

HOW TO SET-UP AND USE ZOOM



for teachers

Before we start

Please have

- Your **laptop**
- Your **zoom log-in**
- A stable **internet** connection

After this presentation, you will be able to:

1

Schedule and
set up a meeting

2

Know and use
tools to actively
engage your
students

3

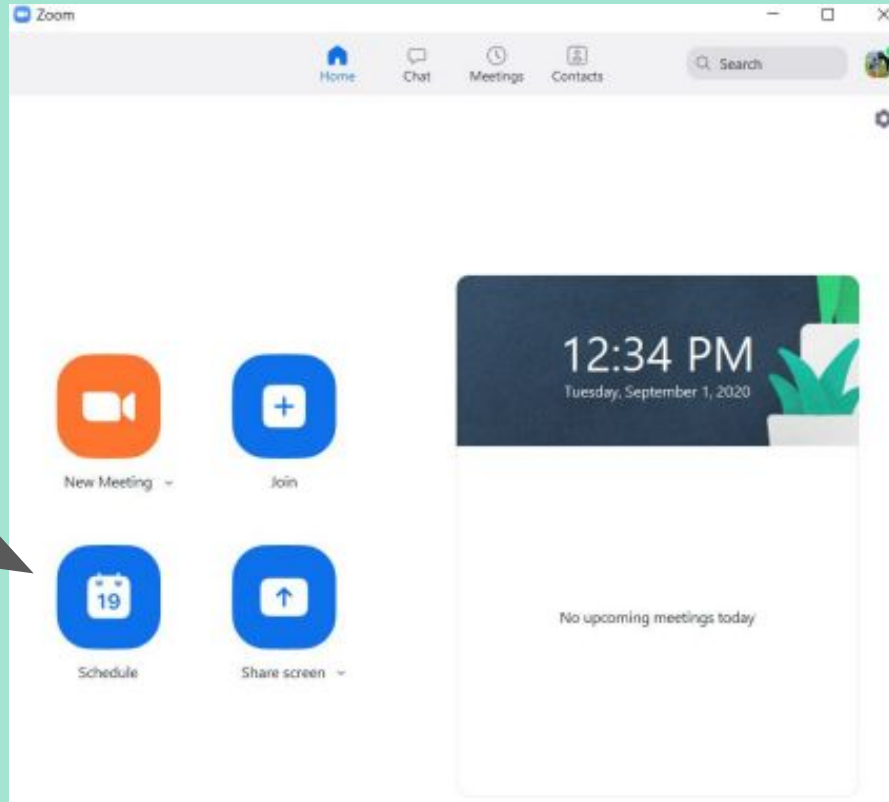
Change and
utilize other
tools and
settings

1

HOW TO SCHEDULE AND SET UP A MEETING

To schedule a meeting

click here



Scheduled Meetings vs. Recurring Meetings

- Set a **date** and **time**
- Sync with **calendars**
(Google/Outlook)

Best For:

- Parent meetings
- 1 on 1 meetings

- Uses **same meeting ID and settings**
- Use **anytime**

Best For:

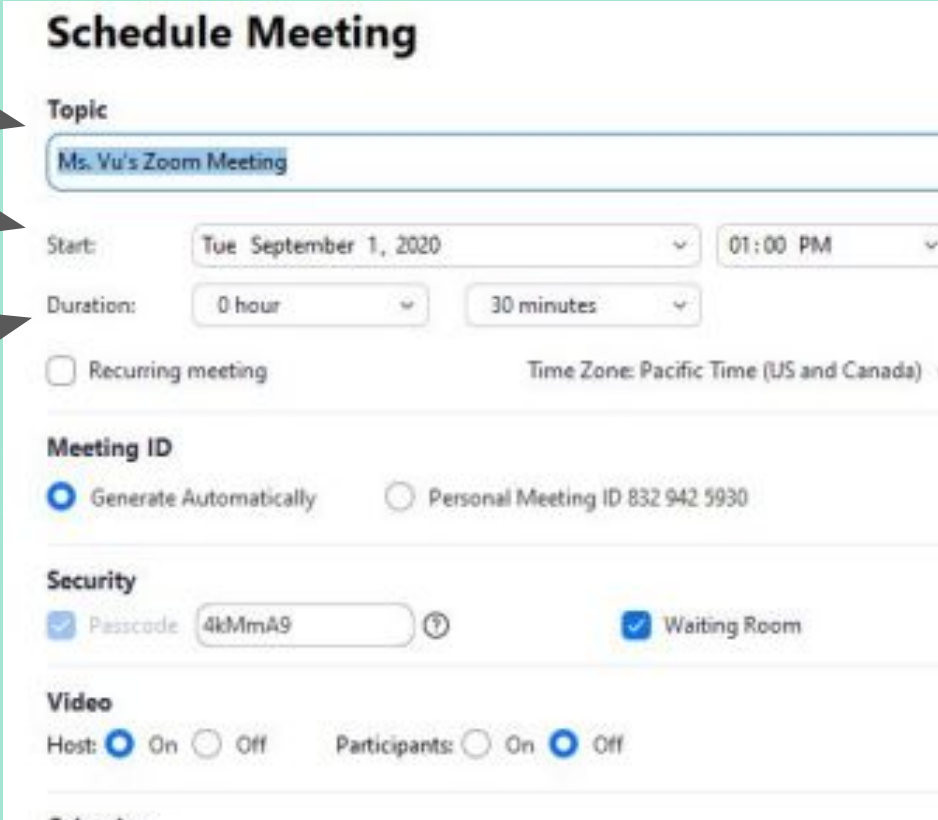
- Class meetings
- Office hours

To schedule a scheduled meeting

title your meeting

set **date** and **time**

durations are just FYI
for you and the person
you are meeting with



The screenshot shows the 'Schedule Meeting' interface in Zoom. Three arrows from the text on the left point to the following fields:

- Topic:** The text 'Ms. Vu's Zoom Meeting' is entered in the topic field.
- Start:** The start date is 'Tue September 1, 2020' and the start time is '01:00 PM'.
- Duration:** The duration is set to '0 hour' and '30 minutes'.

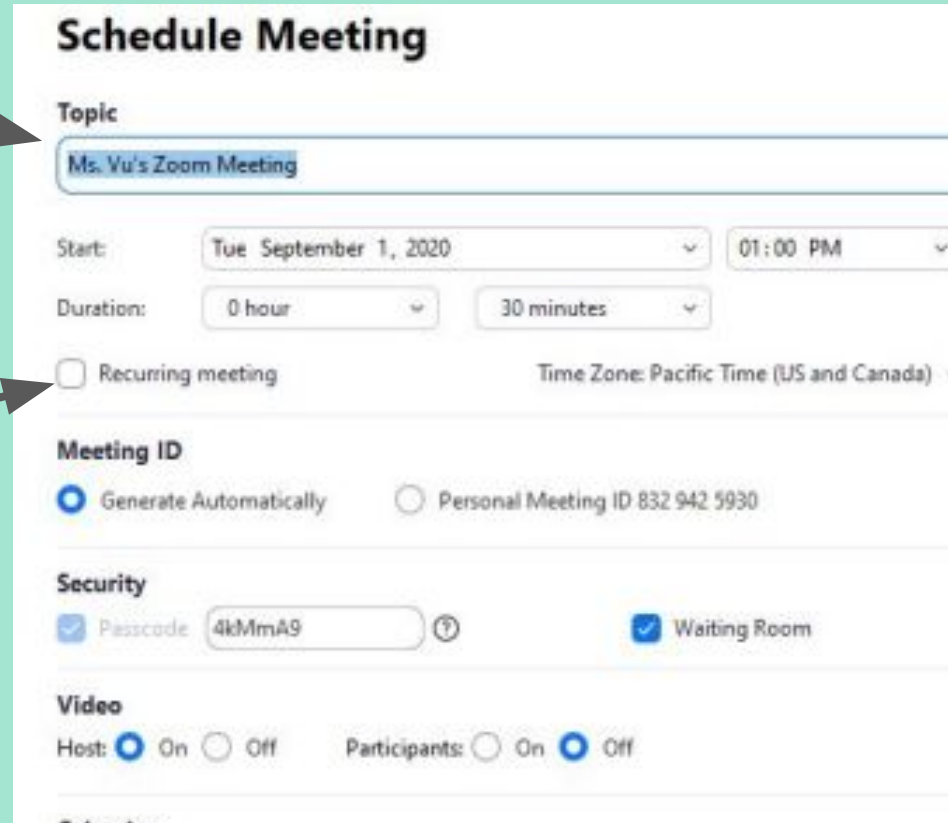
Other visible settings include:

