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:

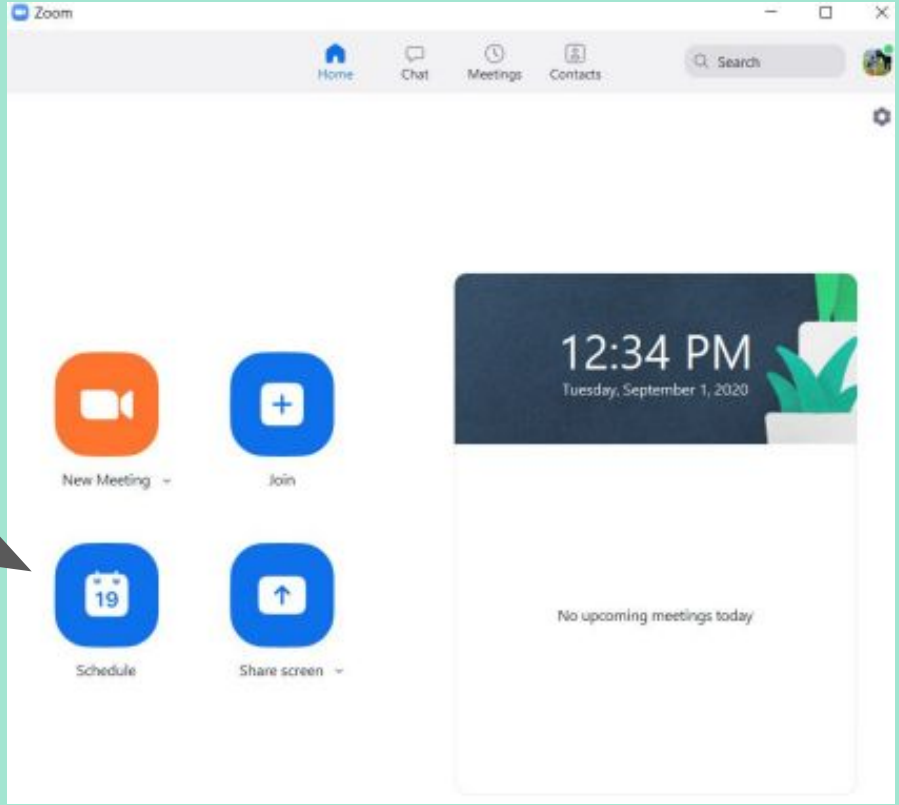
1. Schedule and set up a meeting
2. Know and use tools to actively engage your students
3. Change and utilize other tools and settings

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:

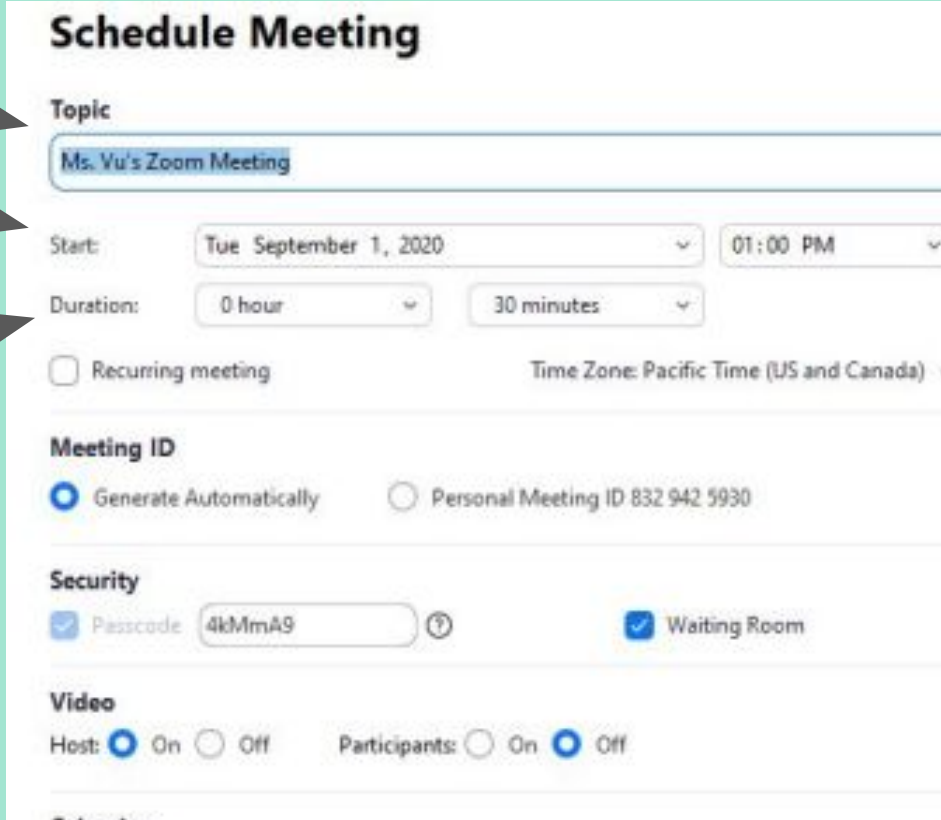
- Class meetings
- Office hours

To schedule a scheduled meeting

title your meeting

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

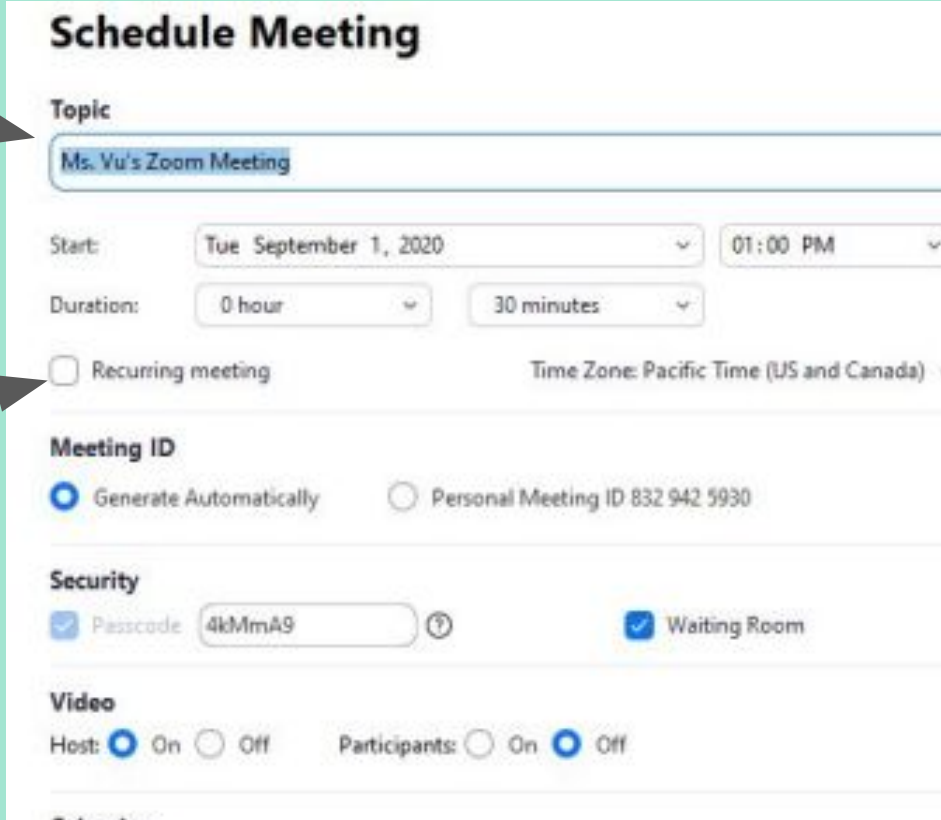
durations are just FYI
for you and the person
you are meeting with



To schedule a recurring meeting

title your meeting

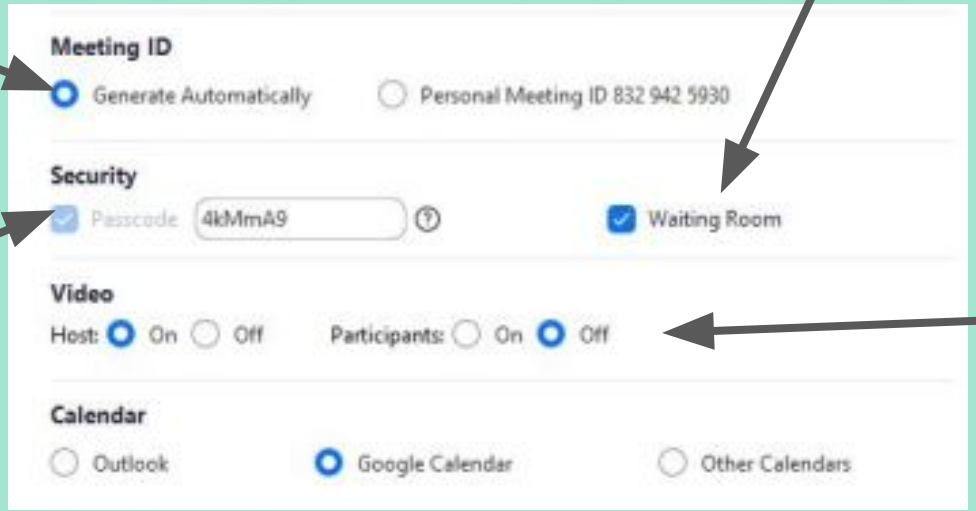
click this box to bypass the start dates, time, and durations options



