

# Hybrid Technology Tips

## Zoom



This document should be read in conjunction with:

- › [AV Connection Guide for Zoom](#)
- › [Technology Video for Hybrid Teaching Spaces – Zoom](#)



### Setting up your Zoom session

- › [Zoom Online support](#)
- › [UNSW Online help](#)

Ensure that you use the **Zoom Schedule Meeting with Passcode** option. Students will be able to enter your Scheduled Meeting by entering the passcode, without any further action from the academic. If you choose the 'Waiting Room' option, this can be very distracting in Hybrid Teaching, especially if students are late to class. If you have started teaching, you may not be aware that students are waiting to be included in the Zoom class. Ensure that sufficient information about your Zoom login details is available in your Moodle course.

The UNSW Data retention policy states that recordings will be deleted after 180 days and sit in 'Trash' for an additional 30 days where they are recoverable. After 30 days they will be deleted permanently. When users access their cloud recording there is a banner warning of retention time and a column in the recording list showing how many days are left for each recording. There is also an automated email sent when recordings have 7 days remaining in the Trash before permanent deletion.



### Polling Activities

- › [Zoom Online support](#)

The Zoom Host can create polling questions prior to the stream session. Only the Zoom Host can edit or add quiz questions in the session. The questions can be shared with the students as a set of questions or as individual questions. The types of polling questions available are:

- › **Single Choice:** Poll participants can select only one of the answers provided. Possible answers can be listed all at once or under a drop-down menu.
- › **Multiple Choice:** Poll participants can select multiple of the answers provided.
- › **Matching:** Poll participants can match prompts on the left side with answers on the right side. Order of prompts and answers can be adjusted as needed. Up to 9 prompts can be provided for each question, with the possible matches ranging between 2-9 options.
- › **Rank Order:** Poll participants can rank each item based on the provided scale. Up to 10 items can be provided for each question, with the scale allowing a range of 2-7 options.
- › **Short Answer:** Poll participants can respond with a short answer response. The minimum and maximum allowed characters for the response can be set.
- › **Long Answer:** Poll participants can respond with a long answer response. The minimum and maximum allowed characters for the response can be set.



### Record and share your Zoom Session

- › [UNSW Online help](#)

Zoom recordings can be saved to the Desktop or to the Cloud. All Zoom recordings saved to the Cloud will be copied into your Lecture Recordings+ (Echo360) (LR+) Library. The transcript generated in Zoom will be included with the recording in LR+, as well. Once your recording is in LR+, you can then add it to your Echo360 Class, which ideally is linked in your Moodle course. Students are then able to access the recording for revision and review.

Saving your Zoom recording to the Desktop requires additional steps if you then want to share with your students in Moodle. Ideally, you would upload this Zoom recording into a video repository like theBox or MS Stream, or even upload it into OneDrive. Then you would include a shared URL to the externally stored video in the Moodle course. Uploading a video, or any large file, directly into Moodle is strongly discouraged. Doing so will cause a degradation of service and an increase in time to load the course in Moodle. This will impact students' access to the Moodle course, and academics ability to roll over the course into subsequent course iterations.



## Polling Activities (continued)

- › **Fill in the blank:** Poll participants are presented with the statement and a blank, asking them to fill in the missing information based on the statement and other context provided. Multiple blanks can be added, and each blank has its own answer box.
- › **Rating scale:** Poll participants are given a statement or topic, then are given the opportunity to rate the topic on a given scale. The range of the scale can be adjusted from the default of 1-10, and the ends of the scale can be labeled to indicate what the scale is based on, for example **Not likely** to **Extremely likely**.

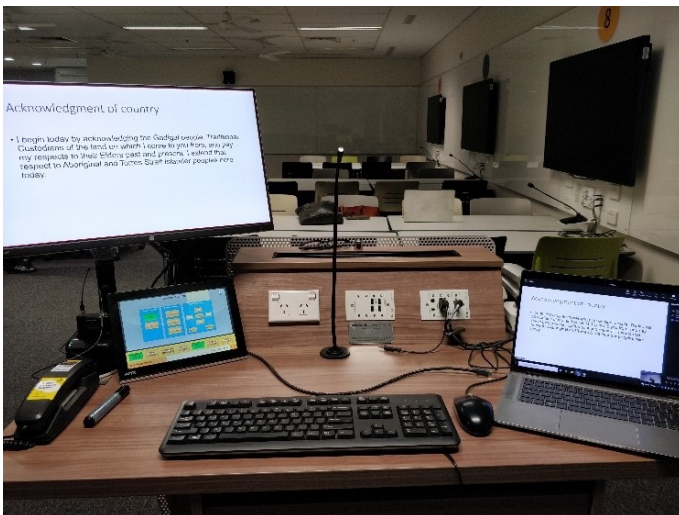
If you are delivering in flipped classroom mode, you can include links to Zoom for polling options either during or before the teaching session.



## Delivery Options

- › [AV Connection Hybrid Teaching Guide Zoom](#)

When delivering in a [Hybrid Teaching Space \(CATS\)](#) it is possible to access Zoom from the lectern computer, after your initial login. It is recommended that a secondary device be used, where you login to the same Zoom meeting. From the lectern computer, share your presentation and from your secondary device, ensure that the **Chat** panel and **Gallery View** are visible. Having the two logins allows you to focus on the presentation and be able to monitor the chat separately.



