Audio/Video Options, Security (Waiting Room), Managing Participants, Screen Sharing, Polling, and Breakout Rooms
         b) HawkLIVE/HawkMIX Tips (Pin your video, Speaker View, Speaker View, Side-by-side mode and Zoom AV Bridge)
   D. Recording Meetings and Accessing/Storing Recordings (Google Drive/Panopto)
   E. Zoom Support Resources