

# 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?

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

The screenshot shows the Zoom 'My Meetings' interface. At the top, there are navigation links for 'JOIN A MEETING' and 'HOST A MEETING'. Below this is a 'Meetings' section with tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. A search filter is present with 'Start Time' and 'End Time' fields. The 'Schedule a Meeting' button is highlighted with a red box. The list of meetings includes:

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

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

32:00 until end - Focusmate x Schedule a Meeting - Zoom x +

ucsc.zoom.us/meeting/schedule

UNIVERSITY OF CALIFORNIA SANTA CRUZ

JOIN A MEETING HOST A MEETING

Schedule a Meeting

Chrome Plugin for Zoom  
Schedule your Zoom meetings directly from Google Calendar with the Chrome plugin. [Click here to download.](#)

Topic: Example Meeting

Description (Optional): Enter your meeting description

When: 03/30/2021 9:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT-7:00) Pacific Time (US ar

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

- 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.

The screenshot shows the Zoom meeting creation interface. The 'Security' section is highlighted with a red box, indicating the 'Require authentication to join' option is checked and set to 'UCSC Domain'. Other options include 'Passcode' (752114), 'Waiting Room', and '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 titled "PSYC-183-DEV". The "People" tab is active, displaying a list of users. A red box highlights the "+ People" button in the top right corner of the user list area. The user list includes the following information:

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.

63 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: Student

Section: 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".

The image shows a screenshot of the Canvas 'Add People' dialog box. At the top, there are buttons for 'Student View', '+ Group Set', and '+ People'. The dialog box has a title 'Add People' and a close button 'x'. Below the title, there are radio buttons for 'Add user(s) by': 'Email Address' (selected), 'Login ID', and 'SIS ID'. Underneath is a text field labeled 'Email Addresses (required)' containing 'example@ucsc.edu'. There are two dropdown menus: 'Role' and 'Section'. The 'Role' dropdown is open, showing a list of roles: Student, DRC Support Staff, Reader, Tutor, TA - Site Manager (highlighted in blue), Designer, Observer, and DON'T USE-DRC Support. The 'Section' dropdown is set to 'DEV - History and Syst'. There is a checkbox for 'Can interact w' and a note 'comma or line break to separate users.' At the bottom right, there are 'Cancel' and 'Next' buttons.

- 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 for a course. The 'People' tab is active, displaying a table of users. Two red ovals highlight the 'Name' and 'Login ID' columns. A dropdown menu is open for the first user, with 'Edit Sections' highlighted.

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 is open, showing a list of sections and a text input field for 'Enter a section name'. The 'Update' button is highlighted.

Section Enrollments

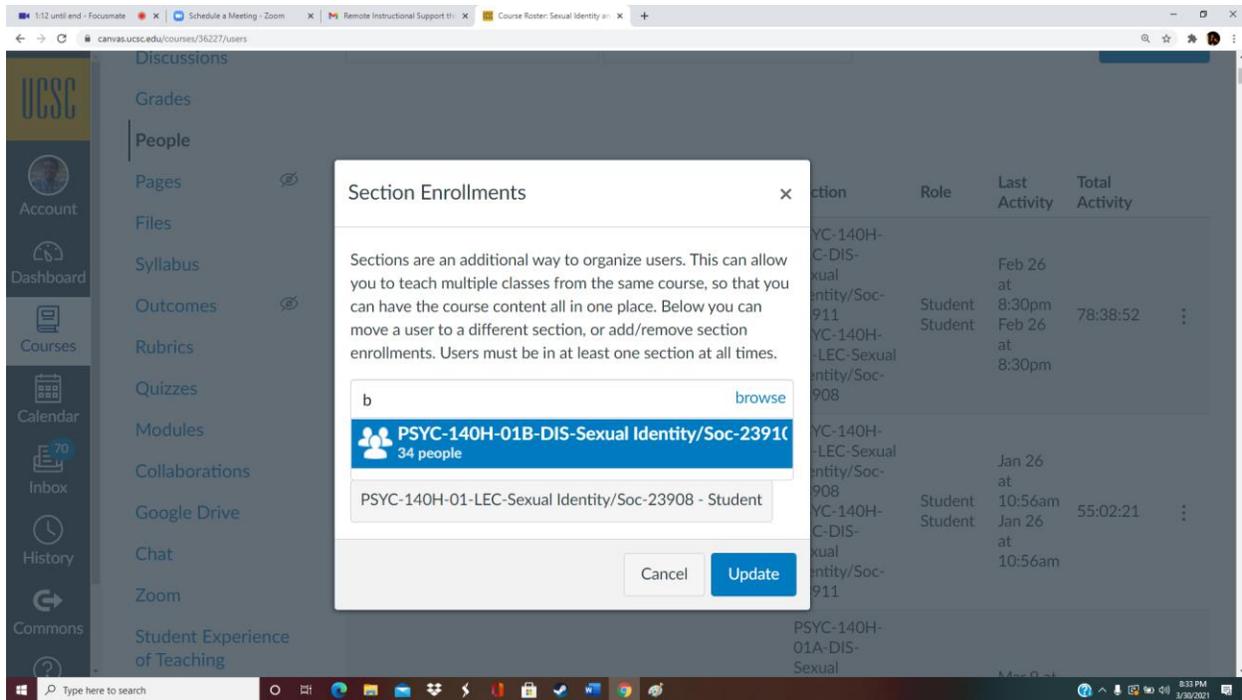
Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

Enter a section name [browse](#)

- PSYC-140H-01C-DIS-Sexual Identity/Soc-23911 - Student
- PSYC-140H-01-LEC-Sexual Identity/Soc-23908 - Student

