

Zoom Room Usage Procedures at the College of Southern Idaho

Zoom Rooms are popular spaces, and we want to ensure that everyone's experiences with Zoom Rooms are both enjoyable and effective. The following guidelines are intended to help toward this end.

1. Training Requirement: Before using a Zoom Room (each semester) informative training sessions will be provided for all users. This will cover the basics of using Zoom software, managing audio and video settings, sharing your screen, and more. This training is designed to help with confidence and comfort using Zoom Rooms. It's also meant to ensure students have a positive first-day experience in class.

- Each semester there will be a training held in each building/Zoom Room. Please plan on attending the training at the beginning of each semester in the room from which you will teach. This will provide instructions on the room AND let faculty know who else in the building is using the room. Please consider others in the training as a first resource when questions or support is needed during the semester.
- Building administrative assistants will also attend each building's Zoom room training. They can assist throughout the semester with problems with rooms at any time. Please ask them for support.
- If faculty must miss "home" room training, they are welcome to attend other trainings as well.

2. Embrace the Technology: Once training has been completed, faculty are encouraged to explore all the features Zoom Rooms have to offer. From high-quality audio and video capabilities to interactive tools like breakout rooms and polls, there are many ways to enhance virtual meetings and classes. Priority in scheduling will be given to instructors who want to maximize what Zoom Rooms have to offer.

- After the initial technology overview, please contact the Teaching and Learning Center for assistance with using effective Zoom pedagogy. They can help with making the most out of all the rooms have to offer.

3. Responsible Use: It's important to use Zoom Rooms as intended, as improper use can disrupt the experience for others. Please refrain from using Zoom Rooms without proper training, as this can lead to technical difficulties and inconvenience for everyone involved. It's not helpful to "figure it out" on the fly. This can create conflicts for everyone else in the room the rest of the day.

4. Training Non-Compliance: Failure to comply with the training and responsible usage requirements may result in restricted access to Zoom Rooms. It's important that Zoom Rooms are used effectively by instructors who are knowledgeable about the rooms and prepared to use the technology as intended. Instructors who do not take advantage of the Zoom room training will be asked to move to other (non-Zoom) classrooms.

5. Support and Resources: Ongoing support and resources are available to help improve Zoom Room skills. Additional training, troubleshooting guides, or support from our Teaching and Learning Center and/or Information Technology, exists to help! Please reach out for assistance well BEFORE the first week of the semester. Also, please note that Zoom Rooms are set up identically (by design). Answers to many common questions can be found with a Google search. Instructors are strongly encouraged to practice with their Zoom Rooms before class begins.

- Department chairs: when scheduling a new instructor in a Zoom room, please connect them immediately with the Teaching and Learning Center for support.

6. Course Scheduling: When scheduling courses in Zoom Rooms, please ensure that the course requires Zoom Room technology and intentional pedagogy. Courses not using Zoom technology should not be scheduled in Zoom Rooms. We encourage department chairs to work together to prioritize instructors who have received recent (immediately prior to the scheduled semester) training in Zoom technology. Courses should only be scheduled in Zoom Rooms (V-designated sections) that are planning to use Zoom Room technology. They should be connected to other Zoom Rooms; they should be using intentional pedagogy; they should require that students attend the sessions in Zoom Rooms. Other courses using basic Zoom technology (M-designated sections) can be scheduled in any classroom or taught from an instructor's

office. M-sections expect students to NOT attend class in a particular location. Courses not using Zoom technology (C-sections) should not be scheduled in Zoom Rooms.

- For ease of decision making, the Office of the Vice President for Instruction will create a scheduling grid for all Zoom Rooms so we can maximize courses sent to off-campus centers.
- In instances where a Zoom Room serves other purposes (e.g. Fine Arts 87), the scheduling grid will assist with placing the correct courses in that room.