



This document contains the chat transcript from the Zoom webinar, **Faculty Panel: Faculty Tips for Instructional Continuity**, hosted and facilitated by Teaching and Learning Hub on May 13, 2020. Preceding the chat you can find a couple of tips that were shared and received a lot of interest from those at the webinar. If you need any additional support, or have questions or comments, please reach out to us at <http://tiny.cc/GSBTLHubContactUs>

[Rob Siegel's teach from home set up](#)

Kate Casey's Classroom Norms

- We expect you to be present in Zoom, with your video turned on and focused on your fabulous face, for the entirety of scheduled class sessions. We understand that this will occasionally not be possible (e.g. due to a dropped internet connection). Contact us (only) if you expect this to be an enduring challenge for you.
- We will track attendance via Zoom gallery screenshots. Persistent absence will negatively impact your participation grade.
- We expect you to be engaged online just as you are in person. This includes participating in class discussions (raise your hand in zoom and offer your perspective), be prepared for cold calls, complete all surveys and polls, contribute to small group discussions in breakout rooms and represent your group's views when we reconvene the full classroom.
- Minimize distractions. Maintaining focus and attention will likely be the biggest challenge to moving instruction online. Make it easier by attending class in full-screen mode and silencing / putting away your phone and other devices.
- If interested, volunteer to give a 5-minute student spotlight. This is 100% optional and comes with bonus participation points. You can provide your "view from the trenches" if you have experience working in an emerging market or in an industry that faced significant non-market challenges. Or you can sign up to present on a COVID19 issue that relates to the nonmarket environment (for example, how the pandemic may affect the 2020 elections, or how the institutional structure of a particular country shapes the country's response to the pandemic). Sign up during Session 1.

Chat Transcript

akluger : Hi, Everyone!

James Lattin : Hello!

Howie : Hello!

Greg Waldorf : Hi everyone

Matt Abrahams : Hello...hello

Brian Jacobs : Hello!

Ken Shotts : Hi all

stephen.ciesinski@sri.com : Hola!

Doug Galen : Hi gang

mimi c : Hi Everyone!

sridhar narayanan : Hi everybody.

Graham Weaver : Thank you all for doing this! Very excited. And a bit nervous to teach on-line, so very grateful for this session!

Matt : Hello!

bob lisbonne : Hey everybody!

jungho choi : Hello, everyone.

Paul's iPad mini 4 : hi from Paul Brest

gary dexter : Hi everyone

daniela saban : Hi everyone!

Ricki Frankel : Hi all!

Sarina Beges-Thysen : Hello all!

Kristine Schaefer : Good to see some familiar faces

Graham Weaver : Can you send email addresses for the people who can help us with the technical parts of zoom?

grace lyo : U9n

Pamela Levine : Graham Weaver, thanks for asking! You can use our Teaching and Learning Hub Contact Form to be connected with someone from our team who can help with those questions: <http://tiny.cc/GSBTLHubContactUs>

Graham Weaver : thank you.

Kristin Hansen : AMAZING background! Go Stanford!

Matt : How many students in your class, Steve?

Pamela Levine : We have a help article on using the Raise Hand and Polling features here: <https://tlhub.stanford.edu/docs/call-on-students-conduct-polls-and-gauge-reactions-during-meetings/>

Graham Weaver : Are you making all these Powerpoint slides? do you have someone helping you with those?

Mark Leslie : who trains the TAs? how can i get a TA assigned?

Burt Alper : There used to be an issue sending links via chat. Has that issue been resolved?

John Hurley : what is the optimal size for breakout groups do you think?

Pamela Levine : Mark Leslie, we have online resources for all and a webinar specifically for TAs to help support meeting facilitation. Would you mind submitting a request using our Teaching and Learning Hub Contact form? We can point you to them. <http://tiny.cc/GSBTLHubContactUs>

Pamela Levine : Burt, yes the link sharing issue has been resolved but you and your students will need to make sure you're running the latest version of Zoom. Update this on the Zoom application on your computer.

