



## Virtual Meetings

You have a variety to options for hosting and participating in virtual meetings, including **Microsoft Teams**, **Zoom**, and **Virtual Classroom**. Each offers similar features but one may best meet your needs. Check out our [Video Tools guide](#) and [Comparison Chart](#) to compare features.

This guide will provide best practices and tips for successful virtual meetings.

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## Improving Video

Talk to the camera vs the screen.

Consider what you are wearing.

Consider when your webcam is being broadcast to everyone – body language, facial expressions, movements, etc.

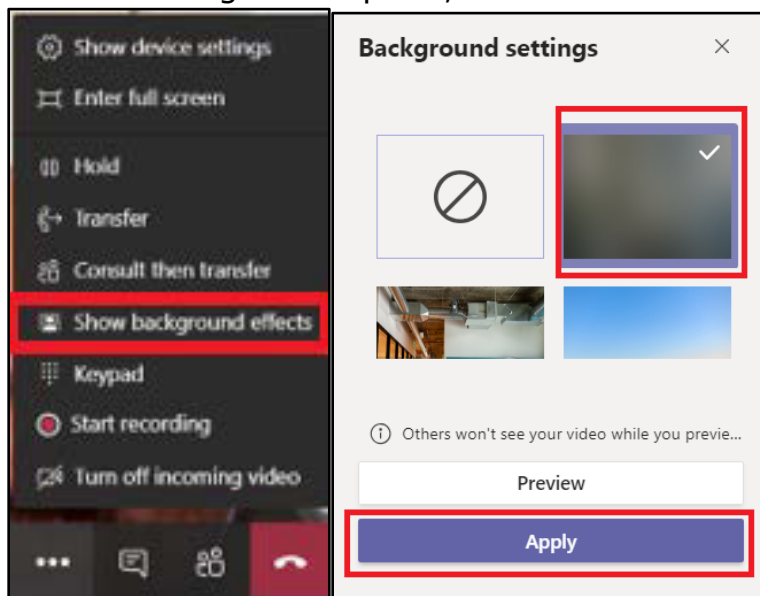
Check your lighting – avoid bright light or windows directly behind you. (Zoom offers an option to Adjust for low light in Settings > Video.)

Check your camera/webcam placement. Try to keep it at eye level.

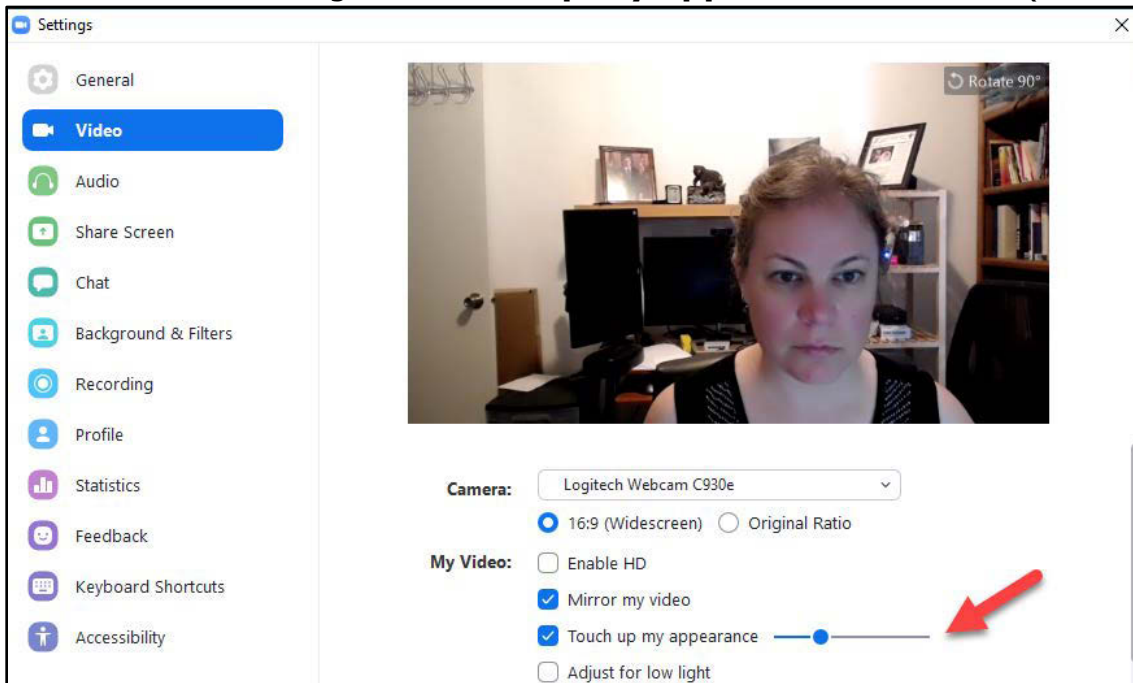
Use your cell phone as a web cam – you can log in via the mobile app at the same time.

