



Teaching with Technology Resources

Brethren Academy for Ministerial Leadership provides two Teaching with Tech tutorials prepared in June 2022.

There are two videos here, both located on YouTube for your convenience. The first addresses some basic skills needed when teaching using Zoom. The other delves into issues related to teaching in a "hybrid" format. The links are below.

- **Teaching with Tech Tutorial (Part 1):** <https://youtu.be/tjVv3oVdiqs>
Contains basic technical guidance for teach with Zoom
- **Teaching with Tech Tutorial (Part 2):** <https://youtu.be/djLPL0Zp7Ms>
Contains guidance for teaching in a hybrid format

Brethren Academy for Ministerial Leadership compiled the following list of teaching articles and videos in September 2021.

Zoom

- Zoom Tutorials: <https://support.zoom.us/hc/en-us>
- Shortcut - Zoon Meeting Training Reference Guide: [Zoom+Meetings+Training+--+Resource+Guide.pdf \(unca.edu\)](#)
- YouTube Introductory Video -Zoom for Teaching (Learnit):
<https://www.bing.com/videos/search?q=how+to+teach+using+zoom&&view=detail&mid=C2B8A4BF5472D7CA92AFC2B8A4BF5472D7CA92AF&&FORM=VDRVRV>
- In-depth Guide: use Zoom to teach online (Harvard University): https://harvard.service-now.com/ithelp?id=kb_article&sys_id=4c3290f6db5b845430ed1dca4896197f

Teaching Hybrid or Blended Courses

- Pedagogical Best Practices: Residential, Blended, and Online (Harvard University)
<https://teachremotely.harvard.edu/best-practices>
- "16 Hybrid Learning Tips by and for Teachers": <https://globalonlineacademy.org/insights/articles/16-hybrid-learning-tips-by-and-for-teachers>
- "How to Engage Students in a Hybrid Learning Class": <https://www.prometheanworld.com/resource-center/blogs/how-to-engage-students-in-a-hybrid-learning-class/>
- Active Learning While Physically Distant Engagement :
https://drive.google.com/file/d/1azZdZ8vnNi8pob_S4_UxUbHZyW0VuDRI/view

A few tips . . .

- Know your technology. Practice with it beforehand.
- Expect glitches and allow for them.
- Whether all on Zoom or in a hybrid format:
- Create opportunities for students to engage each other.
 - Use breakout rooms.
- Alternate forms of teaching – lecture, breakout, reports (oral or video), etc.
- If some students are in the room and some on Zoom, get everyone on Zoom for breakout groups, to share the chat feature, etc.
- If the course is fully Zoom-based:
- Place content to be read, watched, savored, and processed in a space outside of Zooms– a website, email, YouTube, Google Docs, etc.
- Use Zoom for interaction – Short presentations, Q&A, group discussion, breakout rooms, etc.
- Zoom fatigue is real!

Zoom Etiquette

Thank you for attending to these tips that will hopefully make the online classroom experience better for all!

- Be sure to mute your mic (lower-left corner of your screen) as soon as you sign on and whenever you are *not* speaking. This is important and perhaps the most critical tip on this list to avoid background noise and distractions for others.
- Consider muting your video (also on the lower left of the screen) if you are eating, talking with someone else in the room, or anything else that might be distracting to others. When muting your video, instead of a blank screen, consider choosing a suitable picture of yourself. Instructions for virtual pictures are found by clicking on the down arrow of the video button.
- Close unneeded applications on your computer to keep the video optimally functioning.
- You might want to use a headset with an external mic for best hearing and speaking capabilities.
- When you are speaking, let others know that you are finished by saying one of these sign-offs: “That’s all.” “I’m done.” “Thank you.” So that everyone knows you have finished your comments.
- If you want to speak, physically raise your hand or use the “raise hand” feature that is available at the bottom center of your screen.
- You can ask questions and make comments silently if desired using the “Chat” feature (also on the bottom and center of your screen).
- Be mindful of your background lighting. If you are sitting in front of a window, you may be completely darkened by the light coming through the window. Your overhead light also might need to be turned off or dimmed as well.
- Be sure that there is nothing visually distracting (e.g., cars or people, ceiling fans) in the background too.
- Be sure to check/test your audio and video functions before joining a Zoom meeting, and if you are new to Zoom, do a few practice sessions with friends in order to become familiar with all of the various features of Zoom.
- Remember to sign out or “leave the meeting” when the session is finished.