

# ZOOM FOR VIRTUAL TRAINING

## TIPS FOR SUBJECT MATTER EXPERTS, FACILITATORS, AND PARTICIPANTS

Zoom is a tool that the Training and Development Unit (TDU) will be using as a “virtual classroom” to deliver virtual training content. Zoom is accessible to persons inside or outside the Government of Canada provided that only unclassified, non-sensitive information is shared. For those joining from the Government of Canada, please be sure to disconnect from VPN prior to joining the virtual training session via Zoom.

This document is not a comprehensive user guide, rather it outlines some tips and tricks for using Zoom for subject matter experts (SMEs), facilitators, and participants engaged in the delivery of TDU virtual training. Please test video and audio in advance: <https://zoom.us/test>

### JOINING THE VIRTUAL CLASSROOM

Prior to the course, you will be sent an e-mail with a link to join the Zoom meeting. Please note, that there may be different links for each session (e.g. one for the virtual classroom and another for the virtual office hours). Once you have clicked on the appropriate link, you must wait until the host admits you to the Zoom meeting. This may provide an opportunity to test your speakers and audio with Zoom before joining.

### FUNCTIONS

Note: You may need to ensure that the Zoom window is in full screen, or at minimum expanded to near full screen, to view all available functions.

### OPTIMAL SET-UP

Unless participating in activities which require video to be on (presenting, or others as requested by course leads) it is good practice to have video switched off to conserve bandwidth. Also, unless speaking please be sure to keep your microphone on mute. As for views within Zoom, we recommend the use of speaker view while attending sessions in the virtual classroom and having the chat and participant windows open. Please see details on these and other options below.



### At the top of the Zoom window

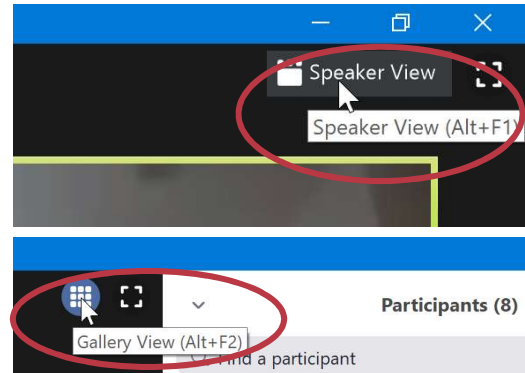
Note: If any icons or buttons are not visible, you may need to hover your cursor at the top of the Zoom window to activate them.

## Views: Gallery and Speaker

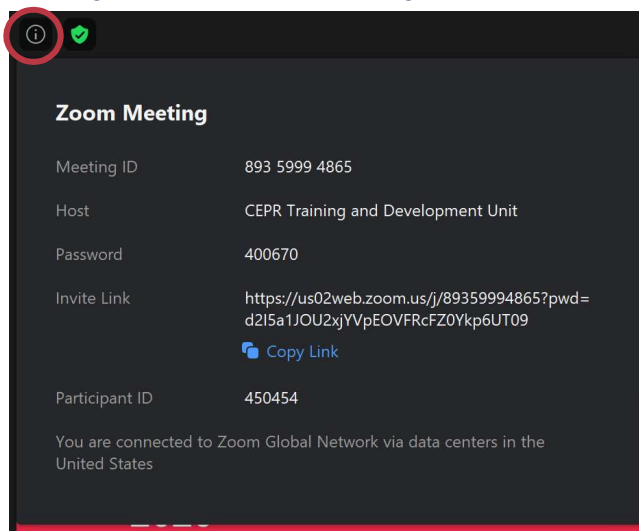
There are two main views that are available to set up your Zoom session. Speaker View emphasises the video image of the individual currently speaking in the conversation or delivering a presentation. Gallery View emphasises the videos of all individuals attending the Zoom session, whether or not they are speaking at the current time.


You can toggle between these views using the

Speaker View  and Gallery View  icons at the top right of the Zoom window.