Consider what's in the background - remove distractions when possible.

- **Zoom:** Virtual Background - Depending on the specs of your device, you'll need a green screen for this feature to work.
- **Teams:** Show background effects > Background Settings - The second option is the blur background option, and various other options may be applied.



Use the Video settings to **Touch up my appearance** in Zoom (with slider adjustment):



You may also check the option to **Adjust for low light**.

Check out D2L's [Best Practices: Web Cam Recordings](#).

Check out EDUCAUSE's [Putting Your Best Self Forward: 6 Keys for Filming Quality Videos](#).

## Improving Audio

Use a headset with built-in mic if you have one.

Position yourself in a quiet, indoor area.

Use **Mute** as needed if you are not speaking.

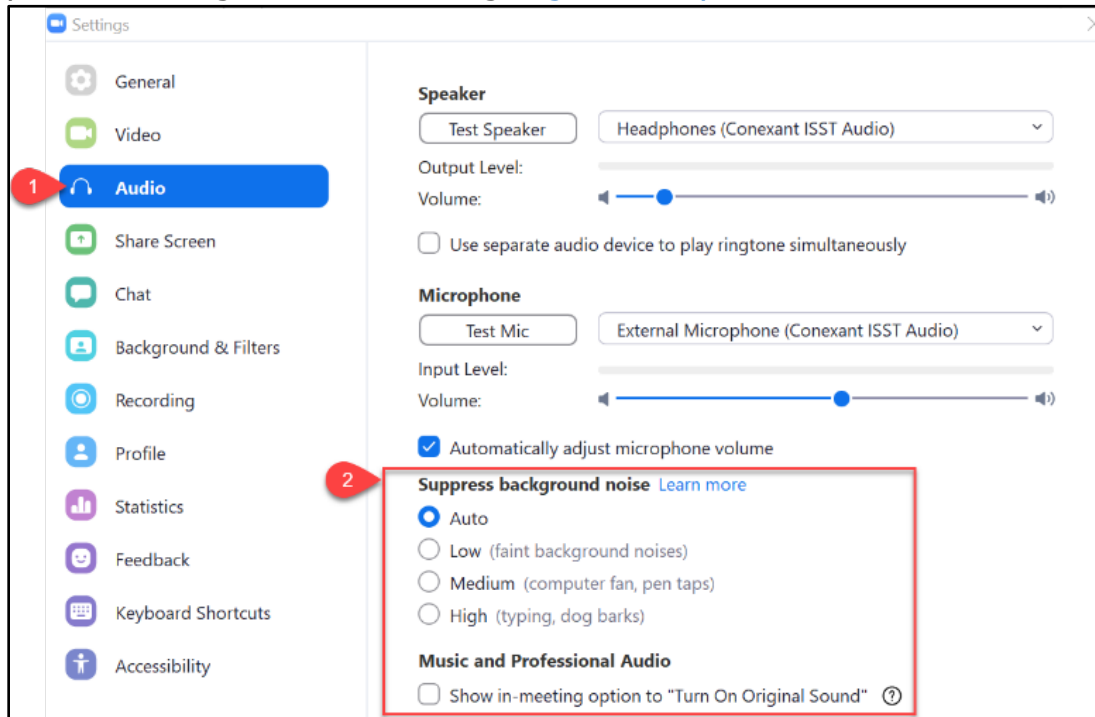
Mute computer/device notifications in other applications.