Other meeting settings

always generate automatically

always have a waiting room



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”

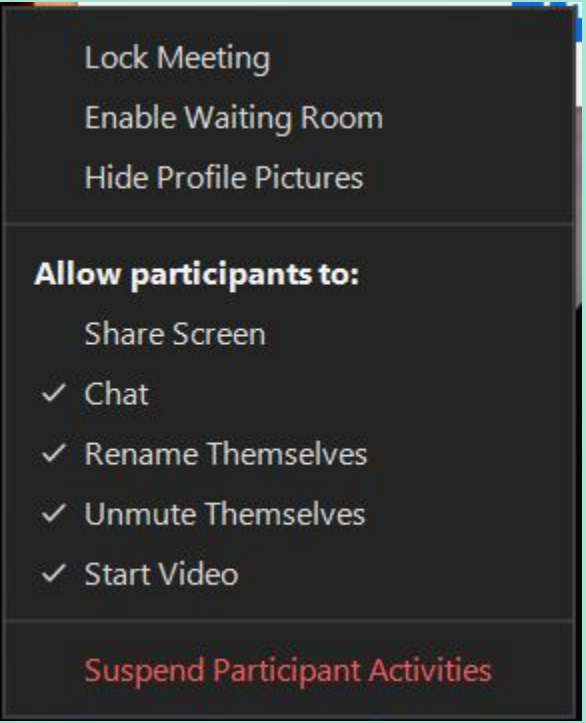
unclick “automatically record meeting”

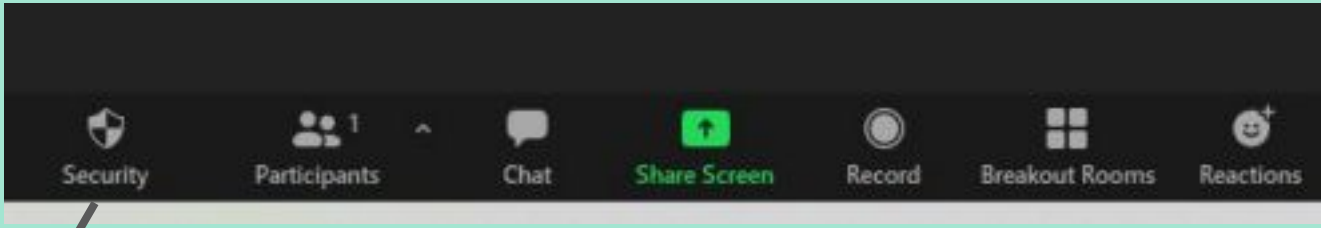
Why would you want to use a “scheduled meeting” vs. a “recurring meeting”?