- ☐ Recurring meeting
- Time Zone: Pacific Time (US and Canada)
- Meeting ID:** ☒ Generate Automatically, ☐ Personal Meeting ID 832 942 5930
- Security:** ☒ Passcode (4kMmA9), ☒ Waiting Room
- Video:** Host: ☒ On, ☐ Off; Participants: ☐ On, ☒ Off

To schedule a recurring meeting

title your meeting

click this box to bypass
the start dates, time,
and durations options



The screenshot shows the 'Schedule Meeting' interface in Zoom. An arrow points from the text 'title your meeting' to the 'Topic' field, which contains 'Ms. Vu's Zoom Meeting'. Another arrow points from the text 'click this box to bypass the start dates, time, and durations options' to the 'Recurring meeting' checkbox, which is currently unchecked. The form includes fields for 'Start' (Tue September 1, 2020, 01:00 PM), 'Duration' (0 hour, 30 minutes), 'Meeting ID' (Generate Automatically selected), 'Security' (Passcode 4kMmA9, Waiting Room checked), and 'Video' (Host On, Participants Off).

Schedule Meeting

Topic
Ms. Vu's Zoom Meeting

Start: Tue September 1, 2020 01:00 PM

Duration: 0 hour 30 minutes

☐ Recurring meeting Time Zone: Pacific Time (US and Canada)

Meeting ID
☒ Generate Automatically ☐ Personal Meeting ID 832 942 5930

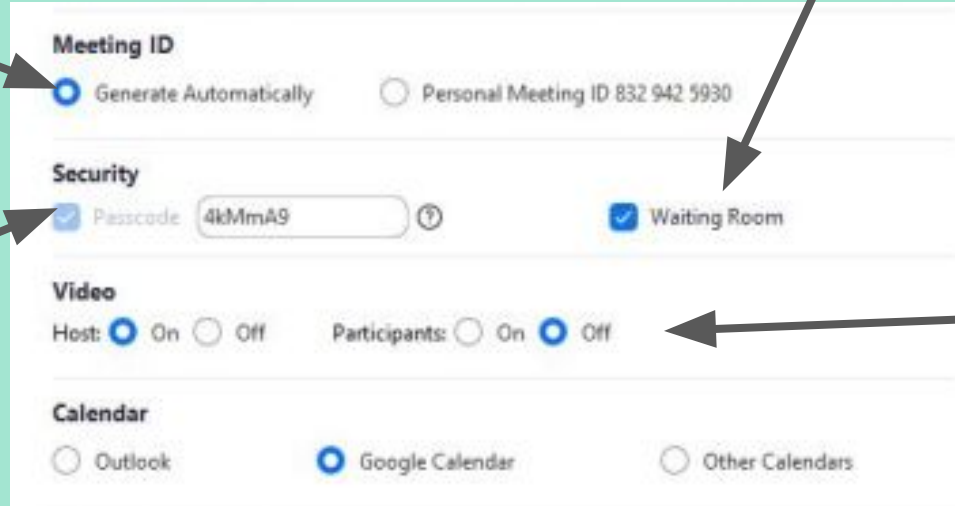
Security
☒ Passcode 4kMmA9 ☒ Waiting Room

Video
Host: ☒ On ☐ Off Participants: ☐ On ☒ Off

Other meeting settings

always have a waiting room

always generate automatically



The image shows a screenshot of the Zoom meeting settings interface. It is divided into four sections: Meeting ID, Security, Video, and Calendar. In the Meeting ID section, the 'Generate Automatically' radio button is selected. In the Security section, the 'Passcode' checkbox is checked with the value '4kMmA9', and the 'Waiting Room' checkbox is also checked. In the Video section, the 'Host' video is turned 'On' and the 'Participants' video is turned 'Off'. In the Calendar section, the 'Google Calendar' radio button is selected. Five arrows point from external text blocks to these specific settings: 'always generate automatically' points to 'Generate Automatically'; 'always have a waiting room' points to 'Waiting Room'; 'control how participants enter the zoom (host video on, participant video on)' points to the 'Participants' video setting; 'add to a calendar' points to 'Google Calendar'; and 'always have a password (have the same password for all classes/school)' points to the 'Passcode' field.

Section	Setting	Value / Option
Meeting ID	Generate Automatically	Selected
	Personal Meeting ID	832 942 5930
Security	Passcode	4kMmA9
	Waiting Room	Selected
Video	Host	On
	Participants	Off
Calendar	Outlook	Not Selected
	Google Calendar	Selected
	Other Calendars	Not Selected

always have a password
(have the **same** password for all classes/school)

control how participants enter the zoom
(host video on, participant video on)

add to a calendar

Advanced settings

unclick “join before host”

click mute participants
upon entry

unclick “authenticated
users”

unclick “automatically record meeting”

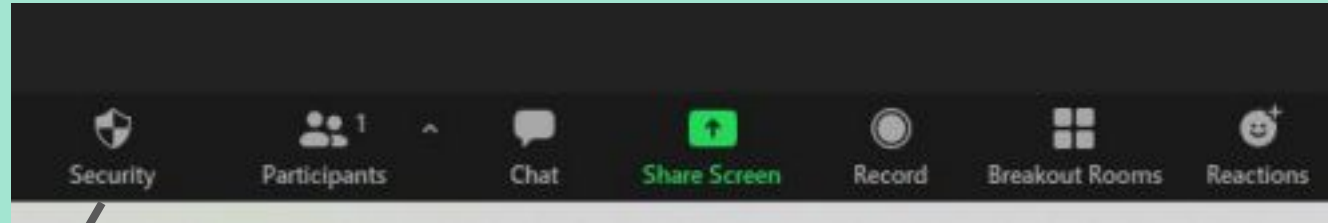
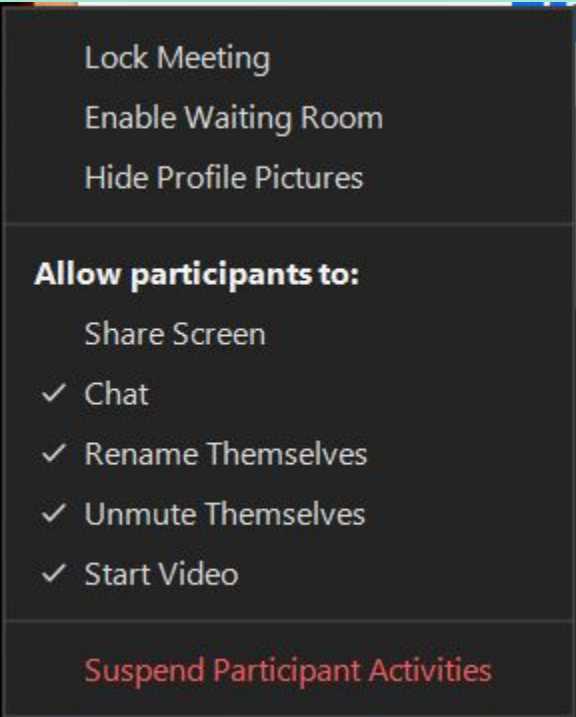


Why would you want to use a “scheduled meeting” vs. a “recurring meeting”?

