



# Using the Zoom Chat Feature to Engage Students

The chat box offers a quick easy way to engage students during online learning.

Activity	Description of instructor/student interaction	Ease of use and preparation
3-2-1 Polling	<ol style="list-style-type: none"> <li>1. Pose a multiple choice or open ended question verbally or visually during a zoom session.</li> <li>2. Ask students to compose a response in the chat but to hold off submitting until the instructor counts down.</li> <li>3. Instructor counts down 3-2-1. On 1 all students hit submit in the chat.</li> <li>4. Students can see each other's responses without being influenced ahead of time.</li> <li>5. Instructor reviews the polling results</li> </ol>	<p>Easy</p> <ul style="list-style-type: none"> <li>• can be done with little or no preparation</li> <li>• requires the instructor to process the answers quickly in real time.</li> </ul>
Formative Assessment	<ol style="list-style-type: none"> <li>1. During or at the end of a learning session ask students to identify "the muddiest point" (most confusing point) and/or the most important concept presented. Have both a verbal and written prompt for maximum accessibility.</li> <li>2. Students respond as they are ready in the chat.</li> <li>3. Instructor reviews the answers as they come in.</li> </ol>	<p>Easy</p> <ul style="list-style-type: none"> <li>• can be done with little or no preparation</li> <li>• instructor can process the answers as they come into the chat and prepare a synthesis of responses for the next teaching segment.</li> </ul>
File Transfer	<ol style="list-style-type: none"> <li>1. The chat can be used to transfer files "just in time" for an online quiz or activity.</li> <li>2. Instructors or students can drag files from their computers into the chat text box and send to an individual or the whole group.</li> </ol>	<p>Moderate</p> <ul style="list-style-type: none"> <li>• You must have file transfer enabled in the zoom web settings</li> <li>• Dragging or uploading a file into the chat is very easy</li> </ul>
Just in time linking to website or documents	<ol style="list-style-type: none"> <li>1. Locate web link for pages or documents you will be using for instruction</li> <li>2. Copy URL and paste into the chat box.</li> <li>3. Links in the chat enable all zoom participants to quickly arrive at the same website, Canvas page, or pdf.</li> <li>4. If multiple URLs will be accessed a word doc agenda containing URLs created ahead of time maximizes efficiency.</li> </ol>	<p>Moderate</p> <ul style="list-style-type: none"> <li>• easy as cut and paste into the chat</li> <li>• planning ahead and creating an agenda document with the URLs is required for a seamless presentation</li> </ul>