

# BEST PRACTICES FOR REMOTE SYNCHRONOUS SESSIONS

## 1 PRACTICE AS YOU PREP

Whether you are using BlueJeans, Zoom, or some other platform for your live, synchronous class sessions, testing the platform as you prep will help you feel most comfortable in the online environment.

Test out a BlueJeans session: <https://bluejeans.com/111>

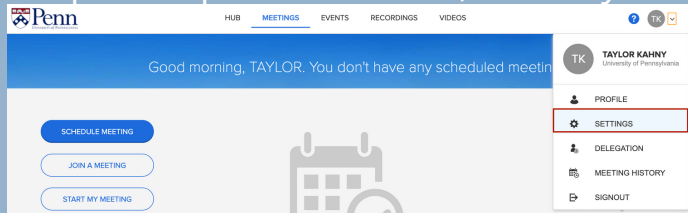
Test out a Zoom session: <https://zoom.us/test>

## 2 REVIEW MEETING SETTINGS

After you have tested the applications to see what you're working with, make sure your settings are adequately configured prior to your first class session.

### BlueJeans:

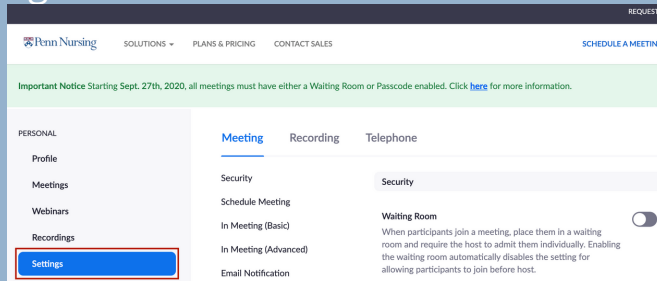
Navigate to [meeting.upenn.edu](https://meeting.upenn.edu) and sign in with your PennKey credentials. This is where you can access all scheduled meetings, recordings, and additional settings. In the dropdown pictured below, access your settings:



[Click here to learn more about recommended BlueJeans settings.](#)

### Zoom:

Navigate to [upenn.zoom.us](https://upenn.zoom.us) and sign in with your PennKey credentials. Just like BlueJeans, you can access your scheduled meetings, recordings, and settings as shown in the image below:



[Click here to learn more about recommended Zoom settings.](#)

## 3 UTILIZE THE SCREEN SHARE FUNCTION

Incorporating visual elements as you present during lecture is a proven, effective way to engage your students...especially in the online environment. Did you know that people generally remember:

- 10%** of what they READ,
- 20%** of what they HEAR,
- 30%** of what they SEE,
- 50%** of what they HEAR and SEE,
- 70%** of what they SAY, and
- 90%** of what they SAY as they DO something?

The way you present information to your students has a significant impact on knowledge retention.

[Click here to learn more about screen sharing in BlueJeans.](#)

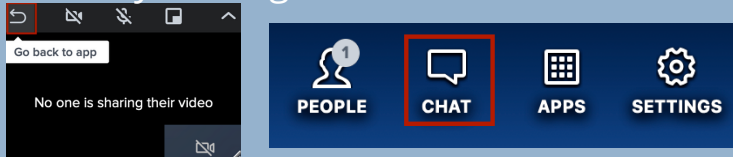
[Click here to learn more about screen sharing in Zoom.](#)

Retrieved from <http://www.webpages.uidaho.edu/mbolin/akererele-afolable.htm>

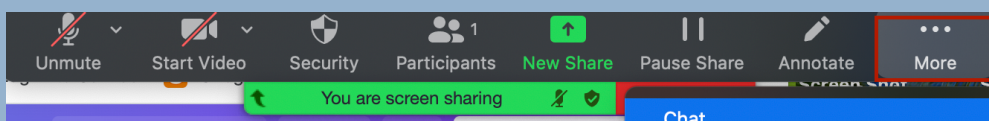
## 4 MODERATE THE CHAT

The chat function in both BlueJeans and Zoom is a great way to troubleshoot technical issues, track participation, and engage quieter students in discussion.

In BlueJeans, as you present, you can still navigate back to the main meeting room by clicking the arrow to return to the app and then selecting CHAT:



In Zoom, as you present, you can navigate back to the chat at any time by clicking More and selecting Chat from the dropdown:



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# USE IN-APP COLLABORATION TOOLS

## Breakout rooms:

In both BlueJeans and Zoom, you can utilize the breakout room function to divide students into groups to foster further class discussion or to have them complete an activity outside of the main meeting room.