2

TOOLS TO ACTIVELY ENGAGE YOUR STUDENTS

Getting to know your meeting controls

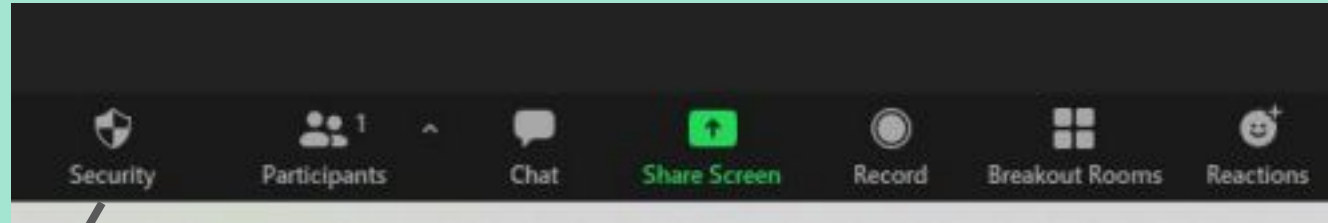
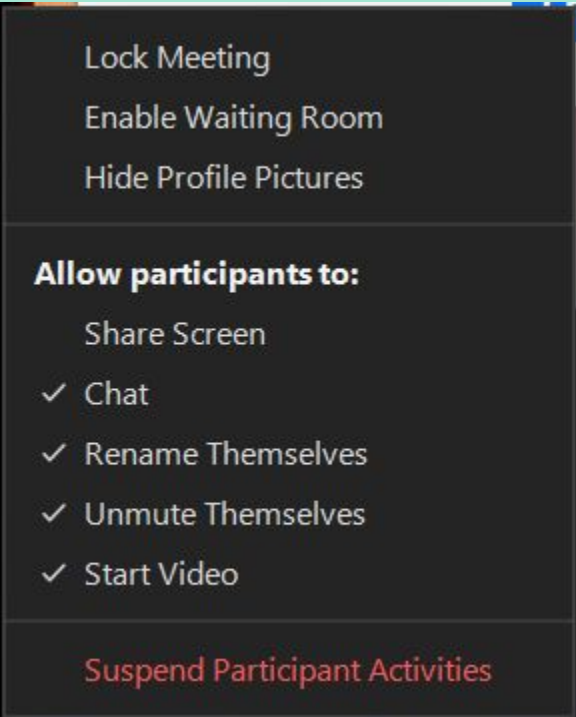


Lock Meeting: keeps new participants from joining

Enable Waiting Room: puts new participants or allows you to move current participants into a waiting room

Hide Profile Pictures: only shows names of participants

Getting to know your meeting controls



Allow participants to:

Share Screen: anyone in the meeting can share their screen

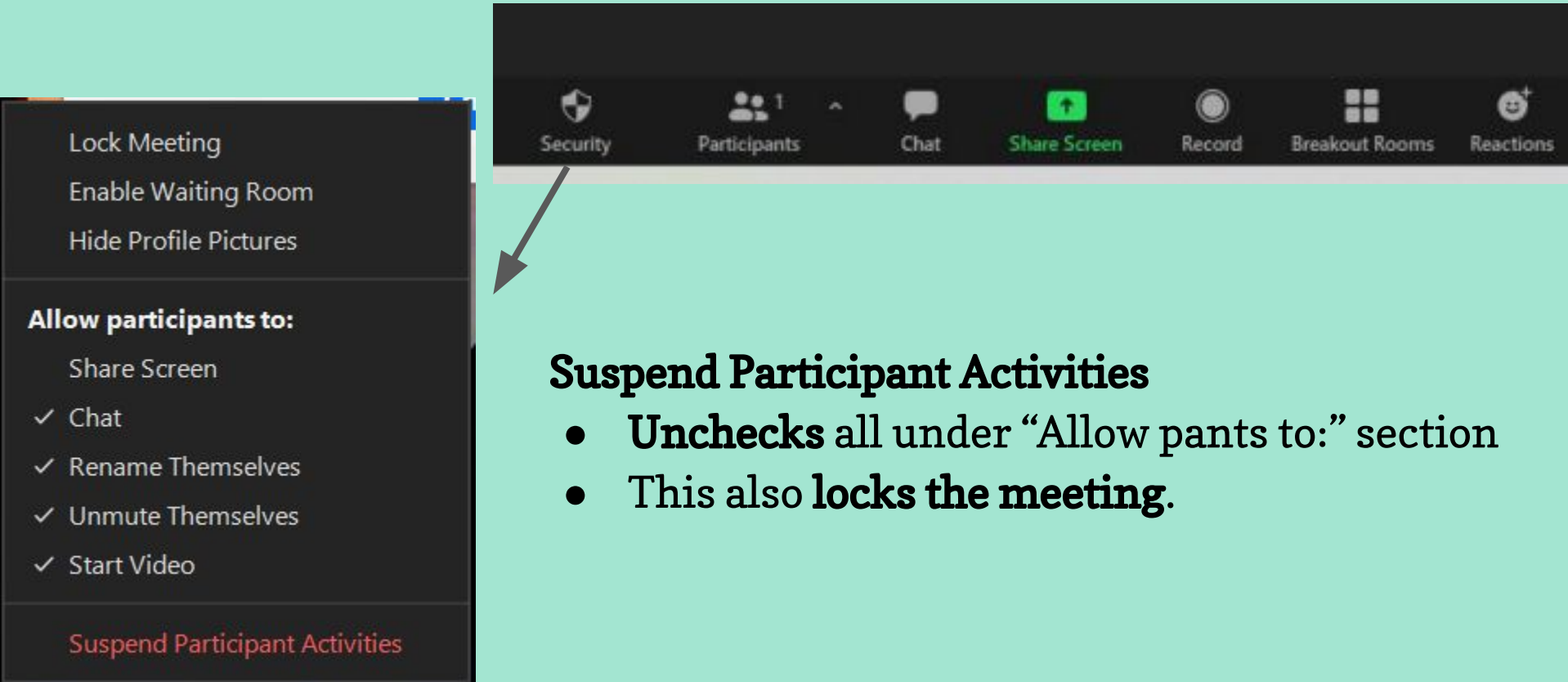
Chat: allows participant to use the chat box

Rename Themselves: allows participants to rename themselves

Unmute Themselves: allows participants to unmute

Start Video: allows participants to start and stop their video

Getting to know your meeting controls



The image shows a Zoom meeting interface. On the left, a dark grey menu is open, displaying options: 'Lock Meeting', 'Enable Waiting Room', 'Hide Profile Pictures', and a section titled 'Allow participants to:' which includes 'Share Screen', 'Chat', 'Rename Themselves', 'Unmute Themselves', and 'Start Video'. At the bottom of this menu is a red button labeled 'Suspend Participant Activities'. On the right, a horizontal toolbar contains icons for 'Security' (a shield), 'Participants' (two people), 'Chat' (a speech bubble), 'Share Screen' (a green square with an upward arrow), 'Record' (a circle with a dot), 'Breakout Rooms' (a 2x2 grid), and 'Reactions' (a smiley face with a plus sign). A grey arrow points from the 'Share Screen' button in the toolbar to the 'Suspend Participant Activities' button in the menu.

Lock Meeting
Enable Waiting Room
Hide Profile Pictures

Allow participants to:

- Share Screen
- ✓ Chat
- ✓ Rename Themselves
- ✓ Unmute Themselves
- ✓ Start Video

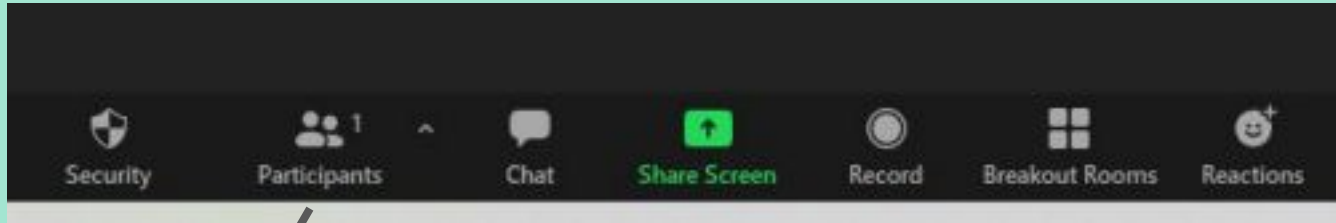
Suspend Participant Activities

Security Participants Chat **Share Screen** Record Breakout Rooms Reactions

Suspend Participant Activities

- **Unchecks** all under “Allow pants to:” section
- This also **locks the meeting**.