2

TOOLS TO ACTIVELY ENGAGE YOUR STUDENTS

Getting to know your meeting controls



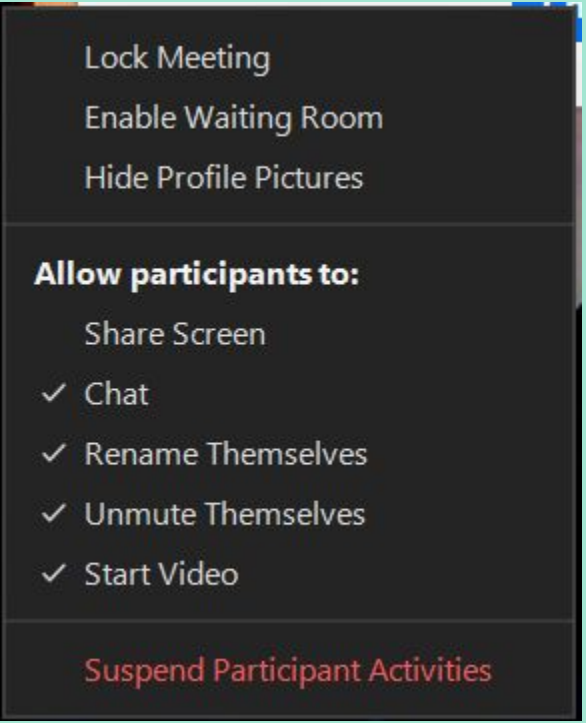


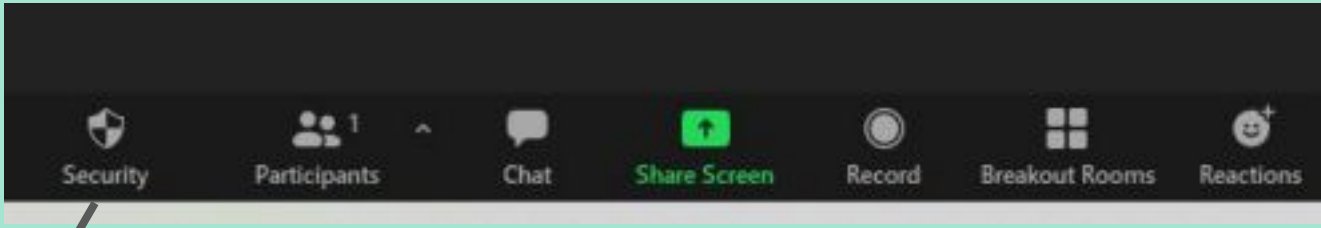
Lock Meeting: keeps new participants from joining

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

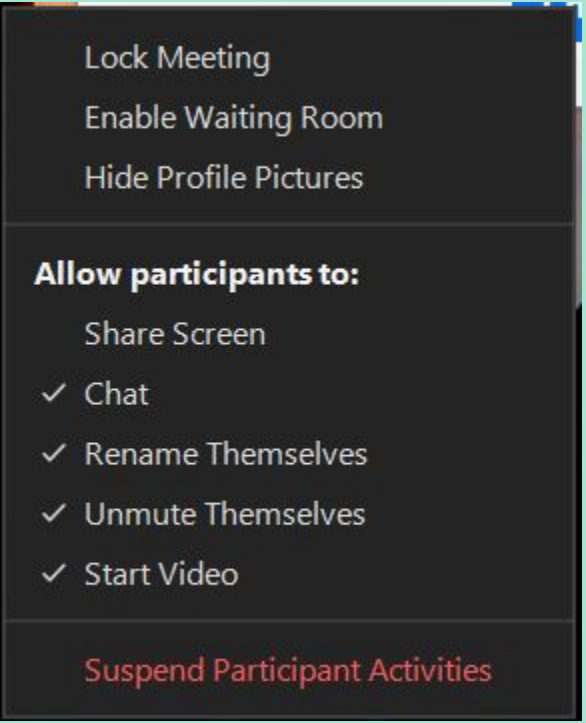
Chat: allows participant to use the chat box

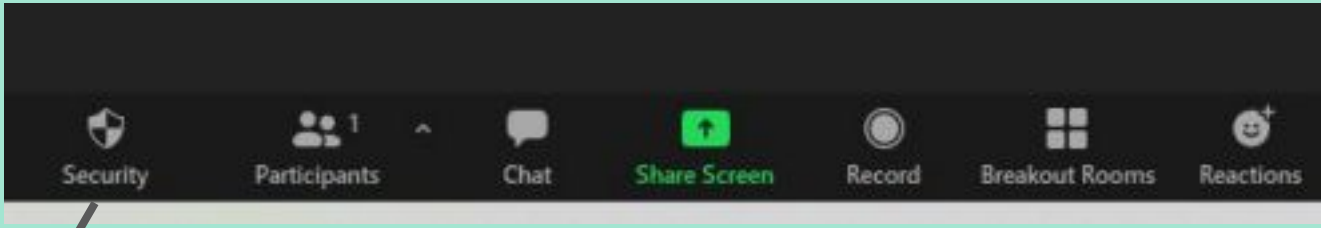
Rename Themselves: allows participants to rename themselves

