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## Dr. Imran Khan

*Assistant Professor | Institute of Business Administration, Karachi, Pakistan  
 Faculty of Computer Science & Center for Entrepreneurial Development  
 Management & Technology Consultant  
 CEO - TechCanvas*



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*“The students of the future will demand the **learning** support that is appropriate for their situation or context.”*



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**Generations**  
A Journey Through Time

Generation X      Generation Y      Generation Z      Generation Alpha

1960      1970      1980      1990      2000      2010

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# WEB CONFERENCING TOOL AN ESSENTIAL SKILL FOR TODAY'S INSTRUCTOR

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The Zoom logo is displayed in a large, blue, lowercase sans-serif font, centered within a white rectangular area. This area is framed by a thick blue border.

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## INTRODUCTION

- Zoom can help keep your class going if you or your students have a situation that keeps you from meeting in person.
- **Synchronous online class sessions**, where everyone joins a Zoom meeting at a scheduled time, is one way to create engagement when students are remote, but Zoom can also be used to support other teaching and learning scenarios.
- Zoom can be used on **laptops, desktops, tablets, smartphones**, and even desk phones, giving students many ways to access the class session.

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to teach during an emergency

as well teach while at a conference

hold online office hours

and invite outside guests to speak to your students

## IT WILL ALLOW YOU:

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# STEP #1 PREPARE FOR YOUR ZOOM SESSION

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## PREPARE FOR YOUR ZOOM SESSION

It works best if you make some key decisions and become familiar with the platform before inviting students into an online meeting.

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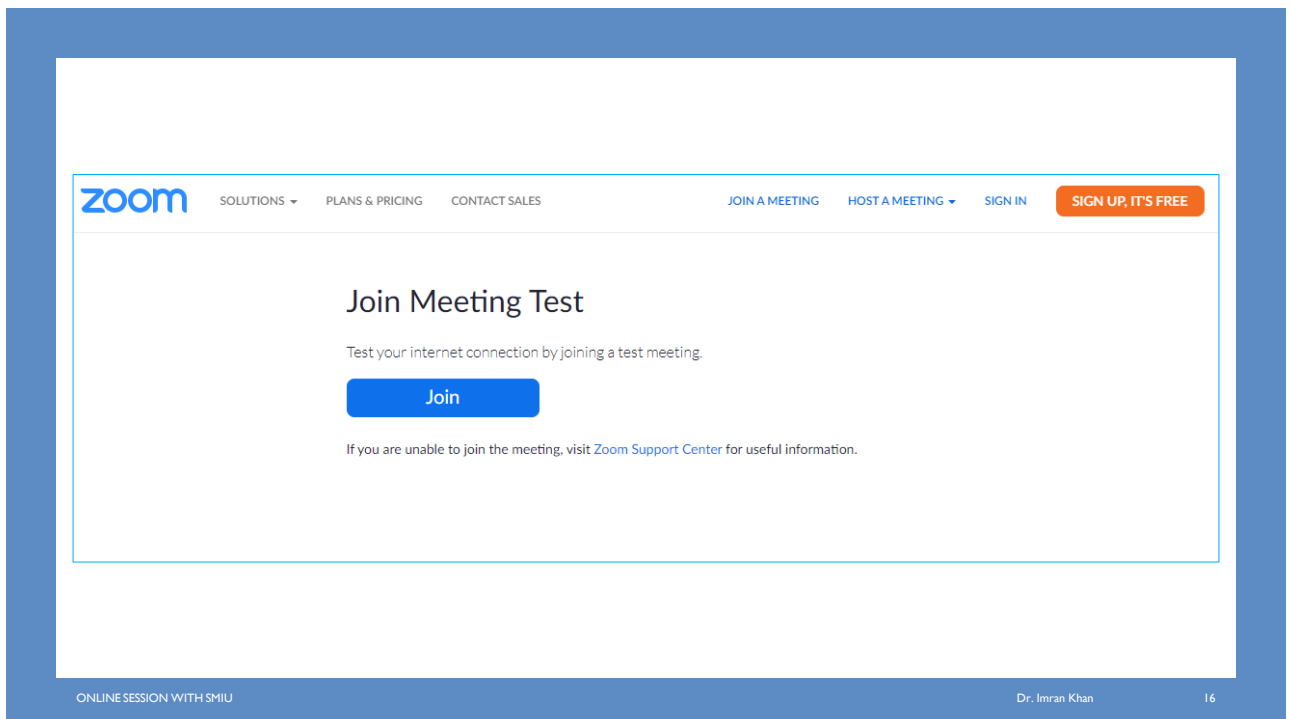
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## TEST YOUR AUDIO AND VIDEO