Getting to know your meeting controls



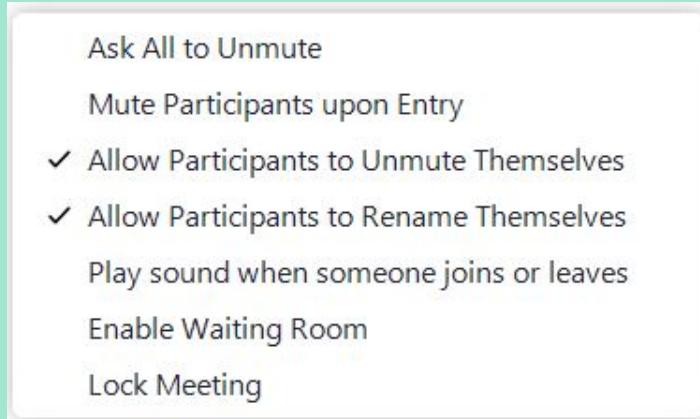
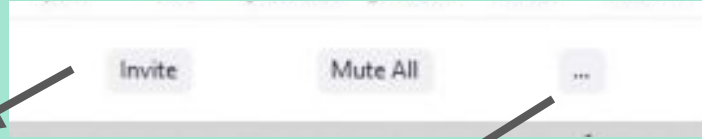
shows a sidebar with all participants in the meeting

good way to see who has their hands raised

Participant Sidebar

under the list of participants:

invite participants
via contacts, email,
or phone

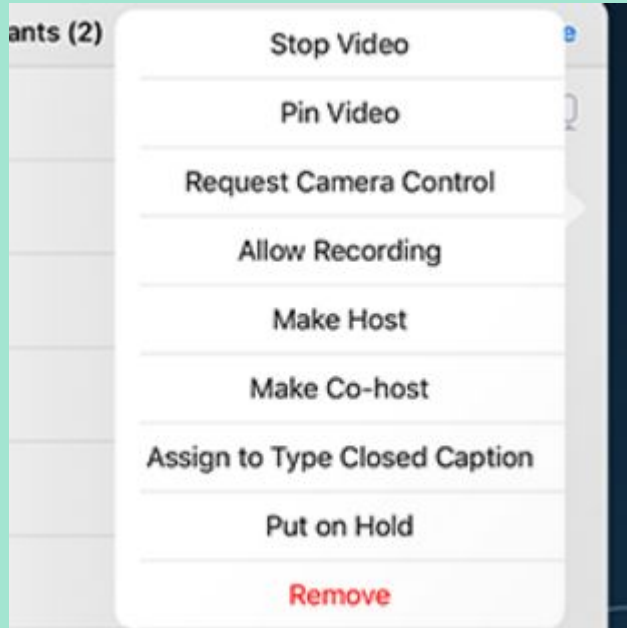


Best Practice, always:

- Mute Participants upon Entry
- Allow Participant to Unmute Themselves
- Play sound when someone joins or leaves
- Enable Waiting Room

Participant Sidebar

clicking on a participant's name



Stop Video

Pin Video: puts this participant's video at the top of the view or make this video the largest on the screen

Request Camera Control

Allow Recording: allows this participant to record the meeting

Make Host: give up your host privileges to this participant (you can also take it back)

Make Co-host

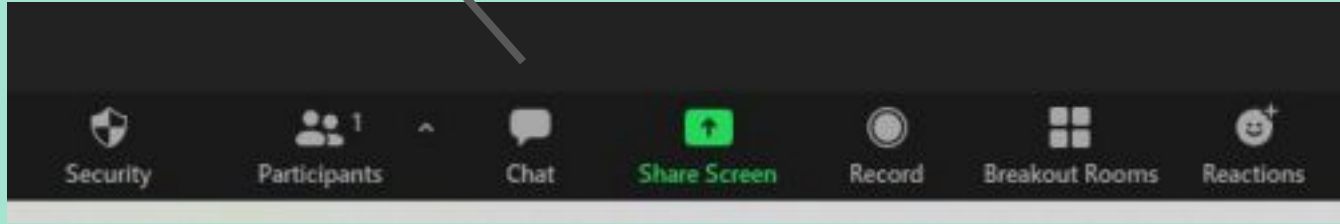
Assign to Type Closed Caption

Put on Hold: temporarily disconnect this participant's video and audio

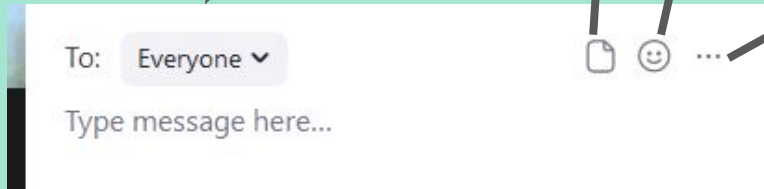
Remove: removes them from the meeting (can allow them to rejoin)

Getting to know your meeting controls

show a sidebar with a chatbox



controls who sees
your current chat



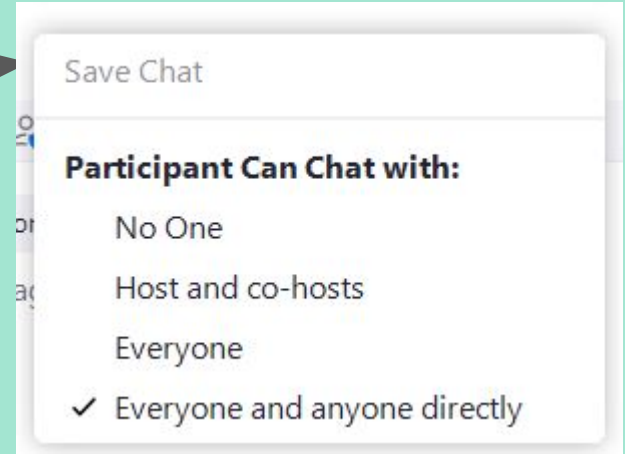
attach a document

access the emoji keyboard

access more chat settings



Getting to know your meeting controls



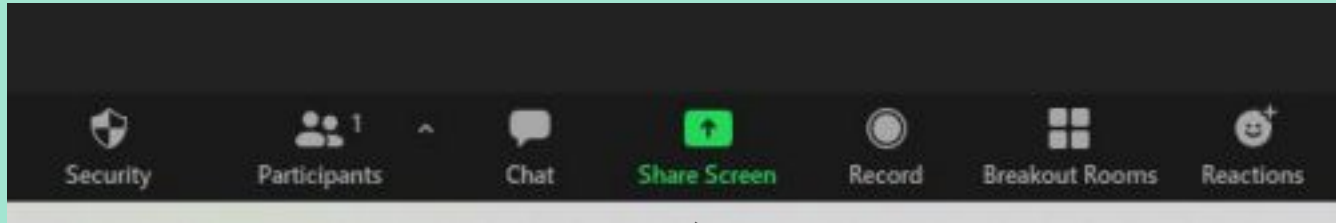
Save Chat

Participant Can Chat With:

- **No On:** turns off chat capabilities
- **Host and co-hosts:** can only send messages to the host and co-host
- **Everyone:** can only send messages to *everyone* in the meeting
- **Everyone and anyone directly:** can send messages *privately* to anyone in the meeting

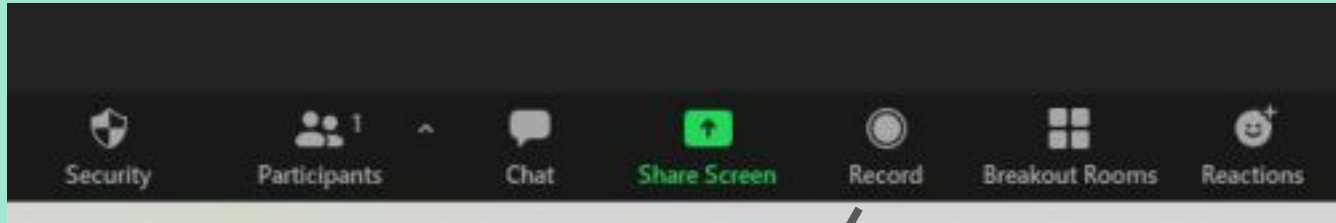
How would you use the chat to engage participants in a meeting?

