

Remote Teaching Tools FAQ Based on Inquiries from Winter 2021

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1) How do I set up a recurring meeting on Zoom?

- Log into Zoom and navigate to the “meetings” Tab.
- Click the “Schedule a Meeting” button in the top right corner.

The screenshot shows the Zoom web interface for a user logged into a UC Santa Cruz account. The browser address bar shows 'ucsc.zoom.us/meeting#/upcoming'. The page has a header with the UC Santa Cruz logo and links for 'JOIN A MEETING' and 'HOST A MEETING'. Below the header is a 'Meetings' section with tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. The 'Upcoming' tab is selected, showing a list of recurring meetings. A red box highlights the 'Schedule a Meeting' button in the top right corner of the 'Upcoming' tab. The list of meetings includes:

- Thu, Apr 1**
 - 03:00 PM - 04:00 PM** | **Sam's Office Hours**
Occurrence 1 of 11 | Meeting ID: 959 0686 4354
 - 04:00 PM - 06:00 PM** | **Spring 2021 PSYC 100 Section 1F**
Occurrence 1 of 10 | Meeting ID: 962 0777 5289
- Mon, Apr 5**
 - 09:00 AM - 10:00 AM** | **SGD Lab Weekly Meeting Option 1**
Occurrence 2 of 10 | Meeting ID: 976 4704 9061
- Tue, Apr 6**
 - 04:00 PM - 05:00 PM** | **SGD Lab Weekly Meeting Option 2**
Occurrence 2 of 10 | Meeting ID: 949 2864 5196
- Thu, Apr 8**

The bottom of the screenshot shows the Windows taskbar with the search bar and various application icons.

c. Check the “recurring meeting” box halfway down the page.

The screenshot shows the 'Schedule a Meeting' page on the UCSC Zoom portal. The browser address bar shows 'ucsc.zoom.us/meeting/schedule'. The page has a header with the UCSC logo and navigation links. A Chrome Plugin for Zoom notification is at the top. The main form includes fields for Topic (Example Meeting), Description (Optional), When (03/30/2021, 9:00 PM), Duration (1 hr, 0 min), and Time Zone ((GMT-7:00) Pacific Time (US ar)). The 'Recurring meeting' checkbox is checked and highlighted with a red box, with the text 'Every week on Tue, 10 occurrence(s)' next to it. Below this, the 'Recurrence' is set to 'Weekly', 'Repeat every' is '1 week', and 'Occurs on' is 'Tue'. The 'End date' is set to '05/11/2021' after 10 occurrences. The 'Registration' section has 'Required' unchecked. The 'Security' section has 'Passcode' checked with the value '752114'. A blue chat bubble icon is in the bottom right corner.

- d. Fill in the details for the meeting and select how often you want to the meetings to recur (daily, weekly, etc.)
- e. Set the meetings to end either at a specific date, or after a certain number of occurrences.

2) How do I make sure only UCSC students can join a zoom call?

- a. By selecting the "require authentication to join" option (see the screenshot below), you can specify that only UCSC-affiliated people can enter the class (and you should do this). However this won't limit it to only students in your specific class.

Instead, you should also have a password and then you should distribute that password and zoom link to students.

Duration 1 hr 0 min

Time Zone (GMT-7:00) Pacific Time (US and Canada)

☒ Recurring meeting Every week on Tue, 10 occurrence(s)

Recurrence Weekly

Repeat every 1 week

Occurs on ☐ Sun ☐ Mon ☒ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

End date ☐ By 05/11/2021 ☒ After 10 occurrences

Registration ☐ Required

Security ☒ Passcode 752114

Only users who have the invite link or passcode can join the meeting

☐ Waiting Room

Only users admitted by the host can join the meeting

☒ Require authentication to join

UCSC Domain

ucsc.edu [Edit](#)

Video Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio ☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States [Edit](#)

Meeting Options ☒ Allow participants to join anytime

- b. Please note that if you have a guest speaker who does not have a UCSC Zoom account, they will not be able to join the zoom call while the “require authentication to join” option is checked. I’d recommend either requesting a CruzID sundry account well in advance of the meeting from ITS, or unchecking “require authentication to join” for that specific class period, and then re-checking it after that class period.
- 3) I want to set up my zoom meetings for a specific time not in an increment of 15 minutes (such as for 95 minutes) but can’t figure out how.

