**TEACHING SYNCHRONOUSLY**

Live class sessions should be held on the same day(s) and time(s) that they would have been scheduled in-person per the class schedule.

If you haven’t done so already, sign up for [Zoom](https://pitt.zoom.us/). Pick Sign In to set up your enterprise Zoom account. We are using this platform for PittPharmacy faculty meetings and for teaching courses. Zoom enables you to integrate Zoom Video Conferencing with CourseWeb (Blackboard) or Canvas) to facilitate remote teaching and learning. Pitt's enterprise Zoom account includes a robust set of features, including cloud recording and the ability for you to stream class sessions to up to 500 participants (more than enough capability for any of our classes).

[Instructions for integrating Zoom into Canvas](https://pittsburgh.instructure.com/courses/643/pages/starting-a-zoom-meeting-through-canvas)

[Instructions for integrating Zoom into CourseWeb](https://pittsburgh.instructure.com/courses/643/pages/starting-a-zoom-meeting-through-blackboard)

[Comprehensive Guide for Teaching with Zoom](https://zoom.us/docs/doc/Comprehensive%20Guide%20to%20Educating%20Through%20Zoom.pdf?zcid=1231&_ga=2.258135502.551525991.1583696790-827731685.1566335579) 10 pages of detailed instructions direct from Zoom

[Tips and Tricks for Using Zoom](https://zoom.us/docs/doc/Tips%20and%20Tricks%20for%20Teachers%20Educating%20on%20Zoom.pdf)  2 pages of detailed ideas direct from Zoom (including ideas for engaging students during a class session)

[Host Controls in a Zoom Session](https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting)  detailed instructions on screen sharing, muting and unmuting participants, breakout rooms, waiting rooms, closed captioning, etc.

**When you intend to record live streamed class sessions that will may include the recording of student voices**, here are the two steps you MUST follow (each must be done for EACH class session that will be recorded):

1. Notify all students in the class via email, prior to the class session that will be recorded, that the class session, including their participation, will be recorded. You may use this statement “The class session on [insert day, date, time] will be recorded and made available for viewing at later dates. If you do not want your voice recorded, please use the chat function to interact with the instructor.”
2. Notify all students in the class verbally at the beginning of the class session that it is being recorded and that their verbal participation is voluntary. You may use this statement “This class session is being recorded and will be made available for viewing at later dates. Your verbal participation is voluntary. If you do not want your voice recorded, please use the chat function to interact with the instructor.”

**Solving Some Technical Difficulties**

[My Video/Camera Isn’t Working](https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working)

[Device Audio](https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio)

[Quick Overview of Attendee Controls](https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting)

[Audio Echo During a Session](https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting)

**Archiving Recorded Live Sessions**

Recorded lectures in Zoom should be uploaded to the appropriate course folder in Panopto, which allows for addition of closed captioning.

**Things to Consider**

* **Think about what’s in your frame**: If you are going to have your video on during the class session, be sure to preview what the students see. Look at what shows up in the screen and adjust accordingly or upload a [virtual background](https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background); make sure a light source is in front of you so that students can see a clear image of you; secure the room from pets, children, and other sources of video and sounds that you do not want to interfere with the class session.
* **Ask for help**: Don’t try to teach class and monitor responses in the chat function. Focus on your teaching and keeping it interesting. Assign a student or TA to aggregating comments and questions posted by students.
* **Control the room**: Have students “raise hands” in the chat function, enforce muted microphones, and lay out ground rules at the beginning of class. Make clear what is acceptable and what isn’t early on.
* **Keep students engaged**: 50-minute lectures are difficult live and may be even more difficult online (you may be competing with email, games, pets, and Netflix now.) Stop and ask questions, even if it is just to trigger student reflection and mental review of what was just said without an expectation of verbalized answers; solicit feedback in the chat function; and keep things lively.
* **Be flexible**: When you or your students get frustrated, remind yourself that this really is a big change. Everyone is adjusting.

**Additional Resources**

Recorded Workshops from Pitt’s Center for Teaching and Learning

* [Using Zoom](https://pitt.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=a7758f86-9881-490e-ad65-ab8200d32f5f) 56 minutes
* [Essentials for Remote Teaching](https://pitt.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=c4b41f3f-c80b-483f-923a-ab8201697544)  59 minutes
* [Making Your Video Effective for Learning](https://pitt.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=7e1d2c3e-9a5f-4778-be68-ab8201075b2c)  43 minutes
* [Working with Teaching Assistants for Remote Instruction](https://pitt.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=eba0e0c5-a750-44cb-93a2-ab84013a65c6) 1 hour
* [Facilitating Discussions from a Distance](https://pitt.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=6c835fc8-825e-4fad-b6c6-ab8301634274)  51 minutes
* [Developing a Communication Plan for Online Teaching](https://pitt.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=da972e05-72ba-47df-bac9-ab82013ee300)  1 hour

Pitt’s [Center for Teaching and Learning](teaching.pitt.edu) is regularly updating resources and will continue to deliver remote office hours and specialized instructional continuity workshops via Zoom.

If you are interested in taking this further and want to earn a badge in teaching online, consider the [Teaching Online @ Pitt](https://teaching.pitt.edu/#Teaching-Online-At-Pitt) course. This is a self-paced, à la carte online course and instructors are free to explore what modules and topics are most relevant to their needs. These resources are designed to help instructors expand their understanding of the practices that make for successful online teaching and learning.