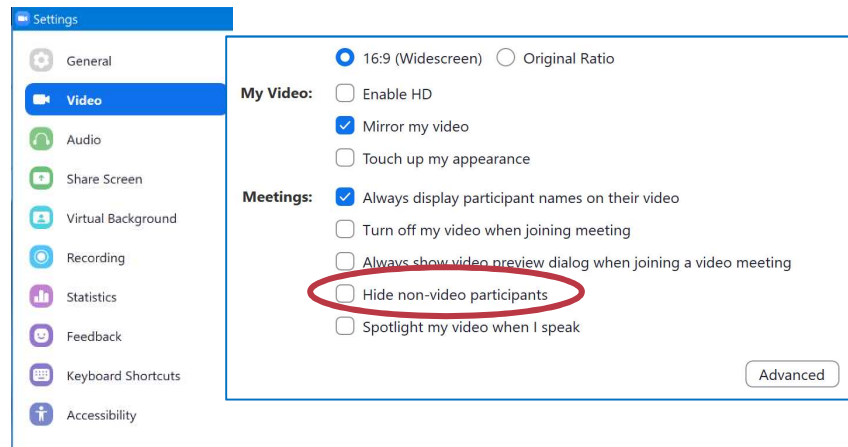
## Meeting Information and Settings





Access meeting information by clicking on the meeting information icon  at the top left of the screen. Clicking on this icon will display the information in a new window. We recommend joining the virtual classroom each day through the meeting information shared by e-mail, especially in the event that the Zoom virtual classroom details have changed. However, accessing meeting information while logged into Zoom may be useful in circumstances where meeting information needs to be shared rapidly with a colleague who is having trouble accessing meeting information.

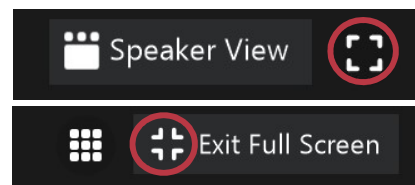
It is also possible to invite a colleague who is having trouble joining the meeting through the participants window.

Access Zoom session settings by clicking on the settings icon  at the top left of the screen, adjacent to the meeting information icon. Hide non-video participants by navigating to Settings > Video > click "Hide non-video participants".



### Full Screen/Exit Full Screen

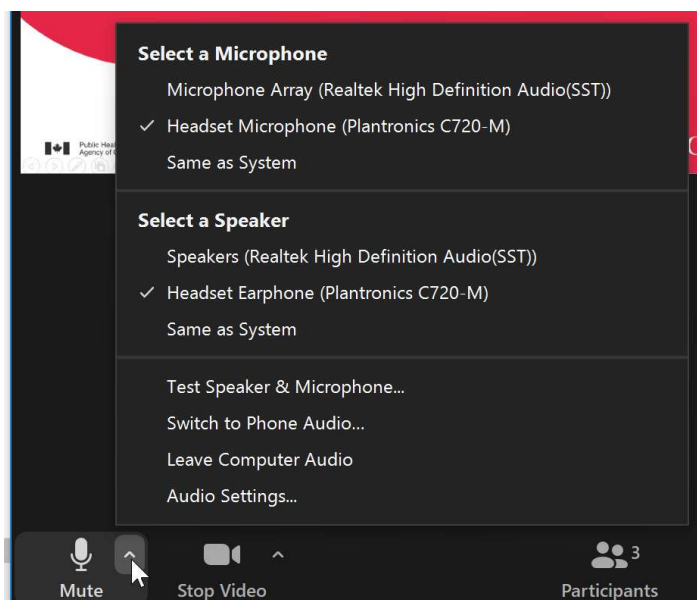
When joining the Zoom Virtual Classroom you can enter (or leave) full screen by using the enter full screen  or leave full screen  icons at the top right of the Zoom window.







### At the bottom of the Zoom window

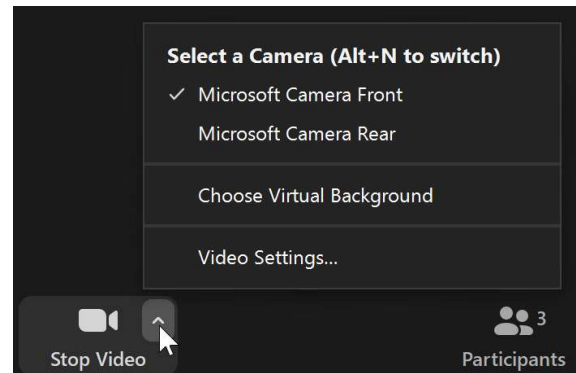
Note: If any icons or buttons are not visible, you may need to hover your cursor at the bottom of the Zoom window to activate them.