- a. Please note that there is no way in Zoom to have the meeting end time end at for example, exactly 2:35 if it starts at 1:00, since the meeting duration is only available in increments of 15 minutes. I'd recommend going rounding up to the nearest increment of 15 minutes. Importantly, Zoom won't automatically close at that increment or anything. It's just the time that students will see. You may need to make an announcement to clarify this to students, so they aren't confused.
- 4) I have a captioner or interpreter for a student with disabilities, but I want to make sure they end up in the same breakout room as the student they are an interpreter or captioner for, when I make random breakout rooms (i.e., I'm not setting up specific pairings for breakout rooms in advance). How do I do that?**
 - a. Make the captioner or interpreter a Co-host. Co-hosts should be able to move freely between breakout rooms: <https://support.zoom.us/hc/en-us/articles/206476313>. So the easiest way to do it would likely be to randomly assign breakout rooms, and just have the co-host find the correct room and join that one.
- 5) I have a large class, and when I try to create breakout rooms for everyone, nothing happens. I also can't pre-assign students to breakout rooms.**
 - a. You are likely trying to create too many breakout rooms for the number of people in your class.
 - b. You can create up to 50 breakout rooms. But, the maximum number of participants in a single breakout room depends on the meeting capacity, number of breakout rooms created, and if participants are assigned during the meeting or before the meeting. Please see the table below for guidance. If you have a large class, with more than 200 participants, you'll need to limit your number of breakout rooms to well below the maximum of 50.

Number of breakout rooms	Maximum number of participants who can be assigned to breakout rooms*
20 breakout rooms	Up to 500 participants
30 breakout rooms	Up to 400 participants
50 breakout rooms	Up to 200 participants

- 6) I'm interested in doing a "speed dating"-style set of breakout rooms. How do I do that?**

- a. You can create breakout rooms of 2 students (with a group of 3 if the number of students is odd) repeatedly at random repeatedly. However, if you do so, there is a chance that a student could be paired up with the same partner more than once. There are three options for dealing with this:
 - i. If they are fine with it, the instructor can just let that happen, and note that it just gives them more time to discuss their ideas in more depth.
 - ii. Alternatively, the instructor can ask students who are paired up with someone they have already been paired with to return to the main room and be sorted manually with a new partner if possible.
 - iii. While there is no Official Zoom option for facilitating this, you can use this add-on through Firefox, only if they are hosting the zoom meeting via Firefox to ensure that no one is paired randomly with the same person multiple times: <https://addons.mozilla.org/en-US/firefox/addon/zoomieroundrobin/>

7) How do I get a student who has dropped a class off of Canvas?

- a. Canvas gets which students should be enrolled from the registrar, so the student needs to drop the class via the registrar (you can send them this set of instructions if they need help with that: <https://registrar.ucsc.edu/faqs/students/enrollment/how-to-drop.pdf>), and then after a few days, canvas will automatically update and remove that student from the class. There is no way to do it manually as the instructor, because it is controlled through the registrar system.

8) I want to present a Powerpoint via zoom, and share it, but I can't see my presenter notes (this may be the case if you have 1, 2, or 3 screens).

- a. Detailed instructions based on if you are on Mac or PC, and depending upon your number of monitors can be found here. <https://www.thinkoutsidetheslide.com/the-complete-guide-to-using-powerpoint-presenter-view-in-zoom-1-or-2-screens-windows-or-mac/>

9) How do I record a Video on Zoom?

- a. I recommend saving it to your computer. You have more control over it and don't have to worry about finding it via the zoom cloud.. You can set where you want zoom recordings to save to by following these instructions: <https://www.technipages.com/zoom-change-default-local-recording-location#:~:text=To%20access%20Zoom's%20settings%2C%20click,that%20you%20want%20to%20use.>

10) How do I distribute Zoom videos of lectures to students? Can I email them as an attachment? My email says the file is too large.

- a. The video files tend to be large because they are high quality. Any video file small enough to email is going to be very low quality.
- b. A better option is to upload the video via Yuja, and publish it to students in your course (see the Yuja question below for instructions on how to do this).
- c. If you insist on emailing it, instead. I'd recommend uploading it to your Google drive and sharing it if you want to send it via email. This will happen automatically if you try to attach the file to an email (it will tell you the file is too large because it is more than 25 mb, and start to upload it to Google Drive). If you

just let that happen, once it has fully uploaded, you can send the email as normal and the recipient can access the file.