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- Visit [zoom.us/test](https://zoom.us/test) to check your **internet connection**, **audio**, and **video**. Do you need a **headset**? **Which camera angle is best?**
- If multiple meeting attendees are in the same room, in order to avoid feedback only one person should join the meeting with audio.
- **Find your light!** Make sure there is a **light source (including windows) in front of you, not behind.**

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A screenshot of the Zoom website's 'Join Meeting Test' page. The page has a white background with a blue border. At the top, there is a navigation bar with the Zoom logo on the left and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a 'SIGN UP, IT'S FREE' button. The main content area features the heading 'Join Meeting Test' followed by the text 'Test your internet connection by joining a test meeting.' Below this is a prominent blue 'Join' button. At the bottom of the main content area, it says 'If you are unable to join the meeting, visit [Zoom Support Center](#) for useful information.'

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## PREPARE FOR YOUR ZOOM LECTURE

Prepare your lecture topic like you prepare for your class room lecture. In fact prepare little more and enjoy your online class.

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## PLAN FOR A SYNCHRONOUS ONLINE COURSE SESSION



### Plan

Plan for a synchronous online course session just like you would plan for an in-person class.



### Share

Share your agenda with students ahead of time so students have a clear idea of how the class will progress, what will be covered, and the activities they'll engage in.



### Cover

Cover session outline and Periodically communicate online etiquette and expectations of the students.

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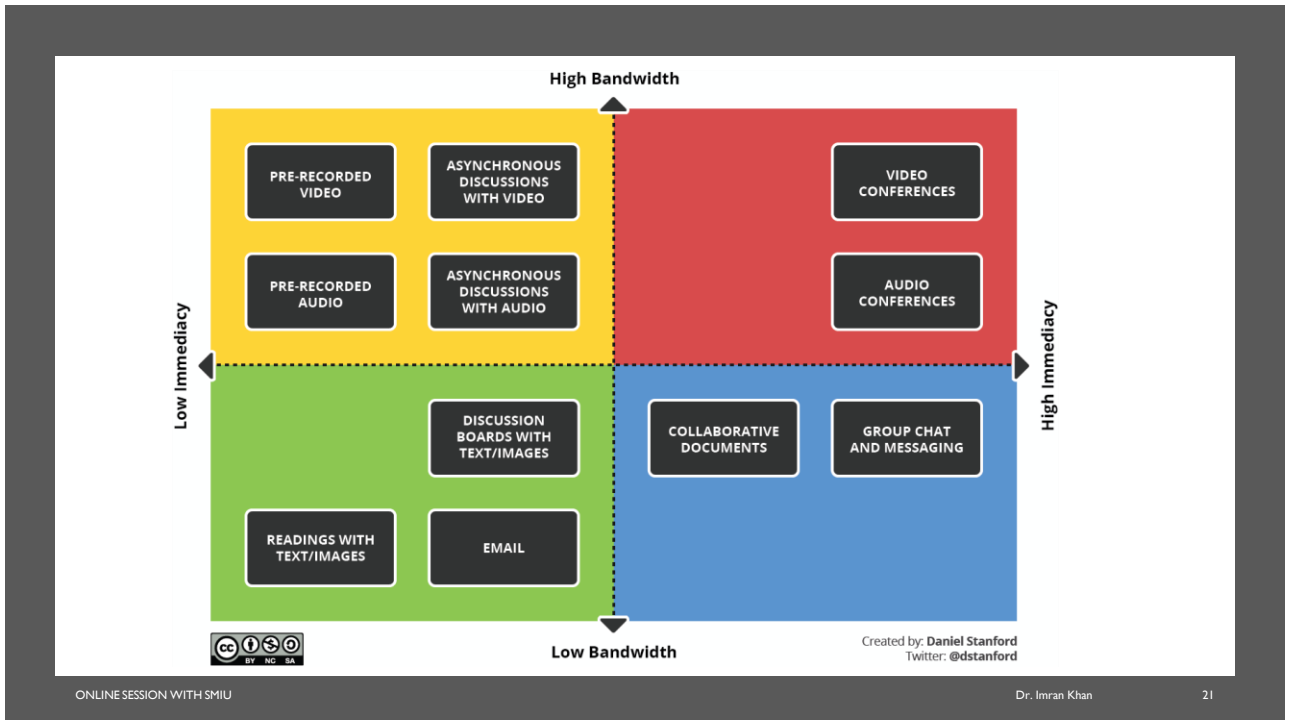
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# STEP #2

