



With several weeks of online learning under your belt, you may be looking for some tips on how to fine tune your management of classes offered via Zoom. With this in mind, the Center for Teaching & Learning offers the following information in the ongoing effort to help SFA keep teaching.

Quick Tips for Effective Digital Classroom Management

- **Mind the chat-ter.**

Not all students have the ability (or the means) to physically speak out during class. [Zoom's chat feature](#) is an effective way to provide all students with the opportunity to participate in real time. If you give students the option of using the chat feature in Zoom, let them know your expectations for how to use it. Will you monitor the chat window during class, or will you ask a student to assist you? Will questions posted in the chat be answered immediately, or is there designated Q&A time? Being mindful of the chat and letting students know how you'll address questions posted in it will prove helpful.

- **Consider digital chalk and talk.**

Is your instructional delivery style more "chalk and talk"? If so, [Zoom's whiteboard feature](#) provides functionality similar to what you had in the physical classroom. Additionally, faculty who are fans of active learning through collaboration may wish to use annotation tools, which (if you permit their use) allow students to annotate on PowerPoints, Word documents, or other items displayed on a shared screen. Bonus: [annotation tools are also available for use with the whiteboard feature](#). (Note that enabling annotation means that any markings made by students will be visible to all. Use judiciously.)

- **Gather feedback without disruption.**

If you're looking for a non-disruptive response feature for your class, Zoom has the tool for that! [Enabling nonverbal feedback](#) (such as the raise hand, yes, no, go slower, and go faster buttons) allows students to communicate with you without interrupting mid-lecture.

- **Pause and wait.**

As with face-to-face classes, waiting for a period of time after asking a question is a good practice. While hosting a Zoom class, remember to pause to allow time for students to engage with the material and ask, write, or think about questions before moving on.

- **Incorporate all students into the conversation.**

Be it a large class or small one, discussion goes farther when all voices are heard. [Zoom's breakout rooms feature](#) allows you to divide students into either pre-assigned or auto-assigned small groups for short periods of time, facilitating deeper discussions.

- **Focus on formative assessment.**

If you're looking for quick feedback from your students, try [Zoom's polling feature](#). This feature allows you to create single or multiple choice questions that can be launched in class to gather responses in real time. Polling reports are accessible after meetings, and anonymous participation is also available.