11) I want to allow viewers to download the zoom videos I share with them via Zoom, but the “Viewers can download” button is greyed out.

- a. The button (see below) is greyed out intentionally by UCSC to prevent accidentally allowing students to download. If you want students to be able to download zoom videos, upload them in Yuja (see instructions below)

Share this cloud recording

Share this recording publicly



Add expiry date to the link



Viewers can download



12) I want my TAs to have Canvas access, but they aren't on Canvas yet. What do I do?

- a. TAs will be added automatically once the TAs are officially listed in the UCSC class search, and the registrar updates Canvas. However, if you want to add them earlier than that, the easiest way to do so is to go to the "people" tab on your canvas course. Then on the list of people, select the "+ People" button in the top right corner:

The screenshot shows the Canvas LMS interface for a course named PSYC-183-DEV. The 'People' tab is selected, displaying a list of users. A red box highlights the '+ People' button in the top right corner of the user list area. The interface includes a sidebar with navigation links, a top navigation bar, and a main content area with a search bar and a table of users.

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Sam Hughes	sadhughe@ucsc.edu	1503119	DEV - History and Systems of Psychology	Teacher	Mar 9 at 1:54pm	09:50:35

- b. When you click that button, a pop-up window will appear, and you can enter in their UCSC email addresses.

6d Student View

⋮

+ Group Set

+ People

Section

DEV - History and Systems

Add People

✕

Add user(s) by

☒ Email Address ☐ Login ID ☐ SIS ID


Email Addresses (required)

lsmith@myschool.edu, mfooster@myschool.edu

Role **Section**

Student DEV - History and Syst

☐ Can interact with users in their section only



When adding multiple users, use a comma or line break to separate users.

Cancel Next

- c. Once you've entered in their email addresses, if you select the drop-down menu under "role", and scroll down to near the bottom you can select either "TA" or "TA-Site Manager". Choosing TA-Site Manager both makes them a TA (so they can grade things) but also gives them administrative privileges (such as being able to extend assignment due dates for particular students, for example).
 - i. If you only want them to be able to grade, only select "TA".

- d. Then you can select "next" and they will get an email inviting them to join the course on Canvas, which they will need to respond to.

13) How do I switch a student's section on Canvas?

- a. The best way is for the student to actually change sections via the registrar. If there is no available room in a section for enrollment, you can request a permission code from the department. Once the student has changed sections, Canvas will update automatically in a few days to correct their section.
- b. If it's not possible or practical for students to actually change their sections via the registrar, you can ADD a student to a section via canvas, but cannot REMOVE a student from a section they are already in. The steps for adding a student to a section are below:
 - i. In the People tab on canvas, navigate to the student you want to add to a section.

ii. Click the three vertical dots next to their name and select “edit sections”

