

Faculty of Philosophy

Zoom Guide for Session Leaders

Updated: 4th August 2022

Please do NOT pass this information on to students as it contains access details to the Faculty Zoom licenses.

The Faculty of Philosophy currently has five Zoom licenses to be shared amongst teachers. Think of these as five separate seminar rooms. Zoom is freely available online but the free version caps meetings of three or more at 40mins, and lacks various other features (especially 'breakout rooms', see §3). This guide is designed to be read with Zoom open in front of you, to familiarise yourself. Please use a free personal copy for this, rather than the faculty licenses.

1 Starting and ending the meeting

You can book a Zoom seminar room directly on Booker (if you have access), or you can contact the Faculty support staff who will book your room for you and then advise you of the details. For online lectures, the relevant students will receive a Zoom link by email. For discussion group and logic class teaching, only you will receive a Zoom link, and you should forward it to the relevant students.

If you have an hour's timetabled slot, please start the Zoom meeting on the hour, beginning the actual session at 5 minutes past the hour and ending the teaching session and signing out at 5 minutes to the hour, in line with usual Cambridge teaching practice. This is to allow participants to join your session and any others classes they may have before or after on time.

To start your meeting, go to: <https://zoom.us> and click 'Sign in'. Enter the email address associated with the booked room:

- zoomseminar1@phil.cam.ac.uk
- zoomseminar2@phil.cam.ac.uk
- zoomseminar3@phil.cam.ac.uk

- zoomseminar4@phil.cam.ac.uk
- zoomseminar5@phil.cam.ac.uk

The password for all accounts is 'Russell1872' (Russell-eighteen-seventy-two; case sensitive).

In the options on the left of the screen, click 'Meetings' to see all meetings currently booked in this room. Find yours and click 'Start'. Your computer may ask for permission to open the window for the meeting, which you should allow. Zoom will then ask whether you want to join with computer audio or some external speaker and microphone. Click the appropriate option: in the latter case, there will be a brief test that everything is picked up correctly. The meeting has now started.

In the top right corner of the screen, you'll be able to toggle the view between 'speaker' (whoever is speaking is in the large window; all other participants are small) and 'gallery' (everyone is shown in a grid).

At the end of the meeting, click the red 'End meeting' button in the bottom right corner of the screen. Then be sure to log out of the faculty Zoom account by clicking on the 'head and shoulders' picture in the top right of the Zoom screen and clicking 'Sign Out'. **Please keep your meetings to time and remember to sign out at the end.**

2 Features

When in the meeting, you will see various features along the bottom of the screen. From left-to-right, these are:

- | | |
|---------------------------------|--|
| Mute | This allows you to mute your audio. The 'Λ' symbol next to it brings up various audio options. |
| Stop Video | This 'mutes' the video. Your screen will be blanked out. Again, the 'Λ' symbol brings up various video options. |
| Security | This opens up various options allowing hosts to control the meeting: |
| - Lock meeting | This prevents anyone else from joining the meeting. You shouldn't need this. |
| - Enable Waiting Room | This puts any arrivals in a virtual waiting area, from which you can invite them in. You will be notified that people are waiting. Again, you are unlikely to need this as you won't use these seminar rooms for this purpose but, if you have your own copy of Zoom, this is a great way to run virtual office hours. |
| - Allow participants to: | There are three permissions that are automatically granted to non-hosts, but you can disable them: |
| - Share screen | This allows non-hosts to share their screen with the group. |

- **Chat** This allows non-hosts to begin a text chat, which is visible to the whole group.
- **Rename themselves** This allows non-hosts' names to appear as other than their own.

Participants

This opens a panel on the right-hand of the screen listing all of the current participants. You can mute the audio or stop the video of individuals, or of groups. You will also be able to make another participant the host, if, for example, you have a co-host for the session.

When non-hosts click on 'Participants', they will see an option to 'Raise hand'. If they do so, you will be notified, a hand will appear in the corner of their video and you can address their question. When their hand is raised, their 'Raise hand' option will change to 'Lower hand'.

Chat

This opens a panel on the right-hand side of the screen for a text chat between the group. Although it probably won't be used much, it can be helpful to have a chat going so that students can flag audio/ video issues.

Share Screen

This will be one of the most helpful features. It opens a box with options for what you can share with the group. The '∧' symbol controls what non-hosts can share. You can share:

- **Desktop** This shows the group what you are seeing on your screen (other than Zoom).
- **Whiteboard** This brings up a virtual whiteboard for all to see. You can draw on it with your mouse or type text onto it. You remain in control of the whiteboard but students will see an option to 'annotate': they cannot erase anything from the board other than their own contributions, but can make additions.
- **iPhone/iPad via Airplay** If you have a device with Airplay, you can share its screen with the group. Instructions will appear showing you how to mirror your screen (the exact procedure will vary with device). One good use is to use your iPad as a whiteboard and write on it with a stylus. There are many freely available whiteboard apps such as 'Whiteboard'. This is especially useful for logical symbols etc.
- **iPhone/iPad via Cable** This allows you to share the screen of your device via cable.
- **Other windows** Any other windows you have open can be shared. This is useful for sharing a handout, slides or calling up a student's essay, for example. If you share a handout this way, your students will see you scroll through it and, if you highlight anything, they will also see this.