Do not share computer sound if you are not showing a video

Consider how loud your keyboard, computer fan, etc. may be if you don't have a headset.

**Zoom:**

- In Audio settings, check out **the Suppress background noise** option.
- If you're playing music, check out the **High-Fidelity Music Mode**, which offers professional-grade audio using [High-Fidelity Music Mode](#).



## Sharing Your Screen, Whiteboard, or Other Cameras

Plan and practice with tech and materials beforehand. Consider backup plan for technical issues.

**Zoom:** Show/Hide floating meeting controls: Ctrl+Alt+Shift+H (Escape - to show again)

### Screens & Whiteboard

Close any applications you won't be using during your meeting.

Avoid sharing the desktop – select a specific screen or application. (Note: In Teams, you may need to share desktop if you need to share computer audio for videos.)

Remember to share computer sound if you are showing a video.

**Zoom:**

- Check out New Share, Pause Share options, especially if navigating between web tabs.
- Advanced screen sharing settings allow you to select Portion of Screen, Music or Computer Sound Only, Content from 2<sup>nd</sup> Camera.

- Share Screen > Advanced > Share portion of screen to focus on a specific section and enable a better visual for participants.
- Share multiple applications during a meeting: Share Screen > Hold down Control and select the specific applications you wish to share during the meeting.
- Explore options for viewing: General Settings > Dual Monitor Mode and/or Screen Sharing Settings > Side by Side Mode.

Magnify/zoom in on web pages when sharing so participants can see them. (Control+ or Command+ will do this in most browsers.)

Manage annotation tools on shared screen/whiteboard.

Decide if only the host can share or others.

## Doc Cam

Also join with your mobile app as you so you can use it as a doc cam.

## Scheduling

- **Teams:**
  - Instructors: Create a Team (type: Class) for your class in MS Teams (with the option to set up smaller group Channels) or schedule individual meetings via the desktop or mobile app.
  - Students (or Staff): You may create a team for a group or schedule individual meetings via the desktop or mobile app.
- **Zoom:**
  - Instructors: Schedule meetings directly in D2L; if you use a password, be sure your participants have it. You may also schedule meetings in MAVZone and import them to D2L.
  - Students (or Staff): Schedule meetings via the desktop or mobile app; if you use a password, be sure your participants have it.
- **Virtual Classroom:**
  - Instructors: Schedule meetings directly in D2L

## Managing Yourself & Participants

Remember your participants. Are you offering time for discussion, questions, breakout rooms, etc. along with your presentation?

Disable join before host.

Enable Waiting Room.

Control Screen Sharing.

Control chat options, ask questions using chat.

Use chat to share URLs or other info.

Provide non-verbal feedback via icons/emojis/reactions.

Mute your own audio or a participant's audio and/or video as needed. Alt+M (Command+Control+M) mutes everyone except the host.

Mute participants as needed.

Stop a participant's video as needed.

Remove a participant if needed.

Control file transfers.

Use breakout rooms (Zoom and Teams)

Note: While both Teams and Zoom offer a gallery view (7x7, 49 participant), the specs of some devices do not support this format. For example, some laptops may only support a 5x5 (25 participant view) and mobile devices will support less.