Pamela Levine : Graham Weaver, it looks like Kate's slides may have been designed by GSB's Visual Design Group (part of the Teaching and Learning Hub).

Pamela Levine : John Hurley, my intuition is that optimal breakout room size will depend on what type of discussion or activity you want the students to be doing there. I've heard that small groups (2-3) can be hard to manage from a technical standpoint. Let's see what the faculty panelists have to say.

Mark Leslie : thank you, Pamala

Matt : Is there any way to control what the student sees? When Kate was sharing slides, I had it set to just see her as speaker and the slides. I can see how students would be more engaged if they can see more students.

Pamela Levine : John Hurley, we have heard anecdotally that the students are appreciating the use of breakout rooms for small group discussion opportunities and that it actually gives them the opportunity to talk to and hear from more students than they might in a face-to-face class where they might sit next to the same people each day.

rebecca lester : To the panel: do you disallow chat?

Pamela Levine : Rebecca Lester, it's a good idea to keep chat ON since students may use it to troubleshoot technical issues. You can disable private messages.

Robert Siegel (MCP) : I also have found the chats to be really engaging. The students often talk about the content and have great debates in real-time

Pamela Levine : Matt, check out our help article on Essential Zoom Features, which covers different options around views: <https://tlhub.stanford.edu/docs/essential-zoom-features/>

Pamela Levine : Thanks Rob! Like the breakout rooms, we have also heard from some students that the chat allows more voices to be shared in the classroom.

Mark Leslie : usually after a class with a guest, the students will come up for further questions. is there any way to facilitate this activity?

iPhone : John Hurley, re group size, I don't know about zoom breaks outs per se but 5-7 members is ideal for most group tasks according to group performance research

Pamela Levine : Mark Leslie, off the top of my head, you could use a discussion forum in Canvas or shared GoogleDoc to enable students to propose follow-up questions for guest speakers. But let's hear how Alison Kluger manages this.

John Hurley : thx!

Russell Siegelman : Is there going to be a discussion of some basic class mechanics: taking attendance? grading class participation? do you require all students to be on camera?

rebecca lester : +1

Pamela Levine : Re: norms around use of Zoom in classes, let me plug two help articles we have 1) Suggestions for your first week of class <https://tlhub.stanford.edu/docs/suggestions-for-your-first-week-of-class/> and 2) GSB Virtual Classroom Norms Template <https://tlhub.stanford.edu/docs/gsb-virtual-classroom-norms-template-for-your-canvas-homepage/>

Pamela Levine : Re: Taking attendance, many are relying on TAs or FAs for this. We have a recommended approach described here:

<https://tlhub.stanford.edu/docs/take-attendance-during-zoom-meetings/>

James Lattin : +1 on practice!!

Pamela Levine : Russell Siegelman, I believe most GSB courses require students to have their video on. But there are some cases and some reasons why a student may need to turn off their video (e.g. slow, lagging internet or if they need to dial in by phone rather than computer).

Pamela Levine : GSB staff from Teaching and Learning Hub and Digital Solutions can help you hone your setup, including equipment requests.

gary dexter : Thank you panelists!

Donna Wells : +1

Pamela Levine : Get equipment advice and support via Digital Solutions here:

https://stanford.service-now.com/it_services?id=sc_cat_item&sys_id=ac2706e913b73a00e71d7d5764b052

Robert Siegel (MCP) : <https://www.youtube.com/watch?v=2zTqIJeCd3c>

Peter Francis : Does everyone have TA(s)? Do any of you teach solo?