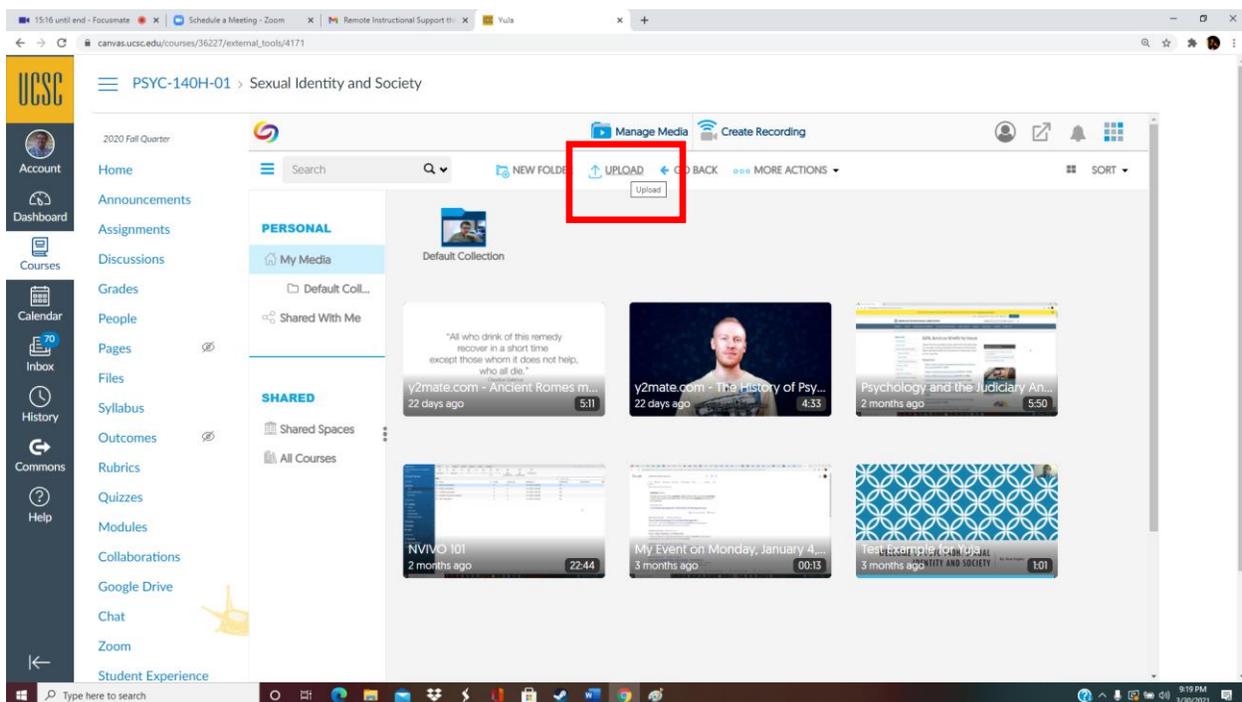
[Cancel](#) [Update](#)

iv. Click the section you want to add



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

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



- b. Select the file from its location on your computer and wait for it to upload.
- c. 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?

- a. 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.

The screenshot displays the Canvas LMS interface for a course titled "PSYC-140H-01 > Sexual Identity and Society". The left sidebar contains navigation options such as Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Help, Collaborations, Google Drive, Chat, Zoom, and Student Experience. The main content area shows the "My Media" section under "PERSONAL". A video thumbnail is highlighted with a red box, and a context menu is visible over it with the "Publish" option selected. Other video thumbnails are visible, including one titled "y2mate.com - Ancient Romes m..." and another titled "psychology and the judiciary An...". The bottom of the screen shows the Windows taskbar with the system clock at 9:18 PM on 3/30/2021.

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

- a. 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. The browser address bar shows the URL: `canvas.uccs.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 options: 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 the assignment editor. The title is "Responding to One Characterization of the History of Psychology". The toolbar includes options for Edit, View, Insert, Format, Tools, and Table. The "Yuja Media" button is highlighted with a red box. The video player shows a man holding a book titled "DEZIGUAL" with the text "WILLIAM JAMES" overlaid. The video player controls show a duration of 02:41 / 04:33.

Below the video, the assignment instructions are displayed:

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

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?

The bottom of the editor shows a "Points" field with the value "8" and a word count of "93 words".

- 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 displays 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 options like 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 shows a video player with a video titled 'Responding to One Characterization of the History of Psychology'. The video player has a play button and a progress bar. Below the video player, there is a text prompt: 'For this Media Engagement Assignment, please watch the video for five minutes.' and two questions: '1) What kind of history is he telling? Please use text to support your claim regarding what kind of history he is telling?' and '2) What evidence can you draw from the video to support your claim regarding what kind of history he is telling?'. A 'Points' field is visible at the bottom of the page. A 'YuJa Media' overlay window is open, showing a 'Media Chooser' interface. The overlay has a search bar and a list of media items. The first item is 'y2mate.com - Ancient Romes most notorious doctor Ramon Glaz...' with a play button and a timestamp of 'Mon Mar 08 22:36:16 UTC 2021'. The second item is 'y2mate.com - The History of Psychology in Less Than 5 Minutes Fr...' with a play button and a timestamp of 'Mon Mar 08 22:03:24 UTC 2021'. The third item is 'Sam Hughes's Personal Meeting Room' with a play button and a timestamp of 'Fri Feb 19 00:44:17 UTC 2021'. The fourth item is 'Psychology and the Judiciary Analysis Paper Video Guide' with a play button and a timestamp of 'Sun Jan 31 06:22:23 UTC 2021'. The overlay also has 'Download' and 'Record' buttons and a 'Load more' button at the bottom.

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