Getting to know your meeting controls



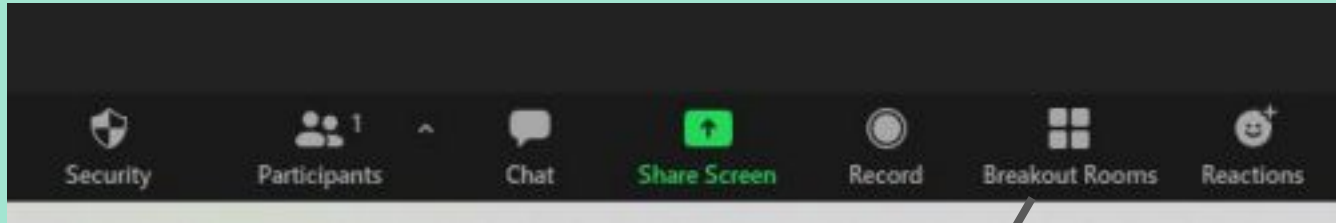
share your screen/window...more on this later

Getting to know your meeting controls



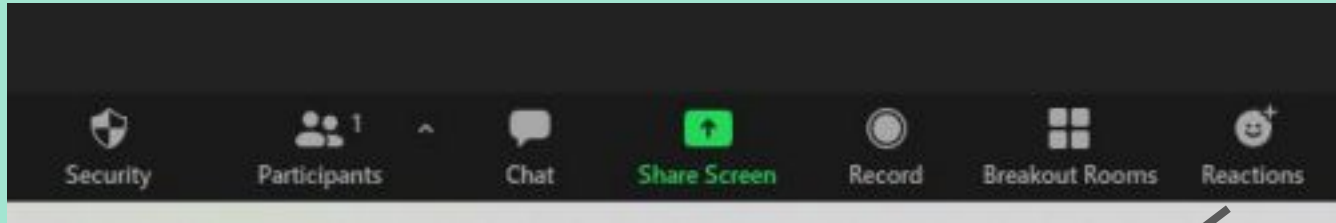
records this meeting to your computer

Getting to know your meeting controls

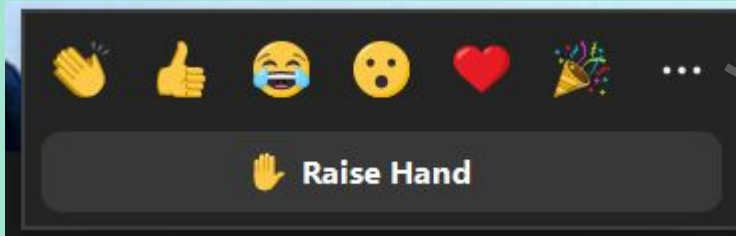


create breakout rooms...more on this later

Getting to know your meeting controls

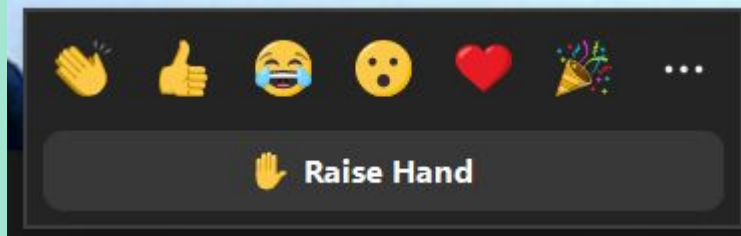


gives more choices on how participants can respond



full emoji keyboard

About reactions



- **Quick check in** of participant
- **Can change** what shows up in settings
- Will **appear on top left** of your video
- Will also **appear in the participant list**
- Will **disappear** after a few seconds
- **Raise Hand will remain raised** until you or the participant lowers it

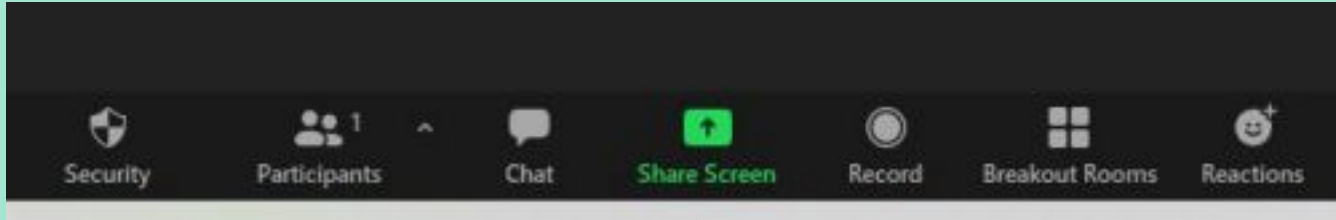
What is one way to quickly check if a participant understood the directions you just gave?

3

OTHER SETTINGS AND TOOLS

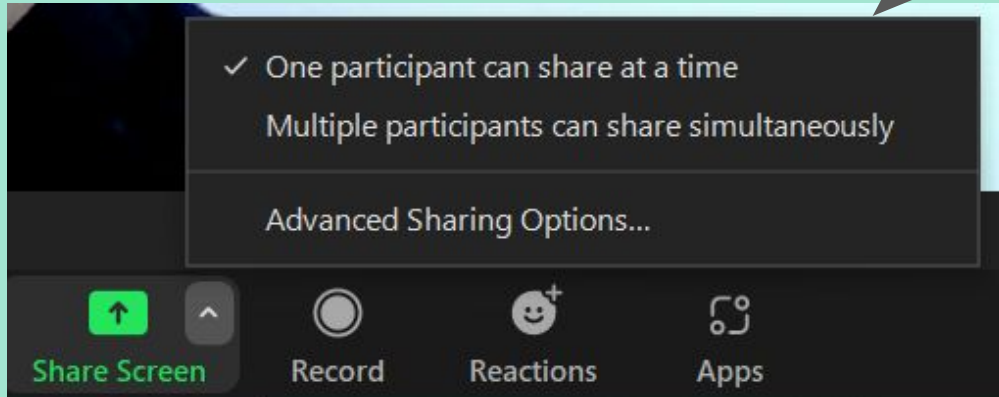
Share Screen

share your screen/window



- ✓ One participant can share at a time
- Multiple participants can share simultaneously

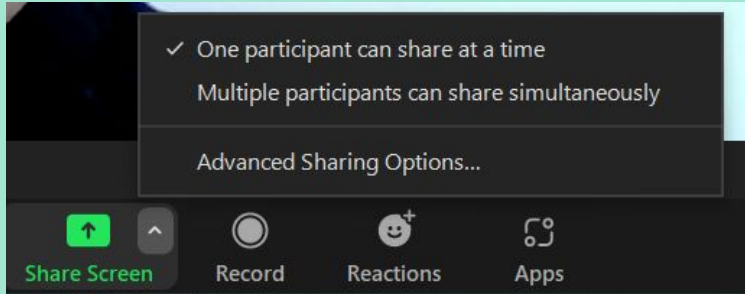
Advanced Sharing Options...



Best Practice:
allow **only one participant to share at a time**

Share Screen

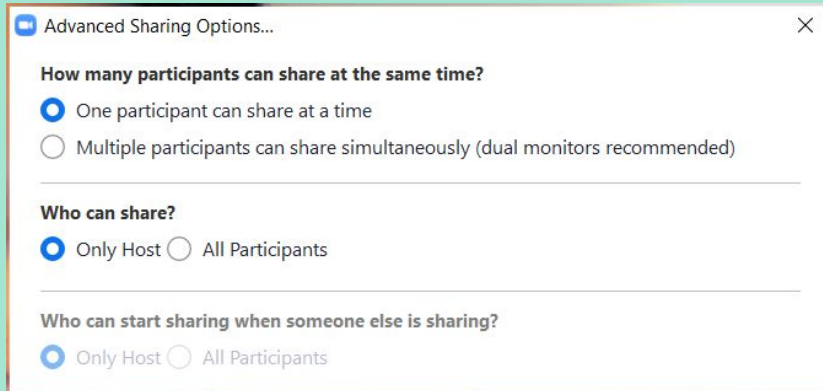
share your screen/window



Advanced Sharing Options...

Who can share?

Click on All Participant will allow a student to share their screen.



