

Tech Vocab for TAs

Term	Definition (from www.m-w.com)	Use in a sentence
accessibility	Capable of being used or seen or understood. Often used to discuss making materials easily accessible to all through inclusive practices.	To ensure accessibility, you should use small file sizes for people who have slow internet connections and you should add tags to describe any images you use.
alternative host	When creating a Zoom meeting - the owner is the "host" and you can set up "alternative" individuals who can host the meeting or "own" the meeting.	The instructor set all of the teaching fellows as alternative hosts, so they can start the class if she has computer issues.
annotate	To write on or mark something with additional details or info. In Zoom, annotate is a note-taking feature you can use on someone's shared screen	Everyone annotate the white board by putting a sticker on the the answer you think is right.
asynchronous	Not at the same time - to do at any time it is convenient versus requiring everyone to do it at the same time.	My professor gave me an asynchronous option to work through materials online and watch the recordings of the lectures when I'm free.
breakout room	Sessions (up to 50) that are split off from the main Zoom meeting. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually in advance or during the meeting.	Today during class, the research teams will meet in their own breakout rooms for 10 minutes to decide who will be responsible for each section of their report.
click	select, choose, pick. In some cases, means "open."	Click on the link within Canvas to access our class meeting.
co-host	Zoom meetings have a "host" who controls security and other functions of that meeting. Meeting attendees are called "participants" who have limited permissions. Co-hosts have a mid-level of permissions. They can manage chat, mute and unmute people, and move between breakout rooms.	I assigned a co-host to my section to watch the chat and get my attention if there are questions.
comment	To post notes, ideas, feedback.	For sharing feedback with students, the TF posted private comments in the chat as they shared their viewpoints.
configure	To set up the protocols or permissions for software or hardware. Another word for "arrange."	I need to configure my settings: my microphone does not have permission to record.
dashboard	A main page where controls are located - a place where you can enact most functions.	Go to your Canvas dashboard to get an overview of active courses and to see upcoming assignments.
device	A machine - such as a computer, laptop, tablet, smart phone, etc.	You can use any mobile device, like a phone or tablet, to fill out class polls.
discard recording	Discard is another word for throw-away, or in this case "not save."	There was a lot of noise in my recording, so I opted to discard it and try again.
discussion board	An online forum to share ideas, post videos and articles, and to interact with instructors and classmates.	Many courses are encouraging students to share responses to topics and questions on the Canvas discussion board as a way of participating in class.
download	To transfer a file from the internet or cloud to a local device or harddrive.	You are welcome to view or download any class powerpoints or notes; they are posted on Canvas.
embed	Embed is a way to integrate video or other media into another. When "embedding" a Youtube video, it reads the code from the original site and shares the media through a special window on your page.	When posting a video, I like to embed it in the site rather than only posting a link to somewhere else.
enable	To turn on or allow a function.	I need to enable screen sharing at the beginning of my section so students can share their work.
hardware	The physical, technical components such as a harddrive, keyboard. The machine you are using.	My computer won't run the latest version as the hardware is outdated.
homepage	The landing page -- or main page of a website. Sometimes used synonymously with dashboard.	If you go to the CETL's homepage, cetl.ucmerced.edu, you can go to a Resources for Remote Instruction page.
host	Hosts are the meeting "owners" in Zoom. A Host has the ability to choose the settings in a meeting as well as turn on/assign breakout rooms, and remove problematic individuals.	Most instructors are the host of the Zoom class set up through Canvas, but you can add TAs as co-hosts or alternative hosts within the Zoom settings page.
hyflex	A course design model with a flexible course structure that gives students the option of attending sessions in the classroom, participating online, doing both, and switching between throughout the term.	Hyflex courses, a bit different in design from hybrid courses, take very careful planning in advance.