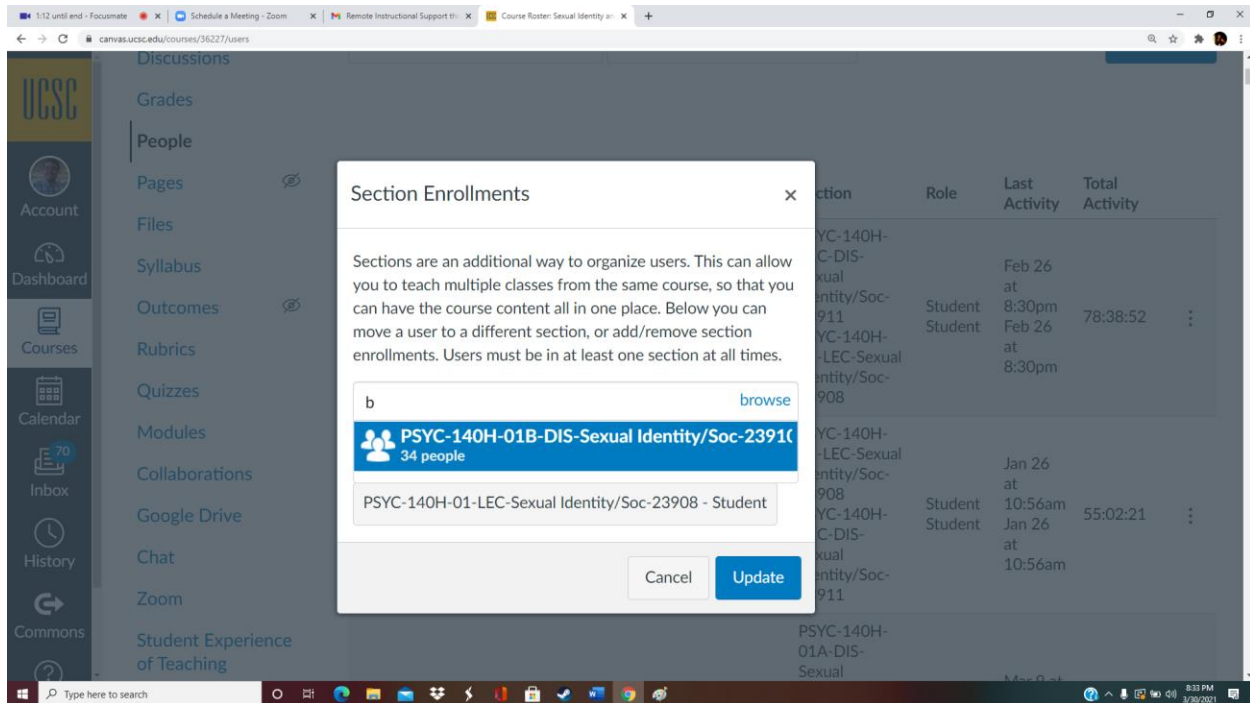
The screenshot shows the Canvas LMS interface. On the left is a sidebar with navigation links: Account, Dashboard, Courses, Calendar, Inbox (70), History, and Commons. The main content area is titled 'People' and displays a table of users. The table has columns: Name, Login ID, SIS ID, Section, Role, Last Activity, and Total Activity. Two red ovals are drawn over the 'Name' and 'Login ID' columns. A dropdown menu is open for the first user, showing options: 'Resend Invitation', 'Edit Sections', 'User Details', and 'Analytics'.

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
[Redacted]	[Redacted]		PSYC-140H-01C-DIS-Sexual Identity/Soc-23911	Student	Feb 26 at 8:30pm	78:38:52
[Redacted]	[Redacted]		PSYC-140H-01-LEC-Sexual Identity/Soc-23908	Student	Feb 26 at 8:30pm	
[Redacted]	[Redacted]		PSYC-140H-01-LEC-Sexual Identity/Soc-23908	Student	Jan 26 at 10:56am	
[Redacted]	[Redacted]		PSYC-140H-01C-DIS-Sexual Identity/Soc-23911	Student	Jan 26 at 10:56am	
[Redacted]	[Redacted]		PSYC-140H-01A-DIS-Sexual Identity/Soc-23911	Student	Jan 26 at 10:56am	

iii. Type the desired section letter into the “enter a section name” bar

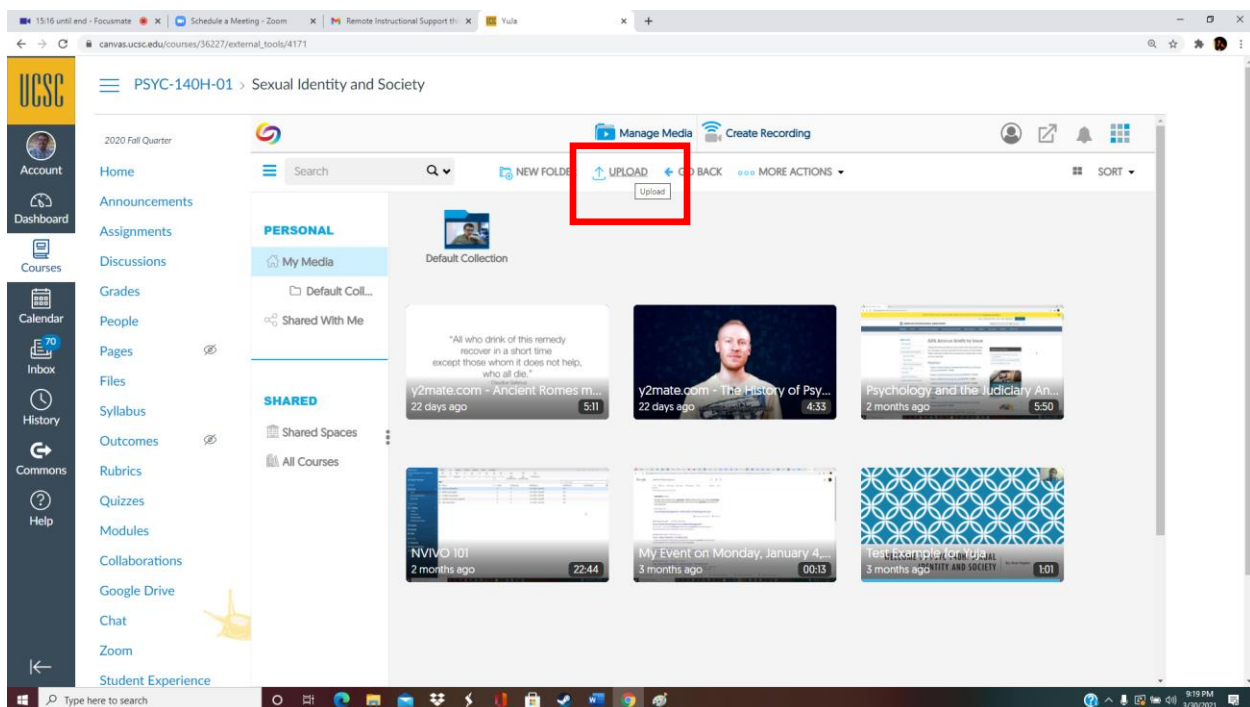
The screenshot shows the 'Section Enrollments' dialog box in Canvas LMS. The dialog box has a title bar 'Section Enrollments' and a close button. It contains a text input field 'Enter a section name' with a 'browse' button. Below the input field are two dropdown menus showing selected sections: 'PSYC-140H-01C-DIS-Sexual Identity/Soc-23911 - Student' and 'PSYC-140H-01-LEC-Sexual Identity/Soc-23908 - Student'. At the bottom are 'Cancel' and 'Update' buttons.