Unmute Themselves: allows participants to unmute

Start Video: allows participants to start and stop their video

Getting to know your meeting controls

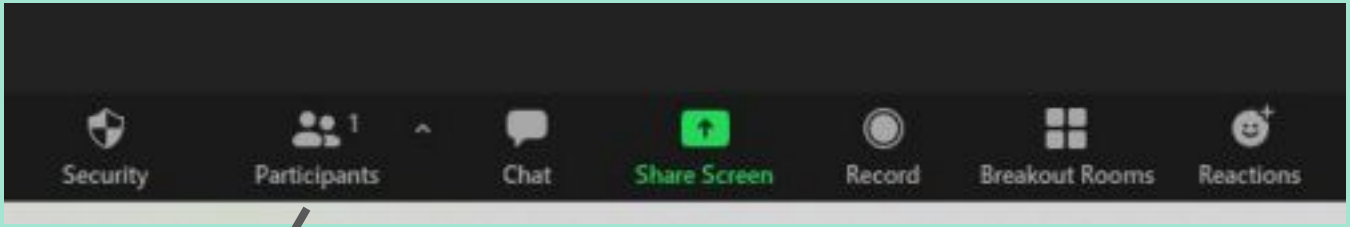




Suspend Participant Activities

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

Getting to know your meeting controls

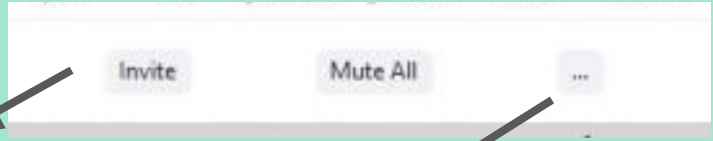


shows a sidebar with all participants in the meeting

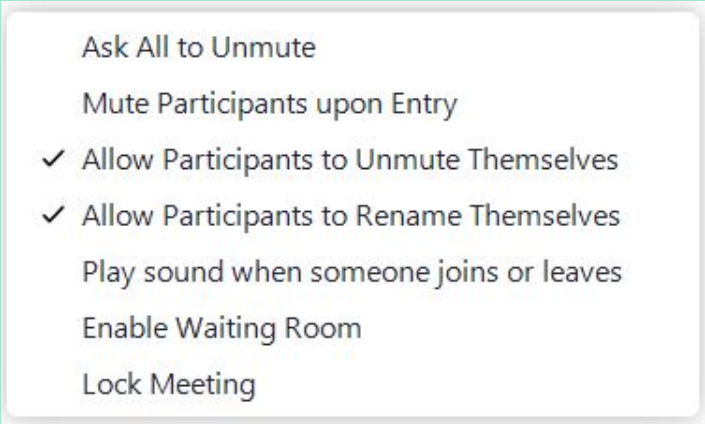
good way to see who has their hands raised

Participant Sidebar

under the list of participants:



invite participants via contacts, email, or phone

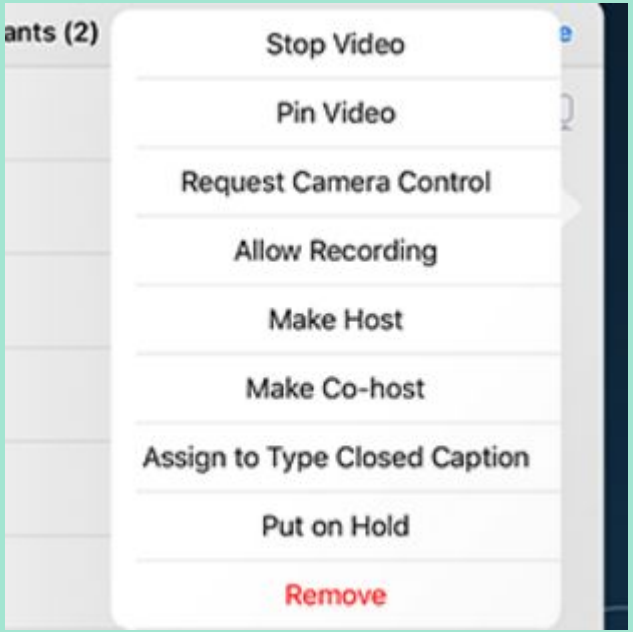


Best Practice, always:

- 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

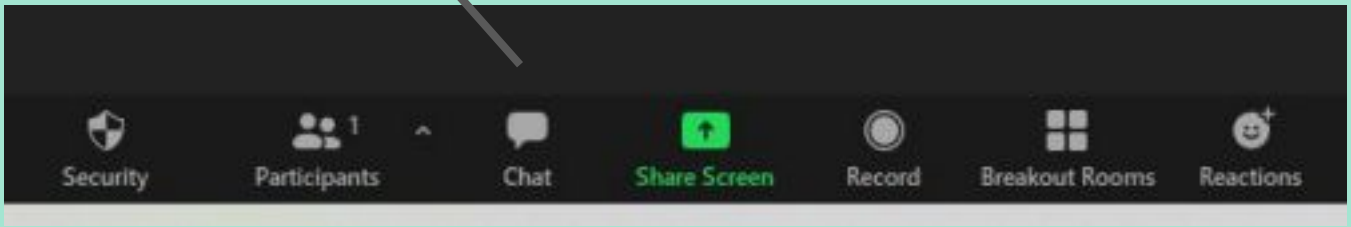
Assign to Type Closed Caption

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

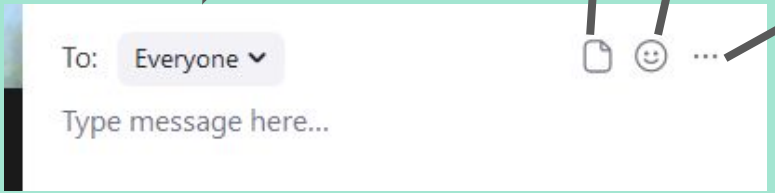


controls who sees your current chat

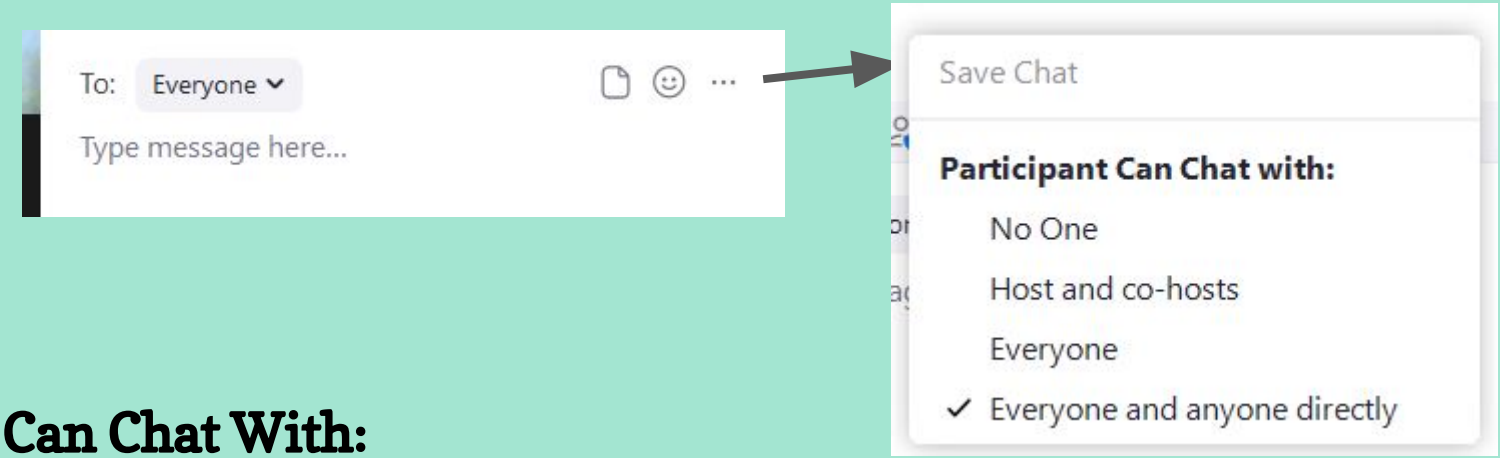
attach a document

access the emoji keyboard

access more chat settings



Getting to know your meeting controls



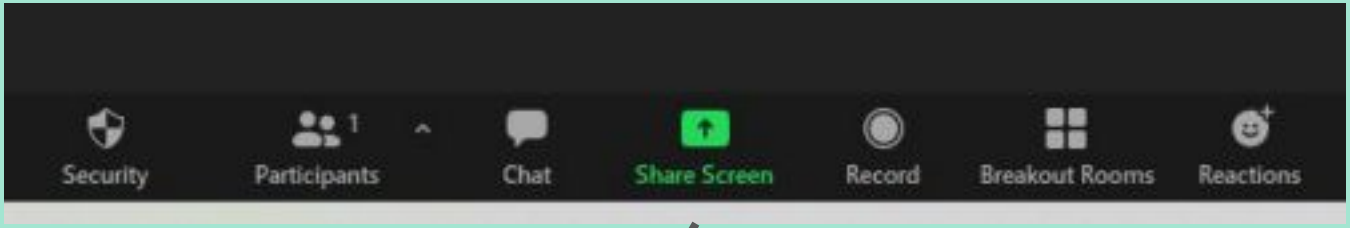
Save Chat

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

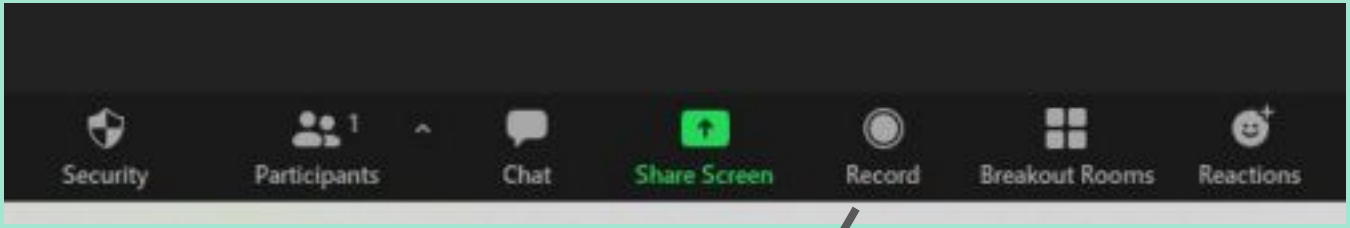
How would you use the chat to engage participants in a meeting?