Select a window or an application that you want to share



Basic

Advanced

Files



PowerPoint as Virtual Background



Portion of Screen



Computer Audio



Video



Content from 2nd Camera



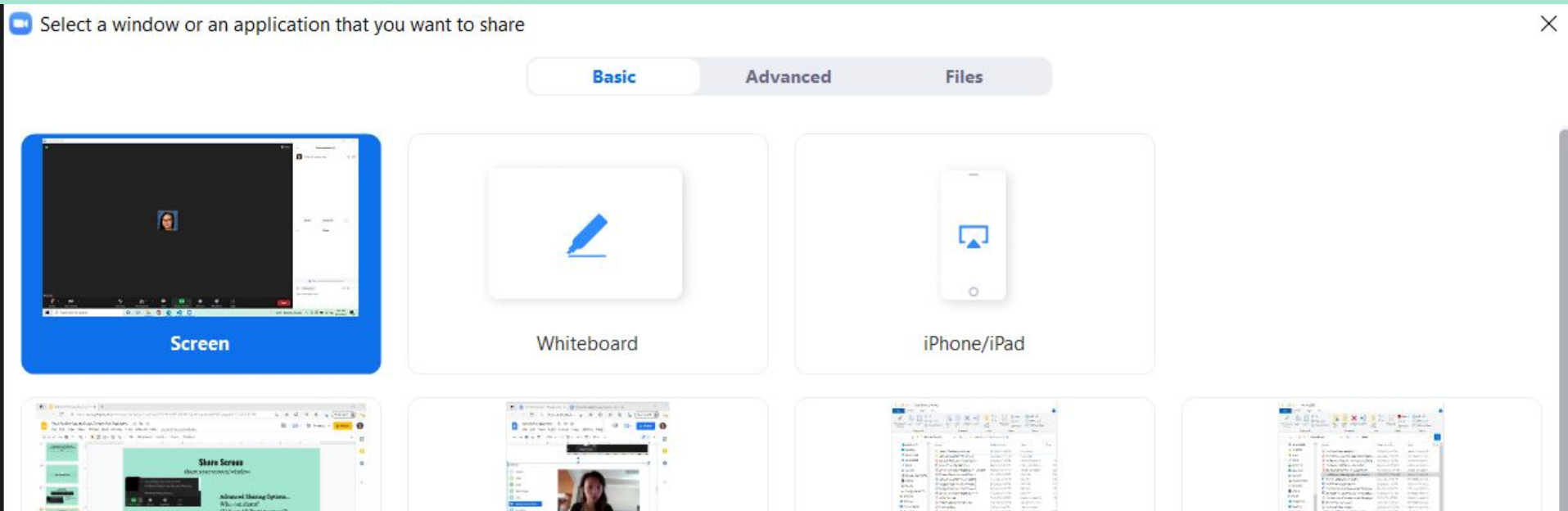
Share Screen

You can share...

Your current screen

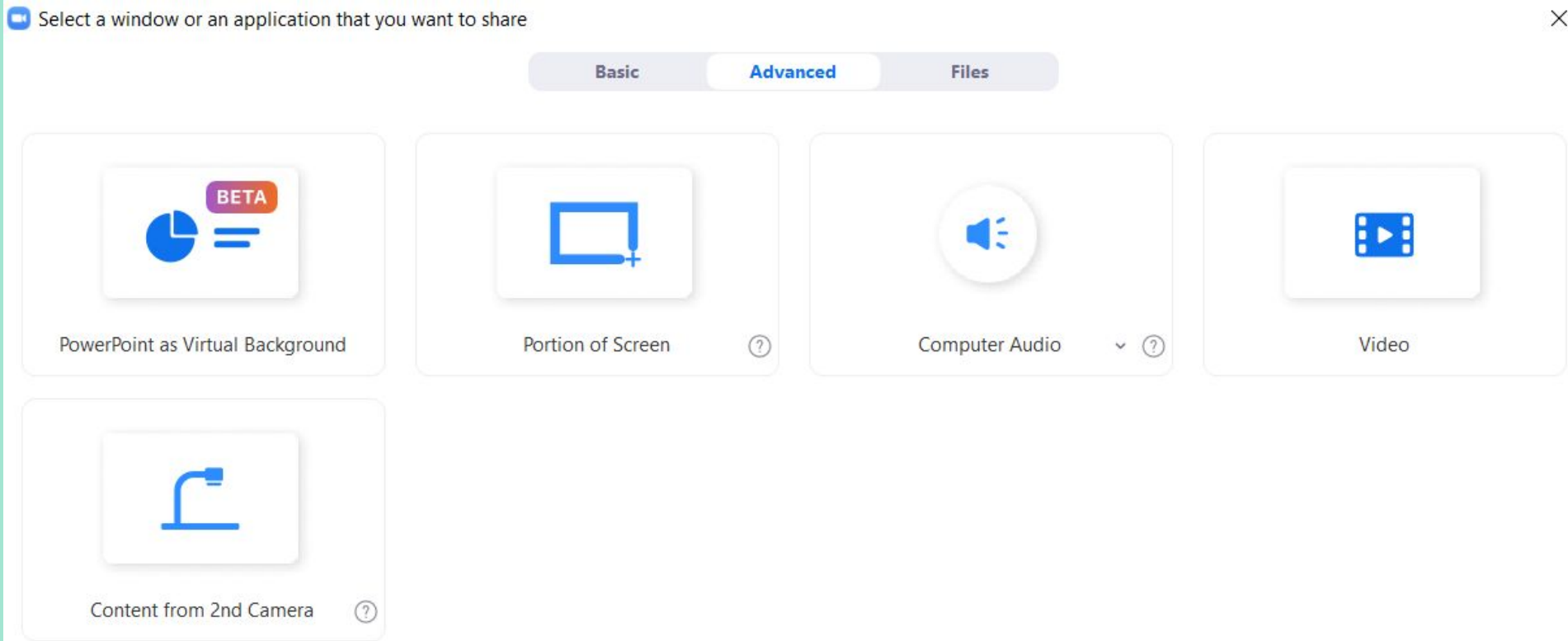
A whiteboard

A different window



Share Screen

In the Advanced tab, you can...




Share Screen


In the Files tab, you can...

Select a window or an application that you want to share


Basic Advanced **Files**




Dropbox




Microsoft OneDrive



Google Drive



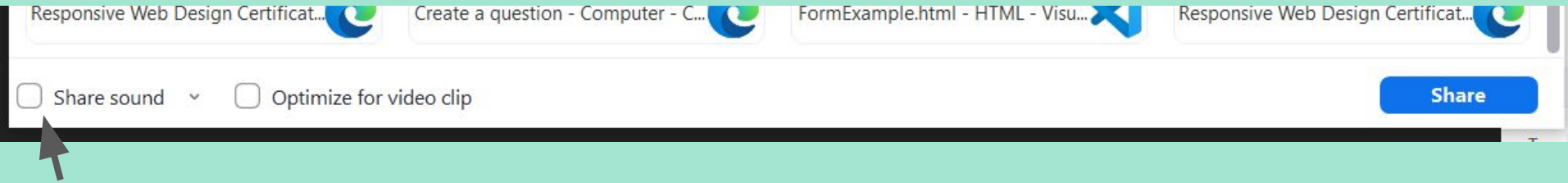
Box



Microsoft SharePoint

Share Screen

Notes on sharing video/sound:

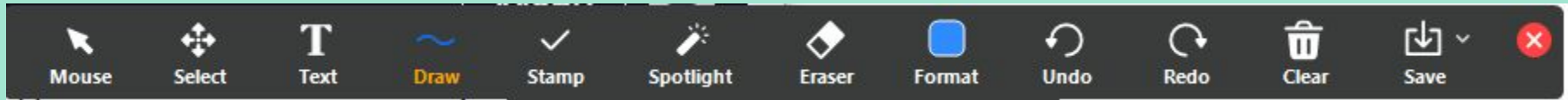
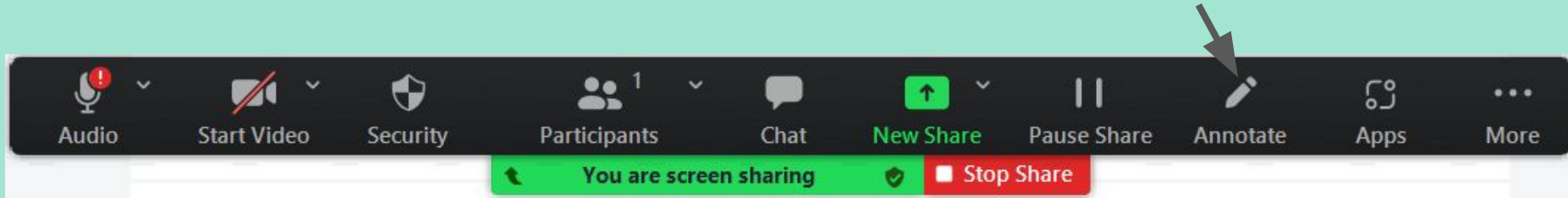


make sure you check “Share sound” and “Optimize for video clip” when sharing a video

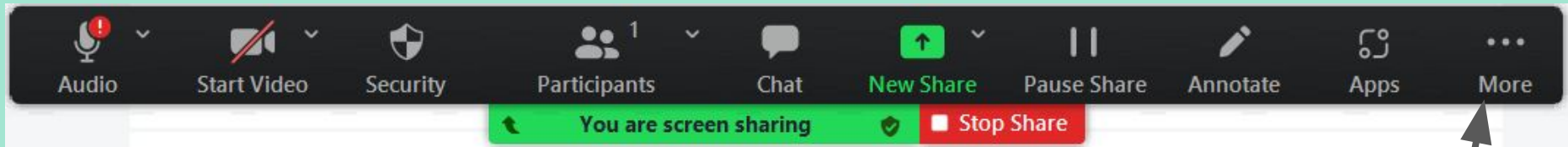
Why can't my participants hear sound from the video I am sharing?