iv. Click the section you want to add



14) How do I upload a video to Yuja manually from my computer?

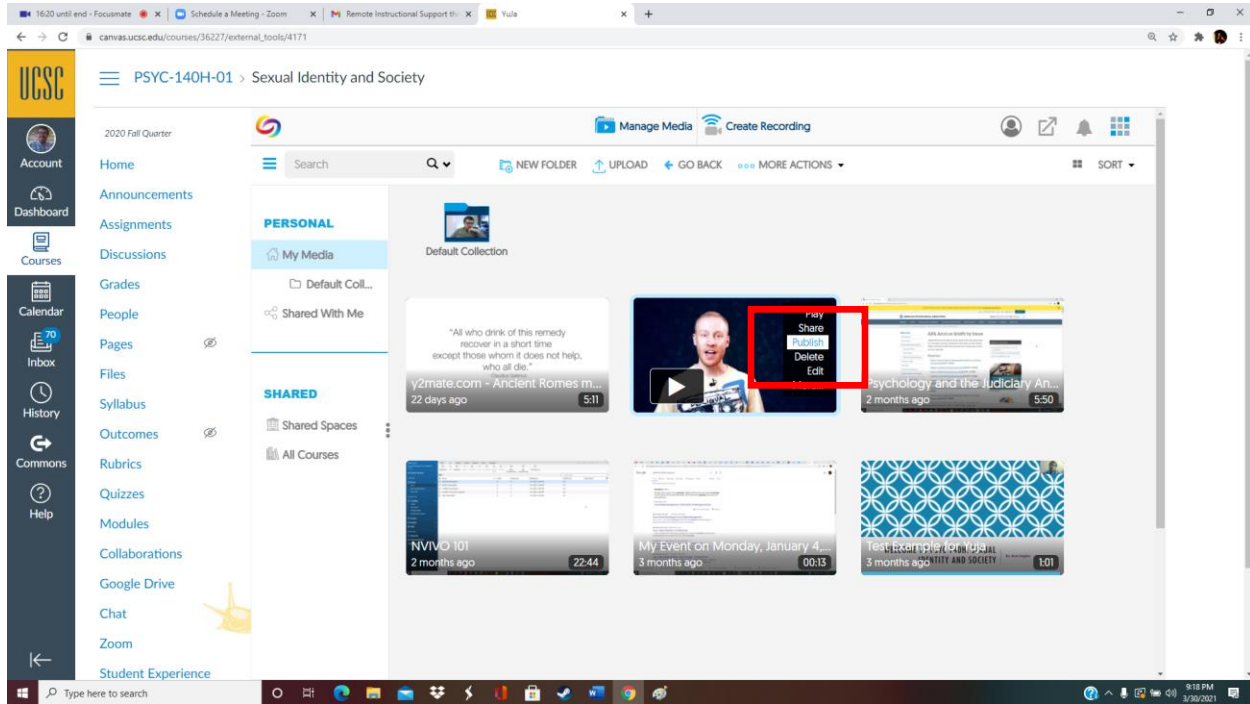
- Click the “upload” button in the Yuja Tab on Canvas.