Robert Siegel (MCP) : TAs are critical parts of your team. And FAs, too.

grace lyo : Rob kindly shared a video showing off his setup and course norms with the Teaching and Learning Hub: <https://stanford.box.com/s/91erz74y84s1av4z2ohcb119bs8mma>

stephen.ciesinski@sri.com : Thanks very much for the prep involved to provide all of these hints and tips— really helpful!

sridhar narayanan : Thanks for doing this, particularly to the panelists.

ron kasznik : Will the "

Graham Weaver : I'd love to hear more about role plays with students or between students - do you do this in front of everyone or in break out rooms?

Andrea Corney : How do I find students who can be a TA for me? As a lecturer, I'm unfamiliar with working with TAs.

Howie : Kate mentioned "Cold Calling" and having told students ahead of time - how did that work?

Pamela Levine : Graham Weaver, let me share a resource we have on role-plays which covers both role-plays conducted as a whole class and in breakout rooms:

<https://tlhub.stanford.edu/docs/conduct-role-plays/>

ron kasznik : will this "chat" be recorded or available for future reference?

rebecca lester : +1 to Howie's question

Donna Wells : Can you circulate (by email to attendees) the links to all the resources mentioned above...and any/all others available? Many thanks.

Pamela Levine : Ron Kasnik I'm not 100% sure if the chat is recorded, but we will circulate the resources shared here to you all. And don't forget the Contact Us form as well:

<http://tiny.cc/GSBTLHubContactUs>

Pamela Levine : (All of the resources are available on our Teaching and Learning website here too: <http://tlhub.stanford.edu/>)

stephen.ciesinski@sri.com : since entertaining and professional slides are even more important for zoom lectures/classes, is there help available from the GSB to make sides more interesting?

Pamela Levine : Teaching and Learning Hub's Visual Design Group provides design support for PowerPoint slides. They are an in-demand group so I can't speak to their availability, but do get in touch with them!

Pamela Levine : visualdesign@stanford.edu

Graham Weaver : Are you able to read chat while teaching? or do the TAs monitor the chat?

katherine casey : this is what I wrote in my syllabus

rebecca lester : +1 to Graham's question

katherine casey : ATTENDANCE AND PARTICIPATION

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Pamela Levine : Graham Weaver it's ideal to designate a TA to help with managing the chat if possible.

Pamela Levine : (Students can also be designated to help with this if a TA is not available)

Doug Galen : @Rob - why do you have your phone as part of your setup?

James Lattin : +1 Random assignment to breakout rooms is SUPER easy!

Pamela Levine : Here is our help article on Breakout Rooms:

<https://tlhub.stanford.edu/docs/enable-students-to-meet-in-groups-using-zoom-breakout-rooms/>

Robert Siegel (MCP) : @Doug - I have had the internet slow down and I have switched to cellular to teach for audio and video when needed

Doug Galen : @Rob - thx!

Greg Waldorf : This is a small suggestion for everyone who has Comcast Internet (and presumably other Internet providers). If you increase your download speed, they also increase your upload speed which makes a big difference.

Alison Brauneis : Please feel free to reach out to the Teaching and Learning Hub with any additional questions or comments: <http://tiny.cc/GSBTLHubContactUs>

Greg Waldorf : This has made a big difference in my Zoom quality and performance

Graham Weaver : Thank you to all the amazing panelists, facilitators. This was the best returning hour of my entire week. Well done!!!

Pamela Levine : Thanks Greg, we have other troubleshooting tips here too!

<https://tlhub.stanford.edu/docs/zoom-troubleshooting-tips/>

Alison Brauneis : We would like to hear your thoughts on today's panel:

<http://tiny.cc/FacultyPanelSurvey>

Anne Raimondi : Thanks so much for a great session!

Ken Shotts : Thank you to all the panelists. This has been very helpful. <applause>

Doug Galen : Excellent session

Donna Wells : Thank you!

James Lattin : Thanks!!

demarest : Really excellent. Thanks!

Patricia Nakache : Thanks!

jungho choi : Thanks

Alison Brauneis : Thank you everyone!

Kristine Schaefer : Thank you, everyone!

Jim Milligan : thanks all!

bob lisbonne : Thank you!