### Audio and Video



You can mute and unmute yourself a number of different ways in Zoom (on your video image, next to your name in the participants window, etc.) The easiest way is through the microphone icon  at the bottom left of the Zoom window. Here you can: mute and unmute yourself, access audio settings (including options to specify headset and microphone) and test your speaker and microphone. To mute and unmute yourself, click on the icon. For everything else, click on the adjacent arrow icon .

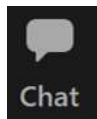
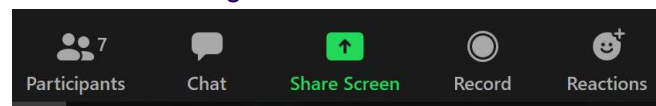
Similar to audio, you can start and stop video in many different places in Zoom (most of them adjacent to audio). The easiest way is through the video icon  at the bottom left of the screen. Here you can: access video settings, choose your camera (if you have multiple options), and start and stop video. To start and stop video, click on the icon. For everything else, click on the adjacent arrow icon .



Note: We advise against setting a background image to conserve bandwidth and prevent the meeting from freezing and or lagging for those with slower/unstable internet connections.

### Participants, Chat, Screen Sharing and Whiteboards, Recording, and Reactions

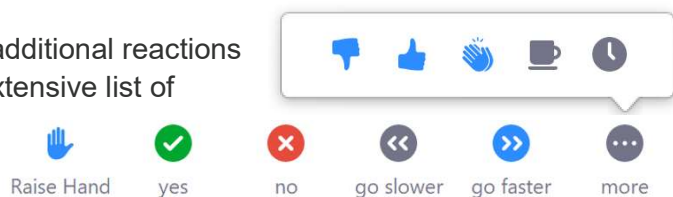
In the middle of the toolbar at the bottom of the Zoom window there are a series of buttons that enable:



- The chat window
  - Here you can privately message the Zoom session host and co-host, and individual attendees as well as send a message to all attendees at once

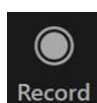


- The participant window
  - You can also find some additional reactions in this window; a more extensive list of reactions and their suggested use can be found below

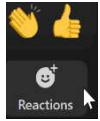


- Participants and facilitators to share their screens or a whiteboard
  - If you require audio (e.g., music) in your presentation, be sure to select the share computer sound box at the bottom left of the window to select windows or applications to share

☒ Share computer sound



- Recording of the session
  - Please do not record without first seeking permission



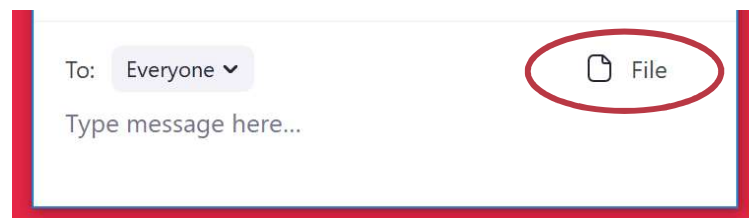
- Basic reactions
  - Here you can give a quick thumbs-up or clap in reaction to virtual session content
  - A more extensive list of reactions and their suggested use can be found in the participants window and below

### Zoom Reactions and Suggested Use

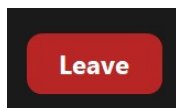
Symbol		Use
Raise hand		Indicate to the host and co-host that you have a question.
Yes		Provide a voiceless answer to a yes/no question.
No		Provide a voiceless answer to a yes/no question.
Go slower		Please slow down the pace, I am having difficulty keeping up.
Go faster		Please go faster, I am having trouble paying attention.
Away		I have stepped away from the computer for just a moment.
I need a break		My brain is full and I need a moment to collect my thoughts.
Clap		Applause; or Yay; or I am excited!
Thumbs up		I like this; or I agree; or I got that.
Thumbs down		I do not like this; or I do not agree; or I did not quite get that.

### Sharing Files

You can share files with meeting participants or individuals attending the Zoom session in the chat window by selecting the file icon File .