Record	See §3.
Breakout Rooms	See §4.
Reactions	This gives you some emoji-like cartoons to share with the group.

3 Recordings

All Zoom meetings can be recorded by the host. Non-hosts cannot record. You can record either to your computer or to the cloud. Recording to the cloud is recommended. If you return to the main Zoom menu (the first you saw after logging in), you'll see the option 'Recordings'. This will show you all available recordings. By clicking 'Share' next to your recording, you'll be able to generate a link to the video, which you can email to students. You'll also see various options to control the recording. An important one is enabling downloads. You must uncheck this to prevent downloading.

Online seminars, webinars, and supervisions in the Faculty are designed to be live events, unfolding in real time, where discussion can be open, relaxed, engaged, and interactive. Please note that, given their purpose, there is no default expectation that a recording would be made available to students. **The University has advised that, while students may request permission for a recording, there can be no assumption that such permission will be granted.** Any requests would need to be made to the academic session leader in advance, and would not be granted unless all participants (including the session leader) agree. It is ultimately for the supervisor or seminar leader to determine whether it is appropriate for a teaching session to be recorded. Strict conditions then apply, if permission is granted: permission to record is governed by an End User Licence Agreement (EULA) which outlines the usage permitted, ownership and retention of recorded material. This is formal University policy, subject to disciplinary and other penalties.

4 Breakout Rooms

When you click 'Breakout Rooms', a box will appear asking you how many rooms you want, and whether you want room assignments to be automatic or manual. The automatic option will randomly divide participants into the chosen number of rooms, as evenly as possible. The manual option allows you to choose the groups.

You will then see a box called 'Breakout Rooms - Not Started', summarising the assignments. You can make any changes you like. Then click 'Open All Rooms' and, after a brief pause, candidates will find themselves in separate rooms.

When the rooms are open, 'Breakout Rooms - Not Started' will change to 'Breakout Rooms - In Progress'. On this screen, each breakout room will have the 'Join' option. By clicking this, you can enter the room. The option 'Leave Breakout Room' will appear in the bottom-right corner. The 'Breakout Rooms - In Progress' box also has the option to broadcast a message to all rooms. You may, for example, announce that the rooms will close in so many

minutes. You also have the option 'Close All Rooms', which ends all breakout rooms and returns everyone to the main session.

When in breakout rooms, students will see a button called 'Ask for Help'. If they click this, you will be notified and will be given the option to join that room, or to send a message, for example, that you're currently in another room and will be along shortly.

For much more on breakout rooms, [click here](#).

For some good general advice from Stanford on small group teaching and breakout rooms, which can be adapted to online teaching, [click here](#).

5 General Advice

As with any classes or seminars, it is a good idea to lay out some ground rules at the start. Here are some suggestions:

Understanding You may want to mention that, as this is a new style of teaching for some, there may be hiccups, a need to be patient, etc.

Recording Remind the students of the recording policy, from §3.

Muting Perhaps let the students know that it is generally good practice to mute themselves when they are not speaking to prevent too much background noise. They'll be muting and un-muting often, so it's probably a good idea to set up keyboard shortcuts for this. If they mute themselves, they are able to temporarily unmute themselves by holding down the space bar, using it like a walkie talkie.

Hand raising Let them know about the hand raising function, and keep an eye out for hands (perhaps have the 'Participants' window open throughout for this).

Chat Have a chat going throughout the meeting so that students having technical difficulties can let you know, and let them know that it's there.

Overall, it is a good idea not to try and force your usual teaching style into Zoom, but to let Zoom's features shape your teaching. A free-for-all approach to class teaching is difficult to manage via Zoom. If the aim is a Q&A session following a lecture, then a combination of muting and hand raising should be enough. But for a more fluid discussion, more structure is needed. A good idea is to structure the discussion around a number of questions and use the breakout rooms function. Set up questions to be addressed, break out into groups for discussion, travel between the rooms to oversee and then return everyone to the main session to feed back.

For logic classes or more technical work, the whiteboard and iPad sharing options are the most important. The whiteboard will allow you to work through answers, which will be much tidier if written using a stylus on a tablet. Alternatively, you could prepare model answers in advance, share the file with the group, and talk them through it.

6 Booking

If you would like the Faculty Office to set up a meeting/reading group etc, please email **phil-admin@lists.cam.ac.uk** and include the following details:

- The title of the meeting (with a brief description if desired)
- The date, time and duration of the meeting
- The student year list for the invitation, if applicable (Note: if the invitation is to a smaller select group of participants, you will receive the invitation for you to forward).

For lectures, all participants, and you, will receive a link. For smaller groups, you will receive a link by email which you will need to forward to the participants. **Please email at least 3 working days in advance to book seminar rooms.**

7 Security

The University Information Services (UIS) have some guidance about using Zoom securely. Click [here](#) to read the advice. Briefly, it is recommended that highly confidential matters are not discussed via Zoom, but 'if you would be comfortable to discuss something on a landline and speakerphone, it's likely to be alright to discuss it on Zoom'. Having a look through the security precautions is recommended.

Faculty Office: phil-admin@lists.cam.ac.uk

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