Cool Options When You Share Your Screen

You and your participants can draw on it!



Cool Options When You Share Your Screen



shows settings for
annotations

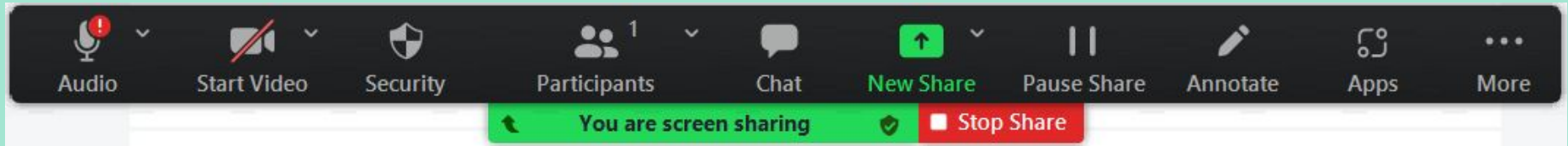
Record Alt+R
Reactions

Disable Annotation for Others
Hide Names of Annotators
Hide Floating Meeting Controls Ctrl+Alt+Shift+H

Share sound
Optimize for video clip

Meeting Info
End Alt+Q

Notes on Share Screen

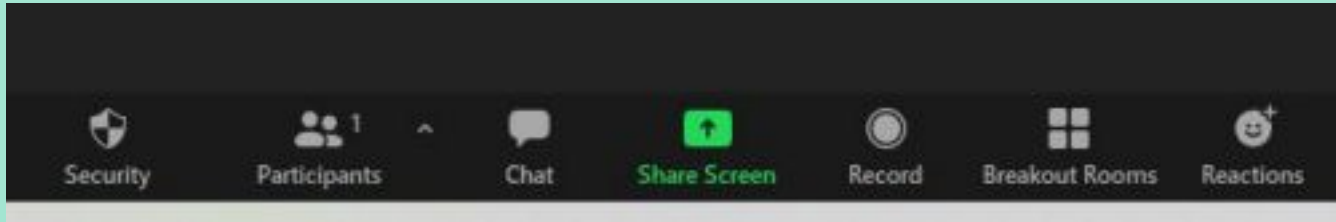


To see participant pop up, click **Participants**

To see chat pop up, click **Chat**

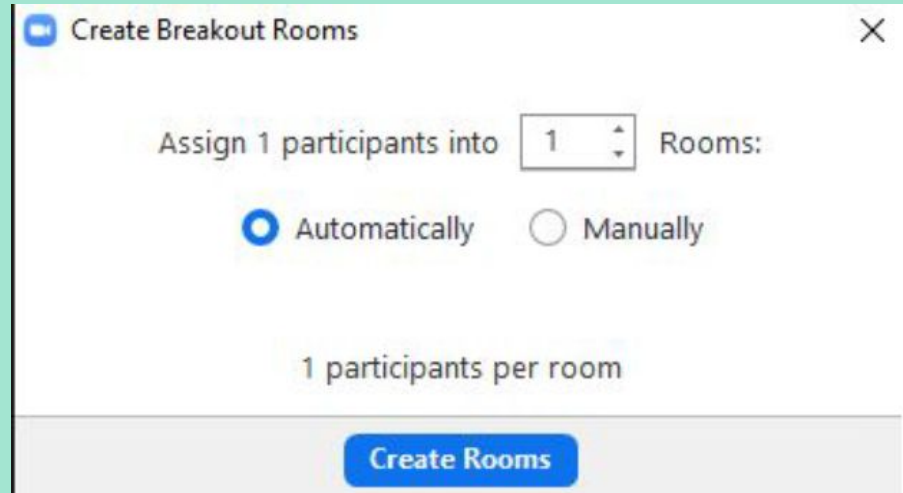
To stop share and share something new, click **New Share**

Breakout Rooms



Useful for group work

- Choose to **automatically assign # of participants per room**
- Manually assign student (**pick the number of rooms you want to open**)

A screenshot of the 'Create Breakout Rooms' dialog box in Zoom. The title bar says 'Create Breakout Rooms' with a close button (X) on the right. The main content area shows 'Assign 1 participants into' followed by a numeric input field containing '1' and a 'Rooms:' label. Below this are two radio buttons: 'Automatically' (which is selected) and 'Manually'. At the bottom of the main area, it says '1 participants per room'. A blue 'Create Rooms' button is located at the bottom right of the dialog box.

Create Breakout Rooms

Assign 1 participants into Rooms:

☒ Automatically ☐ Manually

1 participants per room

Create Rooms

Breakout Rooms

Once rooms are open, you can hover over a participant to:

- **Move to** a room
- **Exchange** rooms with another participant

You can hover over a room to:

- **Deleter Room**
- **Recreate all Rooms**
- **Add a Room**
- **Open All Rooms**

You can allow participants to choose their own rooms for student choice!

Participants in Breakout Rooms Can

- Share screen (if allowed by host)
- Ask host a question
- Chat with other room participants (if allow by host)

Host Can

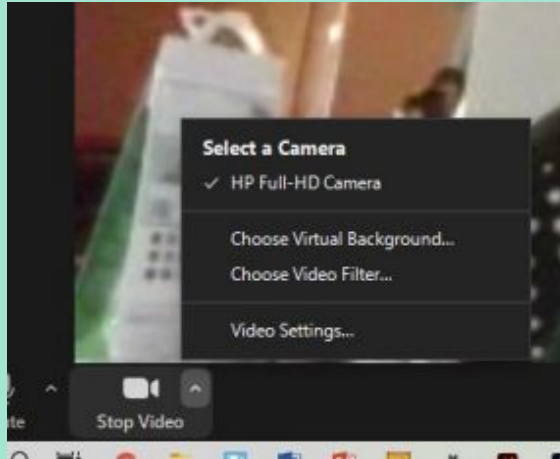
- **Join** or **Leave** a breakout room
- **Close All Rooms**
- **Broadcast message to all**
- **Share Screen** to breakout rooms

Name one way that you can use breakout rooms in your meeting.

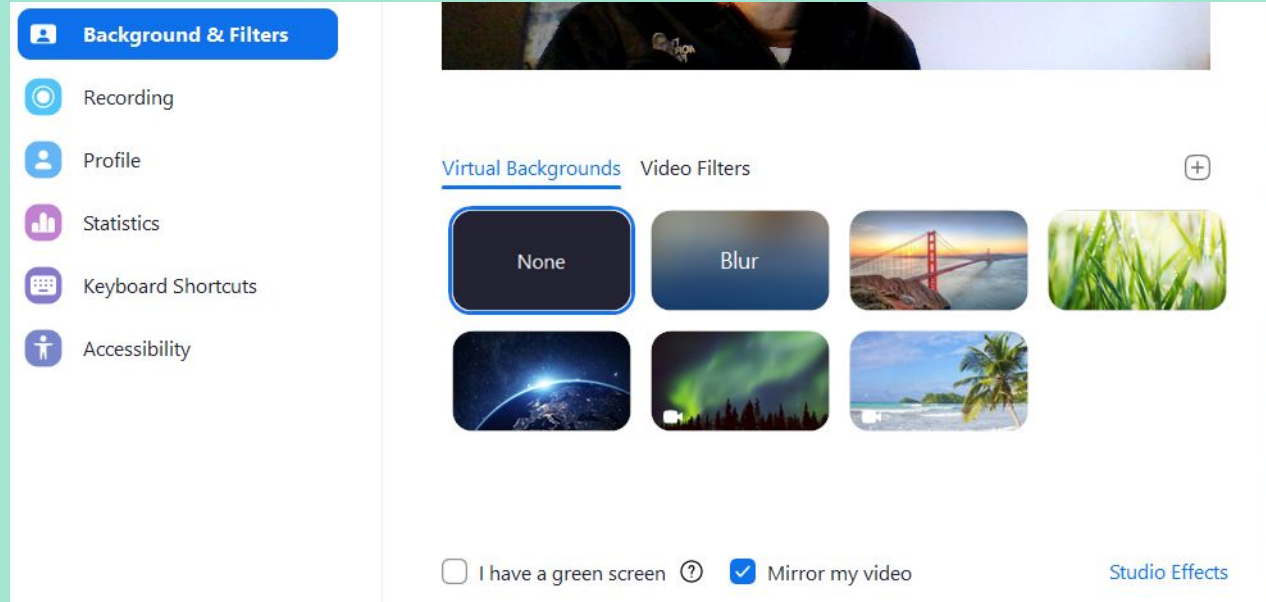
Virtual Backgrounds

Choose Virtual Background...