### **Zoom:**

- Zoom often has manual updates to features. You can check out Zoom's [Release Notes](#) online by date. We recommend checking for updates in your Zoom application weekly. Manually running these updates will give you access to updated features.
- [Pin Video](#): Participants may pin/view up to 9 specific speakers.
- [Spotlight Video](#): Host or co-host may spotlight up to 9 participants' videos as the primary active speakers.
- [Nonverbal Feedback](#): Participants can add an icon by their name in the participants list such as raise hand, go slower, need a break, etc.
- [Rearranging Videos](#): This allows you to change the video layout for active speaker view and gallery view. You have the option to drag and drop video tiles and lock them into a fixed configuration in Gallery View.
- [Breakout Rooms](#): You now have the option for students to select and move between rooms.
- For more information on managing meetings, check out Zoom's blogs, including:
  - [Top Features for Securing Your Virtual Classrooms & Enhancing Students' Learning Experiences](#)
  - [4 New Zoom Features Educators Can Use to Enhance Virtual Teaching & Learning](#)
  - [Tips & Features for Teaching in a Hybrid Classroom](#)

Check out Hot Keys and Shortcuts:

- **Zoom:** [Hot Keys and Keyboard Shortcuts for Zoom](#)
- **Teams:** [Keyboard Shortcuts for Microsoft Teams](#)

## Recording

Record if course content.

Make sure participants know recording is happening – this will also discourage inappropriate behavior.

## Captioning

Record if captions needed afterwards.

- **Zoom:** editable, auto-captions with Panopto or Zoom
- **Teams:** download recording and upload to Panopto for editable, auto-captions
- **Virtual Classroom:** Caption Manager – need to contact EAS

Live options:

- Contact EAS.
- **Zoom:** Live transcription must be enabled by host then turned on by user. Speakers are identified. If enabled by host, transcript may be downloaded. Not available in breakout rooms yet.
- **Teams:** Desktop and mobile app versions – live auto-captioning is available. Enabled by user. Speakers are identified. Also works in breakout rooms. No option for saving.
- **Virtual Classroom:** Contact EAS
- Use chat instead of audio for one-on-one meetings.

## Sharing recordings in D2L afterward

- **Zoom:** Panopto and/or Zoom integration (Check out the option to disable password for cloud recordings.)
- **Teams:** download recording and upload to Panopto
- **Virtual Classroom:** D2L integration

## For more information

Instructors: Select the virtual meeting tool that best meets your needs. Check out the virtual meeting tools sections of our [Video Tools guide](#) and [quick comparison chart](#).

CMU Virtual Meeting Guides:

- [Video Chat Etiquette](#) (YouTube video)

- **Zoom:**
  - [Zoom Account Set Up](#) (all campus guide)
  - [Zoom Meetings with D2L](#) (student and instructor guide)
  - [Zoom Meetings with Desktop or Mobile App](#) (all campus guide)
- **Teams:**
  - [Communicating with Teams](#) (all campus guide)
  - [Microsoft Teams Recordings](#) (all campus guide)
- **Bongo Virtual Classroom:**
  - [Basic System Requirements for Bongo](#) (student and instructor guide)
  - [Bongo Accessibility Tips \(student guide\)](#)
  - [Bongo Accessibility Tips \(instructor guide\)](#)
  - [Virtual Classroom \(student guide\)](#)
  - [Virtual Classroom \(instructor guide\)](#)

#### General Best Practices for Virtual Meetings:

- [The Do's and Dont's of Video Meetings: A quick start guide](#) (Wiley Education Services)
- [Teaching Practices for Your Virtual Classroom](#) (Inside Higher Ed)
- [Teaching Practices for the Video Classroom: Preparing for your virtual class session](#) (Wiley Education Services)
- [Teaching Practices for the Video Classroom: Running your virtual class session](#) (Wiley Education Services)

#### Zoom Guides:

- [Zoom – Video Conference Etiquette](#)
- [Zoom – Best Practices for Securing Your Virtual Classroom](#)
- [Zoom – How to Keep Uninvited Guests out of Your Zoom Event](#)
- [Zoom – Student Tips for Participating in Online Learning](#)
- [Zoom Pro Tips: 3 Ways to Create the Audio & Visual Experience You Want](#)

#### Release Notes:

- [Zoom Release Notes](#)
- [Teams Release Notes](#)
- [Virtual Classroom \(Bongo\) Release Notes](#)