## PLAN ROLES FOR STUDENTS: DON'T HOST ALONE

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## PLAN ROLES FOR STUDENTS: DON'T HOST ALONE

- You'll have a **less stressful classroom management experience** if you deputize someone else to manage aspects of the online space.
- You can also **add co-hosts during your meeting.**
- Consider asking one **TA or student to monitor the chat** and one to help their peers with technology issues.
- **That way, you can focus on teaching, and you'll give students some extra digital skills practice.**

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SCHEDULE  
OUR CLASS  
SESSIONS

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# STEP #3

## ENCOURAGE A SENSE OF COMMUNITY

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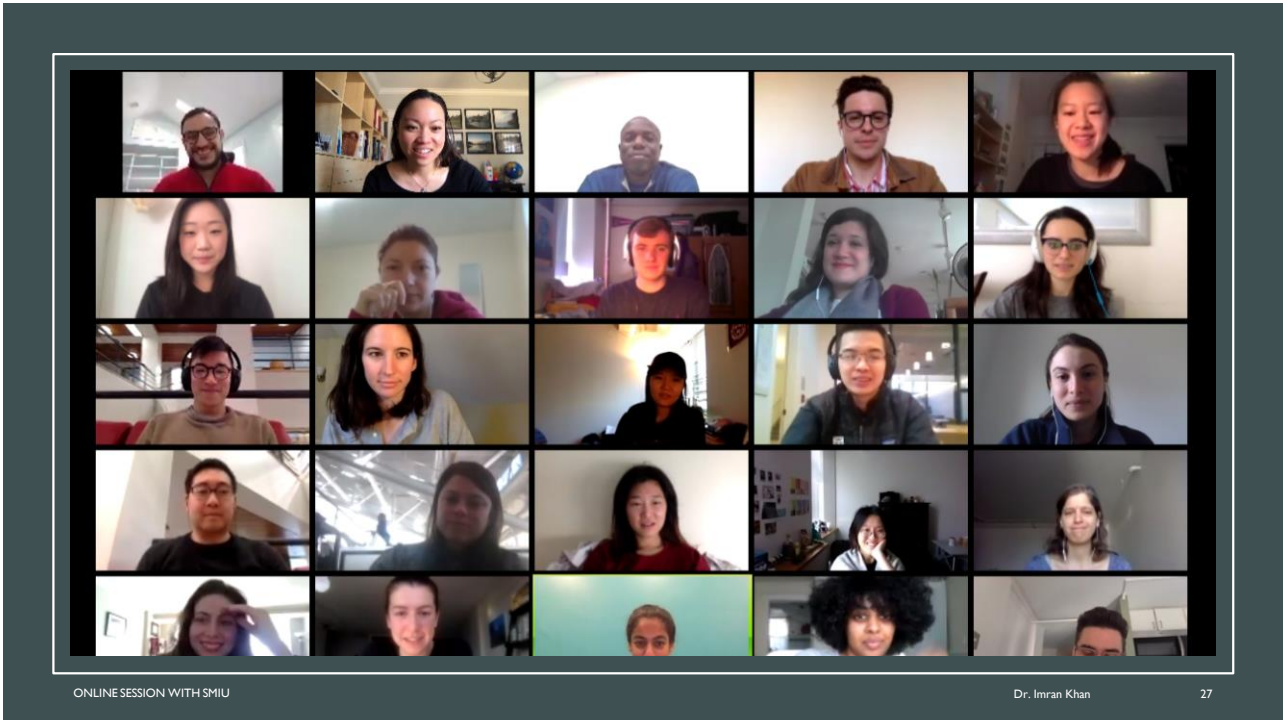
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### ENCOURAGE A SENSE OF COMMUNITY