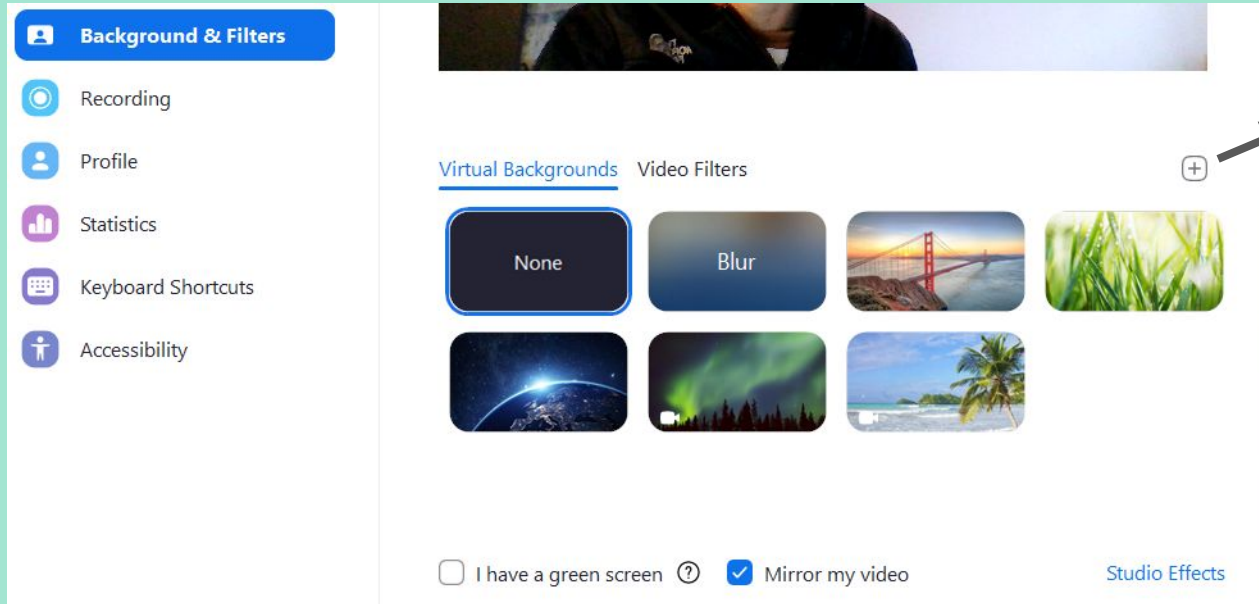
allows you to blur or add an image to your video



Video Filters add a dose of fun to your video



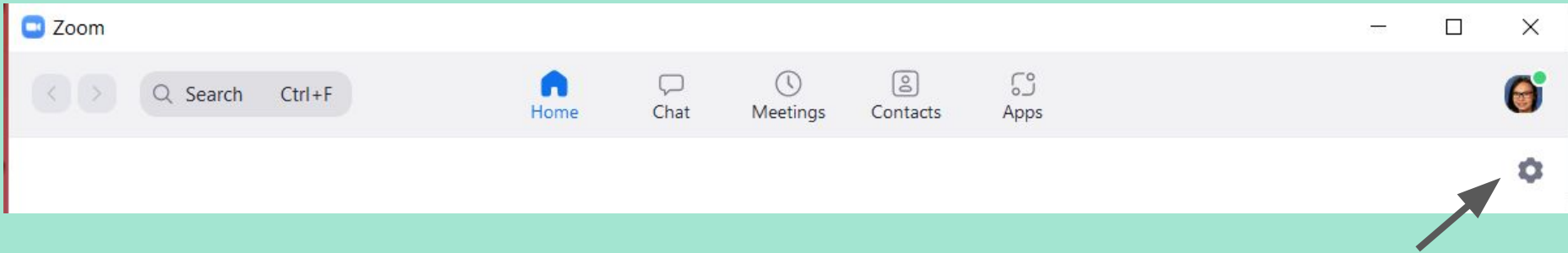
Virtual Backgrounds



you can do a quick
search on google
for more
backgrounds

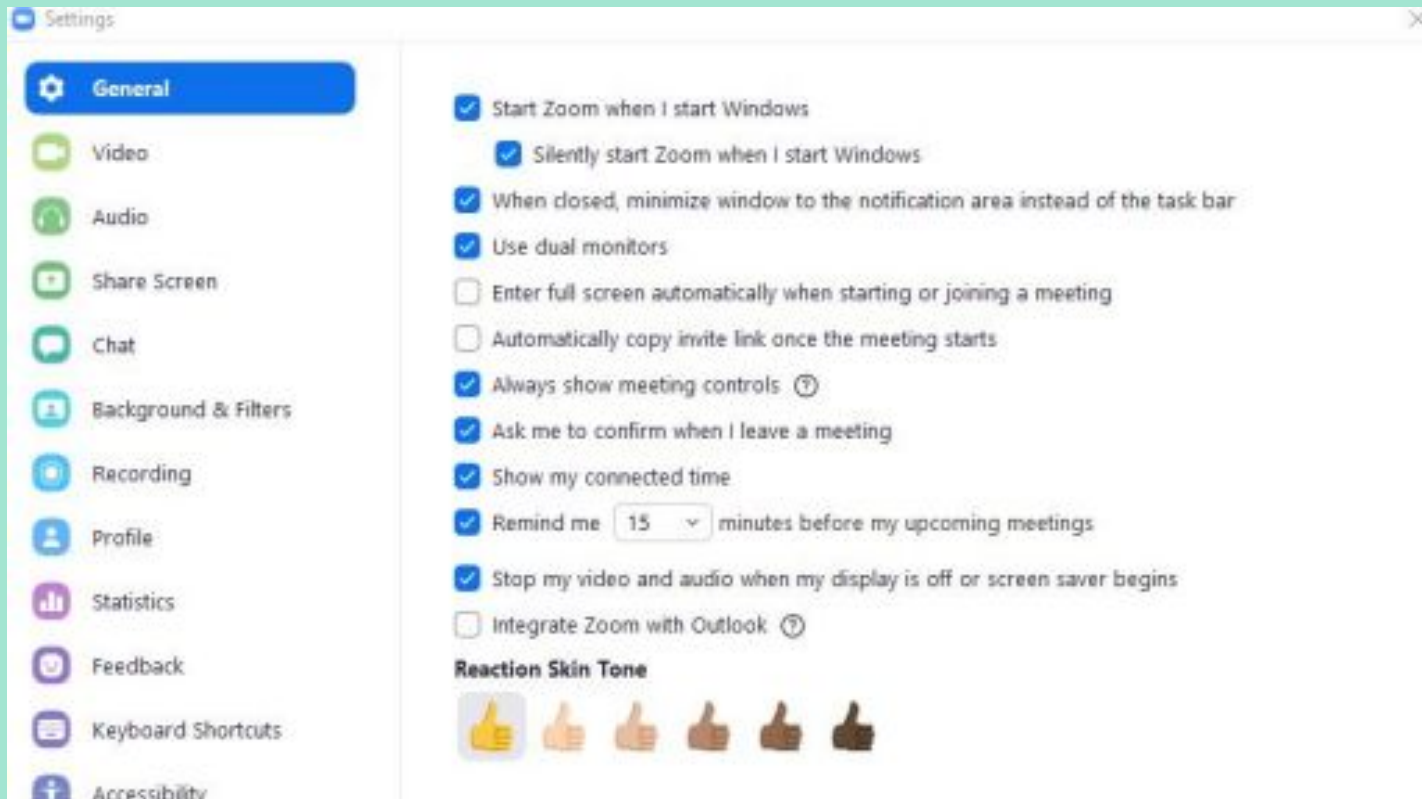
“Zoom background
math”

Other Settings



Click the **gear in your Zoom start screen** will get you to settings.

Other Settings



Summary

1

Schedule and
set up a meeting

2

Know and use
tools to actively
engage your
students

3

Change and
utilize other
tools and
settings