

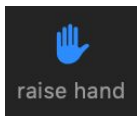
# Zoom Best Practices Primer for Lecturers



1. Check to make sure students can hear you at the start of lecture

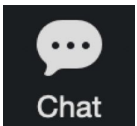


2. Use your on-screen mouse to point to specific lecture content



3. Encourage students to use the **'raise hand'** button in the Participants tab during discussions. If a student raises their hand, verbally say their name and ask them to unmute their microphone when you are ready

- Remind students to lower their hand after speaking



4. Monitor the chat room and **read aloud** all pertinent questions from the chat (student's using lecture capture cannot see the chat)

- Consider designating a student or faculty as chatroom monitor



5. Include several **1-2 minute breaks** within each lecture to allow students to review their notes and ask questions



6. Allow students **10 seconds** to type responses when you ask questions and when checking for comprehension



7. Share the file of the recorded lecture with necessary IT personnel in a timely manner

***Thank you for being flexible and adapting during this transition!***