Getting to know your meeting controls



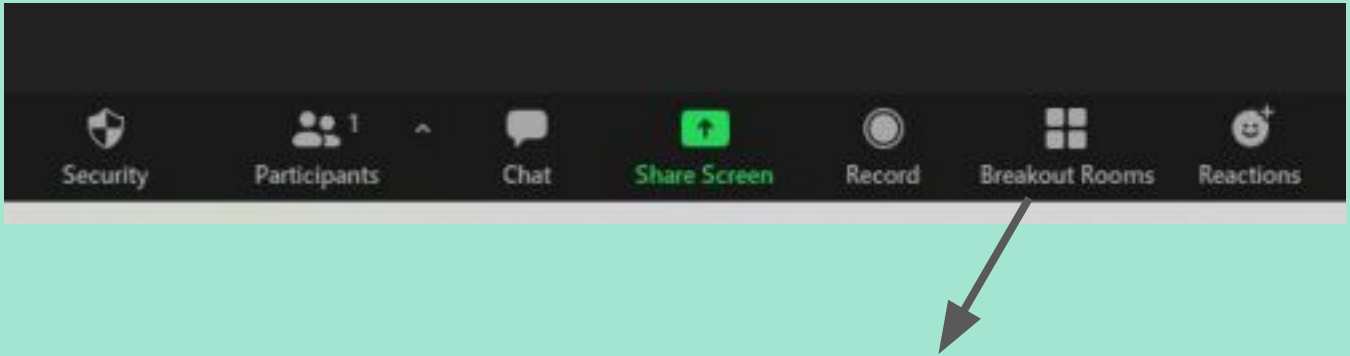
share your screen/window...more on this later