- Select the file from its location on your computer and wait for it to upload.
- Note: it may take a few minutes to several hours for Yuja to auto-caption the video. You will receive an email at your UCSC email once the auto-captions are done.

15) How do I make a Yuja video available to students?

- Hover over the video with your mouse cursor, and click “Publish”, then select the class/es you want the video to be available to. Students can then find the videos you have made available to them via the Yuja tab on Canvas.



16) How do I embed a Yuja video in a quiz, page or assignment on canvas?

- When editing the assignment, quiz, or page, click the “Yuja media” button on the toolbar (see screenshot below)

The screenshot shows the Canvas LMS interface for editing an assignment titled "Responding to One Characterization of the History of Psychology". The left sidebar contains navigation links for Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Collaborations, Google Drive, Chat, Zoom, Student Experience of Teaching, SensusAccess, YuJa, and Settings. The main content area displays the assignment title and a toolbar with various editing options. The "Yuja Media" button, represented by a red square icon, is highlighted in the toolbar. Below the toolbar, a video player is embedded, showing a man speaking with the text "WILLIAM JAMES" and "DEZIGUAL" on the screen. The video player has a progress bar and a timestamp of 02:41 / 04:33. Below the video player, there is a text area for the assignment question, which asks students to submit a paragraph answering two questions based on the video. The bottom of the interface shows a Windows taskbar with various application icons.

10:44 until end - Focusmate x | Schedule a Meeting - Zoom x | Remote Instructional Support th x | Edit Assignment x +

canvas.ucsc.edu/courses/41900/assignments/225865/edit

UCSC

PSYC-183-DEV > Assignments > Responding to One Characterization of the History of Psychology

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Edit View Insert Format Tools Table

12pt Paragraph B I U A T² YuJa Media

For this Media Engagement Assignment, please watch the following short video, in which is a man presents a summary of the history of psychology in under five minutes.

WILLIAM JAMES

DEZIGUAL

02:41 / 04:33

Based on the concepts discussed in lecture, please submit a paragraph answering the following two questions:

- 1) What kind of history is he telling? Please use terms from lecture you feel are appropriate to describe the way of doing history he is engaging in.
- 2) What evidence can you draw from the video to support your claim regarding what kind of history he is telling?

p

93 words

Points 8

Type here to search

- b. Select the video you want to embed, either by scrolling down to find it in your YuJa folder, or by uploading it from your computer by clicking “browse”

The screenshot shows a web browser window with multiple tabs. The active tab is 'Edit Assignment' on the Canvas LMS. The URL is 'canvas.ucsc.edu/courses/41900/assignments/225865/edit'. The page title is 'PSYC-183-DEV > Assignments > Responding to One Characterization of the History of Psychology'. The left sidebar contains navigation links: Home, Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Help, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Collaborations, Google Drive, Chat, Zoom, Student Experience of Teaching, SensusAccess, YuJa, and Settings. The main content area shows an assignment titled 'Responding to One Characterization of the History of Psychology'. It includes a video player with a video titled 'DERIGUAL' and a text area with the prompt: 'Based on the concepts discussed in lecture, please... 1) What kind of history is he telling? Please use text... 2) What evidence can you draw from the video to support your claim regarding what kind of history he is telling?'. A 'Points' field shows '8'. A 'YuJa Media' overlay window is open, displaying a 'Media Chooser' interface. It lists several video options: 'y2mate.com - Ancient Romes most notorious doctor Ramon Glaz...', 'y2mate.com - The History of Psychology in Less Than 5 Minutes Fr...', 'Sam Hughes's Personal Meeting Room' (Meeting Start Time: Feb 18, 2021 11:48 PM GMT), and 'Psychology and the Judiciary Analysis Paper Video Guide'. The overlay also includes a 'Load more' button and a footer with 'Privacy Policy • Terms of Use', 'Copyright 2019 YuJa. All rights reserved.', and 'Report a problem'.

- c. Click “save” when you are done editing the page, assignment, or quiz.