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invitation	In the case of Zoom - an invitation is a link, sometimes with an integrated password, to join a meeting.	I will send you a meeting invitation through my calendar, but you can also access the invitation through the course's Canvas page.
iOS	An operating system (software) for Apple mobile devices.	If you have an iPhone or iPad, you are running iOS.
join a meeting	A button you click to open a Zoom room, either for your own room or to join meeting hosted by someone else.	To participate in a meeting, you need to select the "Join A Meeting" function to open the Zoom application.
lag	When someone's video or audio slows down and is no longer in sync with everyone else's. A distortion in online interactions due to bandwidth or internet speeds.	My network is slow, so I'm turning off my video to avoid lag.
livestream	To take live video or audio and broadcast it online for others to view in realtime. Livestreams are often archived and then viewable later even if they were synchronously broadcast at first.	Most synchronous classes use a livestream technology to broadcast the video online, but also save the recordings to download or view later.
LMS	Learning Management System - systems like Canvas or Blackboard where you can post classes and materials for students	What LMS do you use? At UC Merced, our primary LMS is Canvas, but I hear other universities may use Blackboard.
meeting ID/Personal link	code/web address that users need to access a meeting. Each official Zoom user has a private room	I set my personal ID to my name as a shortcut as I don't want to create new meeting IDs for each meeting I have.
mobile app	A software application, game, tool, on a mobile device such as a tablet, phone, or smart watch.	The software I use on my phone is a mobile app, like twitter, FB, or software to access my bank.
module	an educational unit which covers a single subject or topic; often part of an online class or asynchronous learning program.	For each day of class, I created a unique module that students can use to view daily materials, assignments, and resources.
mute	To turn off a microphone so no audio is picked up.	There are 80 people in the class, so make sure you have chosen the setting to "mute" upon entry to the Zoom meeting.
notification	Often a pop-up, sound, or other notice with information. Sometimes takes the form of a banner.	I use Slack and get pop-up notifications on my laptop or phone, which help me know when I've received a message.
participant	In Zoom, individuals who join a meeting but who are not the host or co-host are participants and they often have restricted permissions.	In meetings, there are different levels of permissions to access features and you can view these levels by viewing the participants - so some are guests and some are co-hosts.
poll	To survey or ask individuals to respond to a question. May be anonymous.	Polling is a practical technique to boost engagement in online classes; you can use the Zoom polling function or choose external sites like Poll Everywhere. (www.polleverywhere.com)
post	To upload comments, images, or share with others.	The instructor of record posts before class so students know what to expect that day and where to access the course resources.
reply all	An email function or chat function that enables you to message multiple users at one time.	Most email functions will allow you to reply to sender (reply) or email everyone affiliated with an email chain (reply all).
save	To retain or store information, either on a local disk or on the cloud. Another word for "keep."	It's important to save your work frequently or use a cloud-based application like Google Drive, which saves automatically.
screen capture	By running a software, you can record your screen and anything happening on the screen as a video, either with or without audio.	I used the screen capture function in Quicktime to record me talking through my powerpoint for students, but I prefer Panopto as it has better features.
screen share	A permission where one user's screen is made viewable by others. A Host can set screen share permissions in Zoom.	By default, screen share is disabled for classes as some individuals have disrupted classes by showing inappropriate materials via screen sharing.
screen shot	A picture or a still image of a screen.	As we cover the materials, feel free to take a screen shot of the whiteboard or notes for studying purposes.
scroll	Move your cursor up the page or down the page.	Okay. Everyone scroll down to the bottom to view the answers.
software	The computer programs or applications used.	I need to update my software before I can access Zoom as the program released a new version.
submit	To turn in or enter.	In Canvas, you can submit your assignments as a file upload or by working in the assignment.
synchronous	To occur at the same time or at one time.	Our class will be synchronous, so you need to be online at 4 P.M. Eastern time every Wednesday.
tag	To mark or label something or someone; to select something.	Click on this tag to see all pages related to presentation skills.
toggle	Alternate or switch between two or more views; a setting that can be switched between two different	Click here to toggle between the presentation and speaker views.
upload	A software process by which a file is put onto the internet or submitted online.	To build better connections, encourage students to upload an image so you can talk to their "face" even if they are unable to turn on the video feature.
video tutorial	A video or movie recording that demonstrates how to do something.	ATG has created several video tutorials for updating features of Zoom and using various settings.

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voice over	To dub a video by speaking over sections of it to add information or dialogue.	When creating a webcast, TAs can use Panopto to share videos, images, or PowerPoints and record a voice over to the content.
waiting room	Place where online participants in a Zoom meeting or class wait to be let in by the host.	The use of waiting rooms for classes is encouraged to discourage "Zoom bombing" by uninvited people.
walkthrough	A video or visual representation showing how to do a task or complete an action.	The CETL's TA Orientation has some videos with walkthroughs on how to prepare for the first day of class.
whiteboard	Zoom has a "white board" which is part of the "screen sharing" features. Whoever is sharing screen can write on whiteboard or draw; other users can annotate if the feature is on.	In the breakout rooms, each group should pick one person to share a whiteboard for notetaking; be sure to save the whiteboard before returning to the main room.
widget	A small software application that is designed to provide a specific piece of information (such as news, weather, or traffic updates) or a specific function (such as taking notes or controlling another application) on demand. A type of function in website development.	The Annoto widget allows student to post comments at specific moments of a video played in Canvas.
Zoom bombing	An unwanted, disruptive intrusion, generally by Internet trolls and hackers, into a video conference call. (Wikipedia)	Three ways to prevent Zoom bombing are to use a waiting room, require a password, and to allow only "authenticated" users (those with a school email). Choose any one or combination.