# Organising and running Zoom in a two hour seminar

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## What I did

I did a short test recording of my lecture using Echo 360 but, with confirmation from the Eden Centre that this would be possible, I went for something a bit more ambitious:

       A 15 minutes live introductory talk by me introducing the topic;

       A 45-minute pre-recorded video by a chum at the World Bank.  His video was posted on YouTube (too large to be posted on Moodle), with a link on Moodle

       Rest of the 2-hour session: live interaction with students

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## Some technical stuff

***Local drive***: I did a test run with Zoom, playing the World Bank video (a) from YouTube via Moodle and (b) directly from my local drive. **Using the local drive as the source was vastly better**.

***File size of Zoom recording***.

       Recording in Zoom was easy.

       When recording is finished, Zoom converts it to MP4 (for a 2-hour class, the conversion took about 90 minutes).

       The resulting file was large – 2.4GB – larger than can go directly onto Moodle, so posted to YouTube with a link on Moodle

       In such cases, **it might be worth adding a warning on Moodle that the file is large, for students who might have data limitations on their internet connnection**.

***Headset or mic***?  I have a Logitech HD Pro C920 webcam with built-in mic, which I’ve used extensively for Skype calls with my American co-author – both sound and vision work robustly well.

## Email to students

1. As in earlier emails:

* Classes for the rest of term will be online using Zoom. We are all feeling our way into this new world (at least that is so for many of the teachers), so we hope you will be forbearing over inevitable early glitches. We all owe a huge debt of gratitude to the Professional Services Staff who have worked their socks off to make this happen quickly and successfully.
* Sara suggested (and I agree) that in light of the most recent advice from the UK government we should conduct the online sessions via our laptops. Thus **you should not go to the lecture room**, but log on in a place of your choice, ideally off campus.

**Using Zoom**

1. Please see attached note on how to download and use the programme.

**The class**

1. Running order:

* 15 minutes (approx.): I’ll introduce the session live, and set up the topic;
* 45 minutes pre-recorded talk by Truman Packard of the World Bank (already posted on Moodle if you want an advance look, though I’ll play it in full during the class);
* Rest of class: open discussion.

1. Interaction between us:

* During my initial 15 minutes, please ask any questions using the ‘Raise my hand’ function (see attached instructions on using Zoom).
* During Truman Packard’s pre-recorded talk, please make a note of your questions for us to pick up in open class discussion.
* Open class discussion: it would be good if we can talk rather than use the Chat feature. We will need to see whether raising your electronic hand works best, or whether simply shouting out will do. [In the event, despite the fact that up to 43 of us were taking part, shouting out worked fine]

1. The session will be recorded, and posted on Moodle,
2. Feedback after the session would be very useful. A Forum on will be set up on Moodle.

If you have any questions ahead of the session, feel free to send me an email and I’ll do my best to answer, or get expert advice.

Regards

Nick Barr

Attached: Using Zoom 200318

**Using Zoom**

1. I was introduced to Zoom only last week and was bowled over by how good it is. You might well have used it before, but if you are not familiar with the programme it would be useful to spend 10-15 minutes getting used to it – see [www.zoom.us](http://www.zoom.us/).
2. General advice

* You will get the best results if you use a desktop or laptop (Windows or Mac) –more reliable and with a better picture than mobile phone or tablet.
* It is better to download the Zoom app onto your computer rather than using the web browser version -- see ‘Download’ and ‘Sign in’ on [lse.zoom.us](http://lse.zoom.us) – sign in using your LSE email, etc.
* Make sure that you have a robust internet connection.
* A couple of quick online tutorials
* How to join a meeting [here](https://www.youtube.com/watch?v=vFhAEoCF7jg&feature=youtu.be)
* How to raise your hand during classroom discussion [here](https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar)

1. Joining the Zoom session;

* Download the app and sign into Zoom well ahead of the class time.
* I will send an invitation link earlier in the day. You may need a meeting ID, details of which will be included in the invitation.
* I will set up the session to go live at 15:00, i.e. an hour before the regular class time, so that you will have plenty of time to join and explore.
* I will join at 15:45 to check that all is OK and/or to debug where possible.

1. Please would you

* Turn on your camera (eye contact matters); the controls are at bottom left of the Zoom screen.
* Check that the mic on your laptop is muted (I can do this centrally) (avoids background noise and feedback); the controls are next to the video controls at bottom left of the Zoom screen
* Shut down all other applications (running other applications can reduce sound quality for everybody). If you need to access email, WhatsApp, etc., please use your phone.
* If possible use headphones or earbuds rather than the laptop speakers (helps to avoid feedback)

1. Etiquette:

* Just as in a physical classroom, feel free to express yourself in a relaxed way, while respecting the views of others.
* Unless we find that another way works better, please ask questions using the ‘Raise my hand’ function.
* If you use private chats, note that as the session host, I can read those.

Nicholas Barr

18 March 2020