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- The **sense of presence** will be enhanced when everyone shows their face via their web cam.
- Consider requiring students to turn on video as a key part of participation, since it is easier to engage with the class if you can see them, and students are more likely to pay attention if they know they're on camera.
- **But due to bandwidth issue** you can do this exercise randomly **to check that your class participants are present or it is just the names on your zoom session.**

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# STEP #4

## GUIDE YOUR STUDENTS HOW TO PARTICIPATE

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## GUIDE YOUR STUDENTS HOW TO PARTICIPATE

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- Make eye contact with the camera (**the camera is the class!**)
- **Mute mics when you're not contributing**
- Find your light! Make sure there is a light source in front of you, not behind
- **Speak in a conversational tone - you won't need to raise your voice**

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## PREPARE FOR TECHNICAL ISSUES

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- **Arrive early** enough to work out technical difficulties.
- Have a **backup plan in case of unexpected issues or difficulties** (i.e. phone conference, etc.).
- **Inform students of the backup plan ahead of time** so they can remain on task if technical issues occur.

# STEP #5

## RECORD YOUR SESSION

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### RECORD YOUR SESSION

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- In the case that someone has a technical issue, you may want to offer them future access to the class material.
- To address this, you can record the class session.
- Record to the Cloud, rather than on your computer as you can receive both a URL to the video and an interactive transcript.
- For Good quality record on your computer and share the recording using google drive or any other online storage space.

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The screenshot displays a Zoom meeting window with the following details:

- Meeting Topic:** Zoom into Online Teaching Pedgogy
- Host:** Dr. Imran khan
- Password:** 011300
- Invitation URL:** <https://zoom.us/j/97074214356?pwd=RIRtY21pWGhMdmY...>  
[Copy URL](#)
- Participant ID:** 220424

Below the details are three main action buttons:

- Join Audio:** Computer Audio Connected
- Share Screen**
- Invite Others**

At the bottom of the window, there is a toolbar with icons for Mute, Start Video, Security, Manage Participants, Polls, Chat, Share Screen, Record, Breakout Rooms, and End Meeting. A recording status bar at the bottom right indicates "Record on this Computer" (Alt+R) and "Record to the Cloud" (Alt+C).

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## RECORD YOUR SESSION (NOTES!)

- If you set your meetings to record automatically, make sure to **uncheck the "Enable join before host"** option in your meeting's settings. This will ensure no students join early and start the recording from their screen.
- Let students know you're going to record the session.
- Offer students the option to **mute their audio and/or turn off their video during the recording.**

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## AUTOMATIC RECORD YOUR SESSION

- Uncheck Enable join before host

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**Edit Meeting**

**Meeting ID**  
 Generated ID 970-7421-4356  Personal Meeting ID 2 -1-1-2 3

**Password**  
 Require meeting password 011300

**Video**  
 Host:  On  Off    Participants:  On  Off

**Audio**  
 Telephone  Computer Audio  
 Telephone and Computer Audio  3rd Party Audio

Dial in from United States [Edit](#)