Change your Teams Status to **Do Not Disturb** mode so that you do not get any unwanted popups or notifications on your shared screen. To explicitly set it yourself, go to your profile at the top of Teams and select from the list.



## Cameras in Hybrid Teaching Space (CATS)

- › [UNSW Online help](#)

Cameras in Hybrid Teaching Space (CATS) are easily repositioned and focused within the space, via the AMX panel located on the lectern. Depending on your teaching style, it may be less time consuming to identify a set position and focus and leave it in place for the duration of your teaching session. This is especially useful when you first start teaching in hybrid.

If you are using the lectern computer and a secondary device (with a camera), you will be able to include two views of the classroom display in your Zoom meeting.

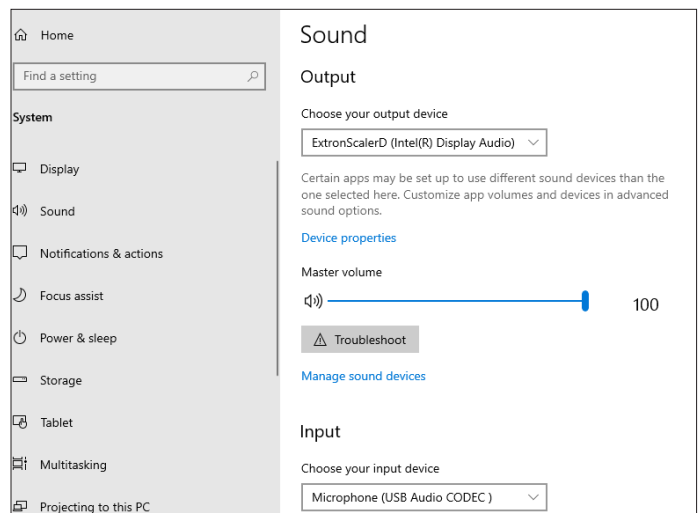


## Playing videos embedded in PowerPoint or through Zoom

Ensure that the lectern computer **Audio Output Setting** (from Settings) is selected as **ExtronScalerD (Intel(R) Display Audio)**, if you want both the in-person and online students to hear audio from an embedded video in PowerPoint, or through Zoom. Alternatively, select the Audio icon



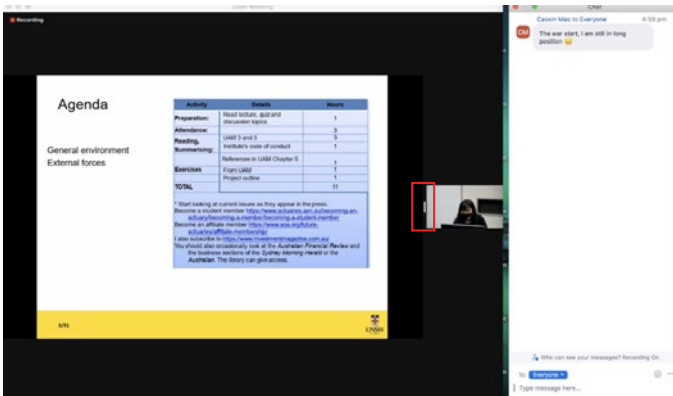
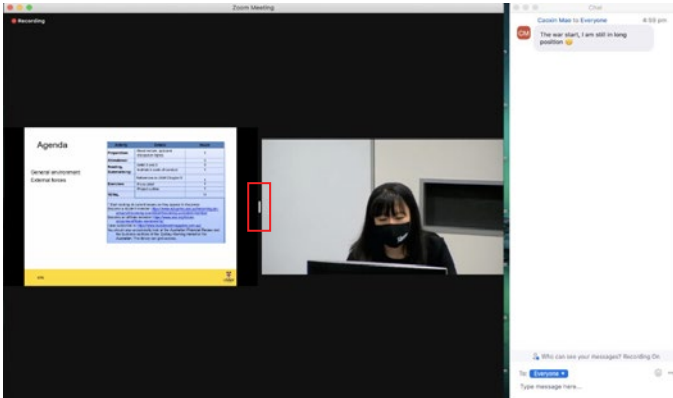
from the bottom right of the screen and select **ExtronScalerD (Intel(R) Display Audio)**.





## Student Choice in viewing screens

In Zoom, the students' view includes a slider, which all students can choose to move (left or right) to increase or decrease the size of the slides or speaker. An example of this is below.



## Pin or Spotlight a video in Zoom

› [Zoom Online support](#)

Pinning a screen allows you to disable active speaker view and watch a specific speaker. Pinning another user's video will only affect your local view in the Zoom Room, not the view of other participants, and it will not affect cloud recordings.



## Closed captioning and live transcription

› [UNSW Online help](#)

› [Zoom Online support](#)

A free live transcript service is available for Zoom webinars, meetings, and live events. For Zoom, the host of the webinar must always enable the live transcript function first so that it is available for attendees to turn on. Students who then use this feature should be made aware of the potential accuracy of the transcript.



## Resources

› [UNSW IT – Zoom Conferencing](#)

› [Zoom](#)

› [AV Connection Hybrid Teaching Guide Zoom](#)