As the instructor, you can visit the breakout rooms, move people around, and end the breakout sessions when it is time to regroup. NOTE: You must have host/moderator access in both applications to set up and facilitate breakouts.

[Click here to learn more about BlueJeans breakouts.](#)

[Click here to learn more about Zoom breakouts.](#)

## Whiteboard annotation:

In both BlueJeans and Zoom, you can share a whiteboard in order to better demonstrate a particular topic, formula, problem, etc.

Whiteboards can also be shared in smaller breakout rooms among students, but remember that in order to save the work for future reference, it is advised to take screenshots of whiteboard comments and activity.

[Click here to learn more about whiteboard/annotation features in BlueJeans.](#)

[Click here to learn more about sharing a whiteboard in Zoom.](#)

## Polling (Zoom only):

To collect student responses and share the results during a synchronous class session, Zoom enables hosts to launch polls and gather responses from the meeting attendees.

[Click here to learn more about polling in Zoom.](#)

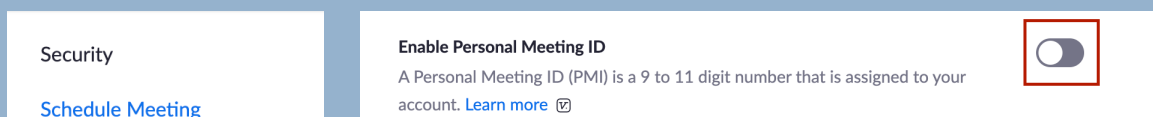
## 6

# CREATE MULTIPLE MEETING ROOMS

In both BlueJeans and Zoom, in order to create multiple meeting rooms, each with different URLs, you will need to disable your personal meeting ID. Once you do so, each meeting you schedule will have a different URL.

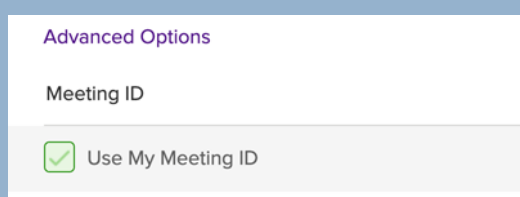
## Zoom:

In your settings under Schedule Meeting, scroll down to "Enable Personal Meeting ID" and make sure this is toggled **OFF**:



## BlueJeans:

When scheduling a new meeting, scroll down to Advanced Options. Then, **uncheck** the box next to "Use My Meeting ID":



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# TRACK ATTENDANCE

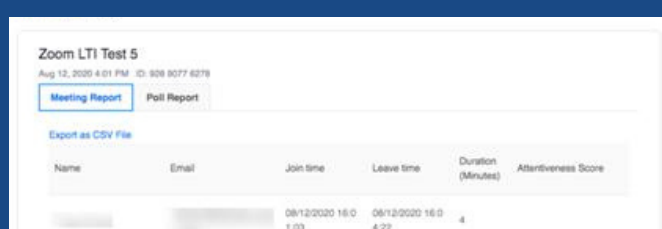
In both BlueJeans and Zoom, you can track attendance through accessing the meeting history in BlueJeans and the reports in Zoom.

## Zoom:

In order to access attendance reports in Zoom after the meeting concludes, when scheduling the meeting from either [upenn.zoom.us](https://upenn.zoom.us) or the Zoom Canvas integration, you'll need to check the box to require registration:



Then, after the meeting, from the Zoom page, select the "Previous" Meetings tab and click to access the meeting report:



## BlueJeans:

In Settings, access your Meeting History (see [Recommended BlueJeans Settings PDF](#)) and then click on the meeting to see attendance info. This will also show details on breakout rooms:

Meeting Summary		
Title:	TAYLOR's Meeting-Breakout Room #1	
Date:	01/14/2020	
Duration:	2	
Participant Minutes:	4	
Start Time:	02:59 pm	
Participant Count:	2	
Max Participants:	2	
<a href="#">DOWNLOAD CSV</a>		
Participant	Join Time	Minutes
TAYLOR KAHNY (kahny@nursing.upenn.edu)	01/14/2020 - 02:59 pm	2
ERIN MARSHALL (erinem@nursing.upenn.edu)	01/14/2020 - 02:59 pm	2