**Calendar**  
 Outlook  Google Calendar  Other Calendars

**Advanced Options** ^-  
 Enable waiting room  
 Enable join before host  
 Mute participants on entry  
 Only authenticated users can join: Sign in to Zoom  
 Automatically record meeting

Alternative hosts:

[Save](#) [Cancel](#)

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**RECORD YOUR SESSION**

- In the case that someone has a technical issue, you may want to offer them future access to the class material.
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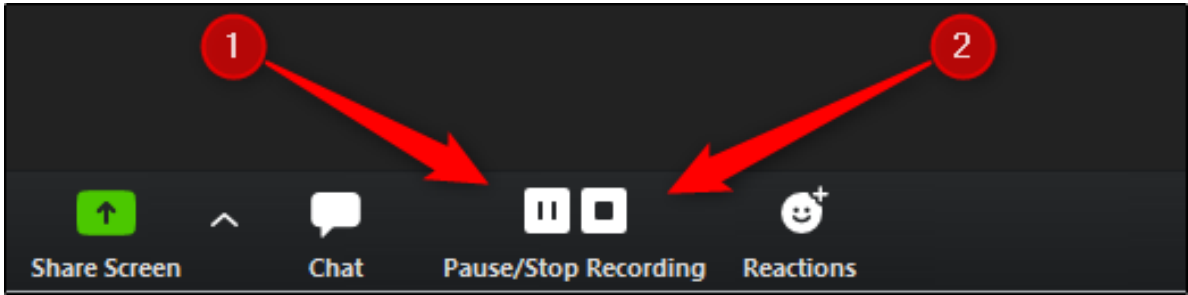
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# PAUSE/STOP RECORDING

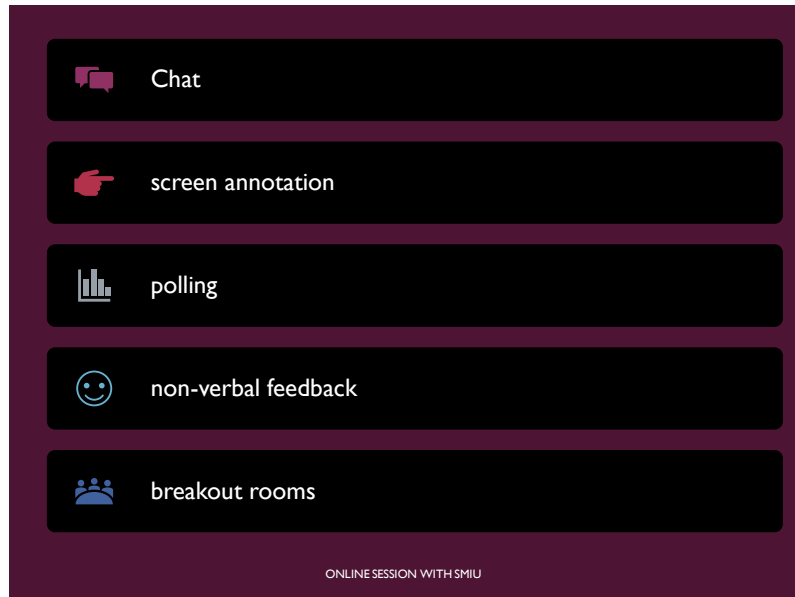
# STEP #6 ENGAGE STUDENTS

## ENGAGE STUDENTS

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## CHAT



Think about how, when, and where you want to allow students to engage in chat.

For example, are you comfortable with comments in Chat throughout the class, or only at particular moments?

If you have a TA who can filter comments, you might allow students to use Chat continuously; if you don't, you might encourage its use at discrete times.