### Leave Zoom Session

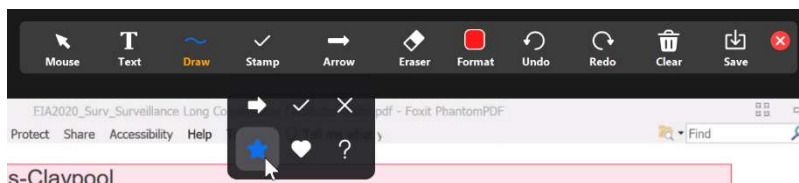
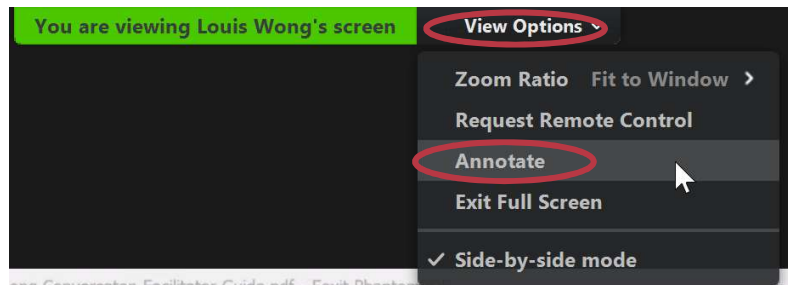


Leave the Zoom session by using the Leave icon at the bottom right of the Zoom window. You can rejoin the session by clicking on the link associated with the Zoom session.

**When the screen is shared by the host, the presenter or the whiteboard is displayed:**

### Annotate

While a screen or whiteboard is being shared, participants can draw, type, and save the screen displayed. To access the annotate toolbar navigate to View Options > Annotate in the middle of the top of the Zoom window.



Once the annotate toolbar is displayed, there are several options for collaborating or interacting with others

(i.e., writing text , using a stamp  or arrow , drawing , and erasing your work ). Save the screen by using the save icon .

## Breakout Rooms

Participants join the breakout rooms automatically. Essentially, the host establishes groups for each breakout room and sends participants there. Once in the breakout room no one else can hear your conversation, and you can only leave if you leave the meeting, when the time is up, or if the host moves you. Likewise the only person who can drop into your breakout room is the host. The host can also send messages to the breakout room, and control the length of time groups spend there. Once the time has run out all participants will automatically rejoin the larger group.

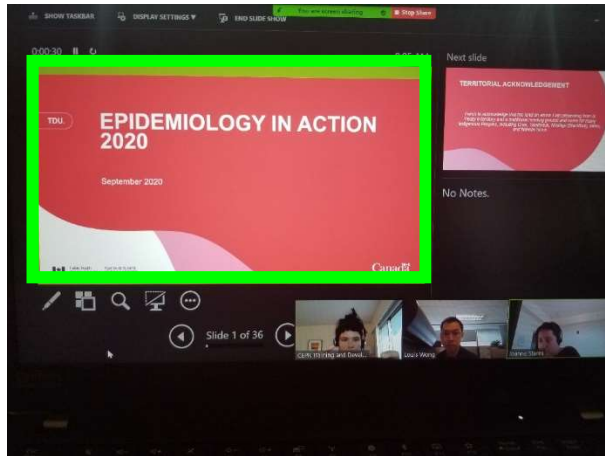
Annotating and saving screens works the same way in the breakout room as it does in the larger meeting. In the event you wish to take a screen capture while in the breakout room, see the links below for details on how to do this with Microsoft or Apple operating systems. Note that there will be discrepancies across hardware.

Apple/MacBook: <https://support.apple.com/en-ca/HT201361>

Microsoft/Windows: <https://support.microsoft.com/en-us/office/copy-the-window-or-screen-contents-98c41969-51e5-45e1-be36-fb9381b32bb7>

## When Presenting

### Sharing Slides



#### Steps:

1. At the bottom of the Zoom window, click share screen
2. Navigate to the “Advanced” tab > Select “Portion of Screen” > click “Share”
3. Open your PowerPoint presentation
4. Expand the green square to fit the dimensions of your slide
5. Continue through your presentation (the zoom attendees will only see the slide, while you can continue to see your slides and the notes below)

### Polls and Questions

Polls and questions can be delivered to and results shared with Zoom session participants by the host. If you wish to include any polls or questions in your presentation, please reach out to the course lead at least one day prior to the session so they can be set up in advance.

Should you have any questions or run into any trouble using the Zoom virtual classroom setup for TDU Training, please contact [phac.ceprtraining-formationcmiu.aspc@canada.ca](mailto:phac.ceprtraining-formationcmiu.aspc@canada.ca) and your course lead(s) right away.