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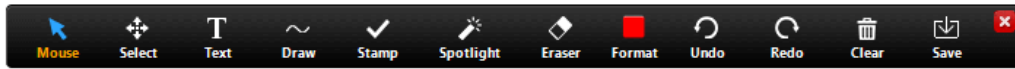
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## CHAT (NOTE!)

- You can download the full chat history at the end of class, if you want to keep the record.
- Chat can be overwhelming for some students. It is recommended you offer this type of interaction as an option, but do not require it from all students.
- Chat can also be overwhelming for you to monitor while you're also trying to teach. Have a student or TA to monitor the chat so you can focus on teaching.

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## SCREEN ANNOTATION

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- Zoom has basic annotation tools (**text box, free form draw/pen, shapes, and highlighter**) that you can use to guide students or explain a concept.
- Access these tools by selecting the Annotate option when you're sharing your screen.
- **Note:** *Screen annotations are not accessible for screen reader users. If you use this feature, be sure to use accessible presentation best practices: say what you're doing while you're doing it, e.g., "I'm drawing a big red circle around the login button on this web page."*

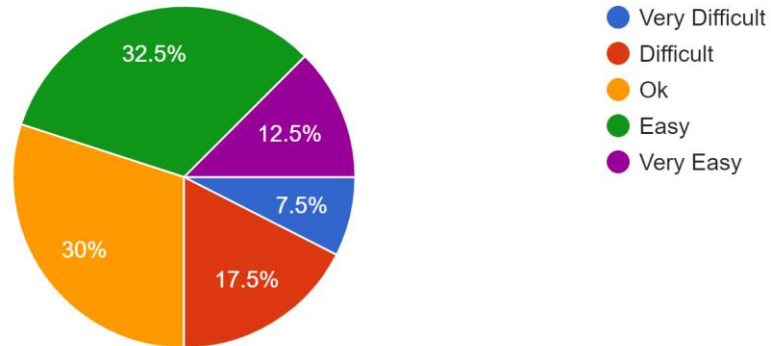
## POLLING

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- **Set up polls** in advance and launch them during your class session.

## What do you think about online teaching?

40 responses



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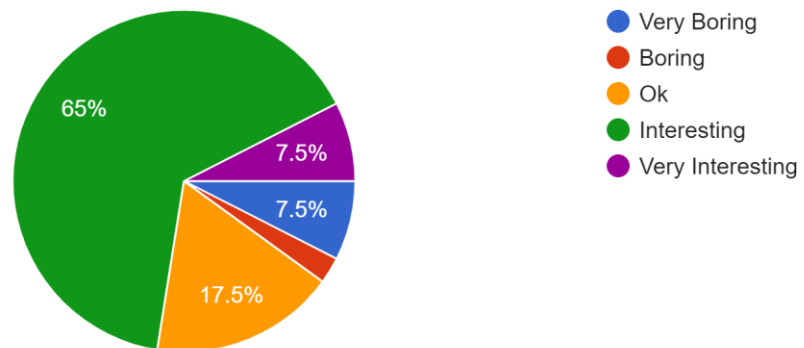
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## Online teaching is:

40 responses



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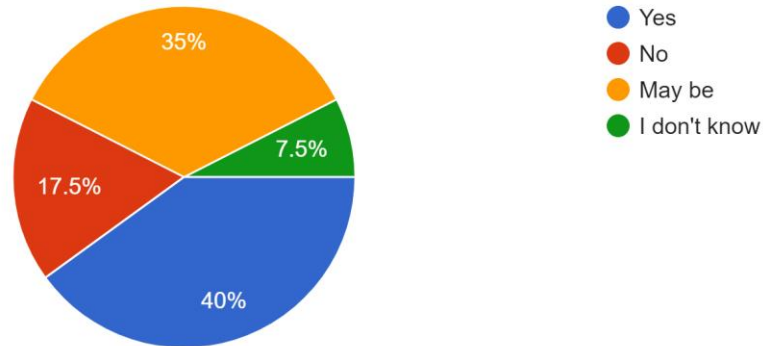
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Are you equipped with all the online teaching skillsets and tools?

40 responses



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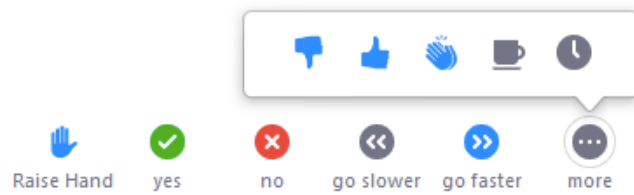
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## NON-VERBAL AND VERBAL FEEDBACK

- Activate the **non-verbal feedback feature** for your meetings to allow students to communicate with the teaching staff without interrupting the meeting.
- **Routinely check in with students to address any non-verbal feedback.**
- This feature also allows you to manage verbal feedback, as you can instruct students to use the "**raise hand**" feature to indicate when they'd like to speak.
- Remember to **keep the students muted until you call on them to avoid extraneous background noise.**



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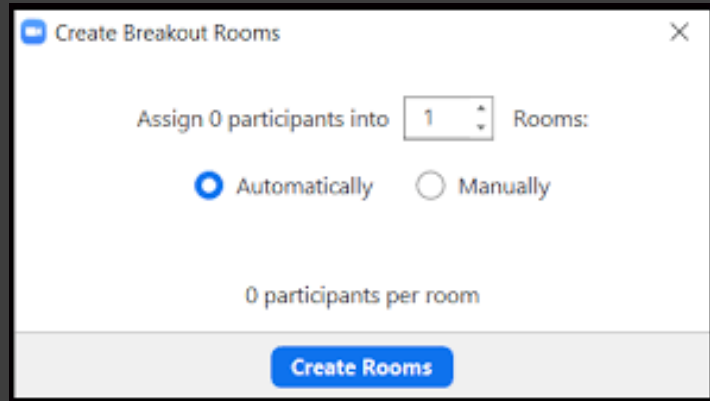
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## BREAKOUT ROOMS

- You can use Zoom's **breakout rooms** functionality to have students do group work.
- As the instructor, you can join breakout rooms, broadcast messages to the breakout rooms, and end the breakout sessions when it is time to regroup.



## DIVE INTO SPECIFIC TEACHING SCENARIOS

- **Code review:** You can use **screen sharing** to meet with an individual or group of students to review code. Authorizing **remote screen control** enables one to take control of the other's shared application and allows for navigation, text entry, etc. on the remote computer.
- **Note that when remote screen control is enabled, your Breakout Room setting will be disabled.**

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## DIVE INTO SPECIFIC TEACHING SCENARIOS

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- **Collaborative problem solving and brainstorming:** Use the shared whiteboard feature to digitally annotate a **whiteboard**.
- Allow others in the session to annotate on the same board to share ideas and problem solving methods.
- **A tablet is useful for handwriting.**

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## DIVE INTO SPECIFIC TEACHING SCENARIOS

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- **Consultation:** You can use Zoom's high-quality audio and video to simply have a **discussion with an individual** or **group of students**.
- **Easily share documents or anything else on your computer via screen sharing.**

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## DIVE INTO SPECIFIC TEACHING SCENARIOS

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- **Control who joins your session:** The **waiting room** allows you to provide a single Zoom session ID and the ability to invite only selected individuals into the discussion.
- **You can also set a custom message in your waiting room that lets students know you will be with them shortly.**

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FREE  
Online  
COURSE

POST CORONA CHALLENGES  
**ENTREPRENEURIAL LEADERSHIP**  
 HOW TO IDENTIFY OPPORTUNITIES IN A CRISIS?  
 DR. IMRAN KHAN

**PARTICIPANTS FROM 57 CITIES & 18 COUNTRIES**

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ONLINE COURSE 2020

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SKY IS THE LIMIT FOR  
**ONLINE TEACHING.**  
 YOU JUST NEED TO TAKE  
 FIRST STEP.

**THANK YOU.**

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