Getting to know your meeting controls



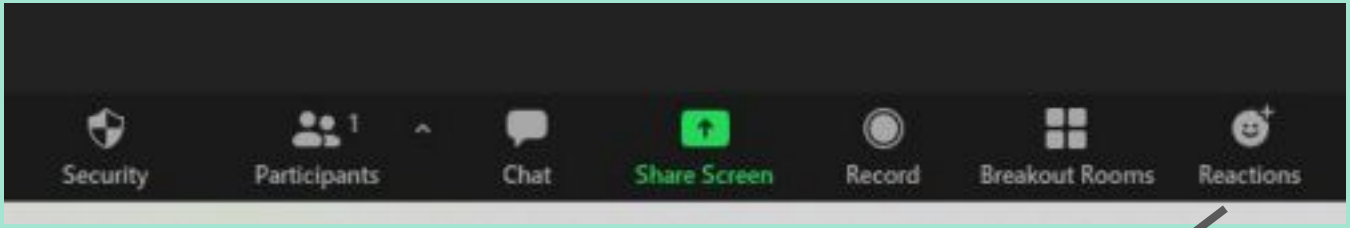
records this meeting to your computer

Getting to know your meeting controls

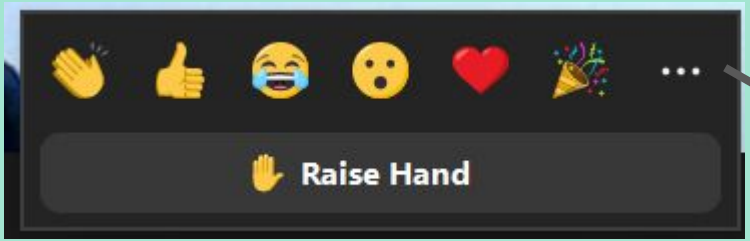


create breakout rooms...more on this later

Getting to know your meeting controls

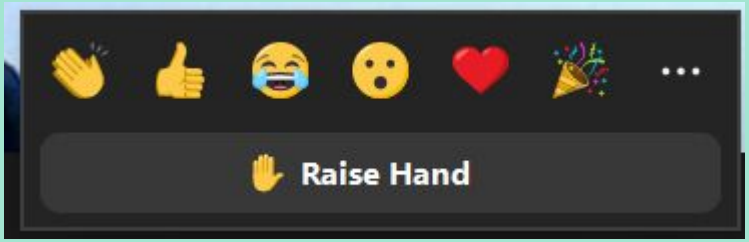


gives more choices on how participants can respond



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

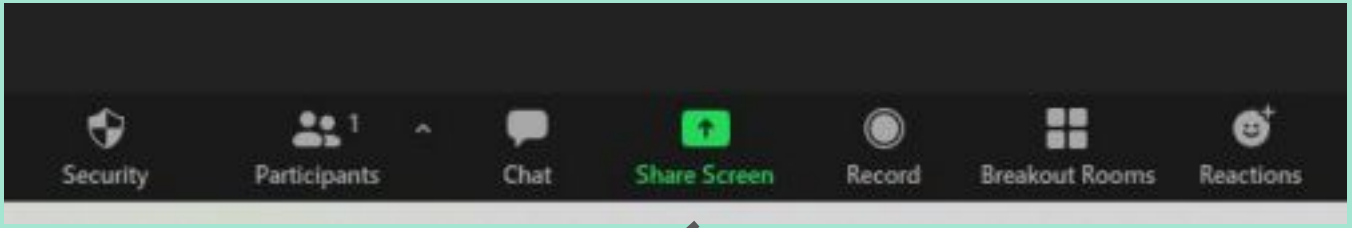
What is one way to quickly check if a participant understood the directions you just gave?

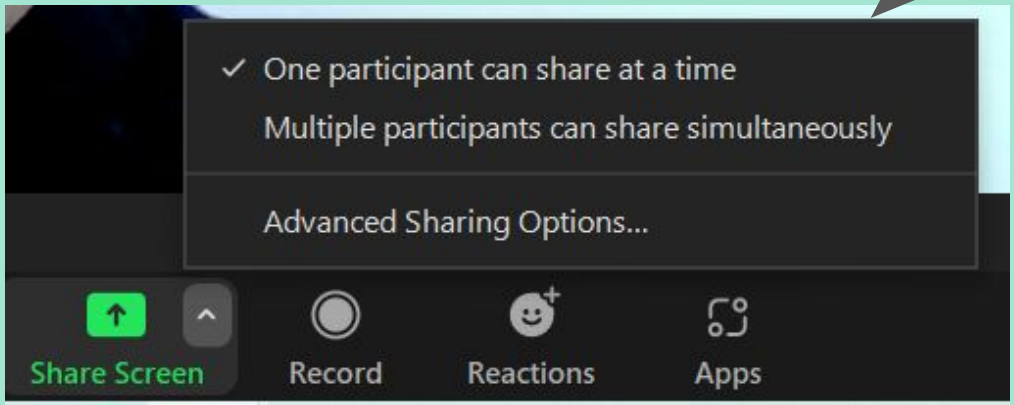
3

OTHER SETTINGS AND TOOLS

Share Screen

share your screen/window

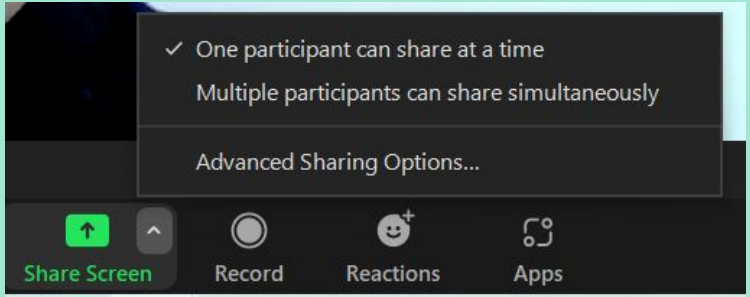


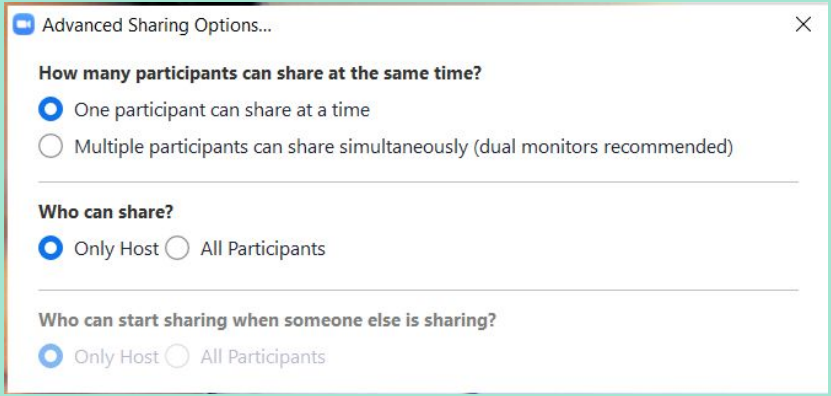


Best Practice:
allow **only one participant to share at a time**

Share Screen

share your screen/window

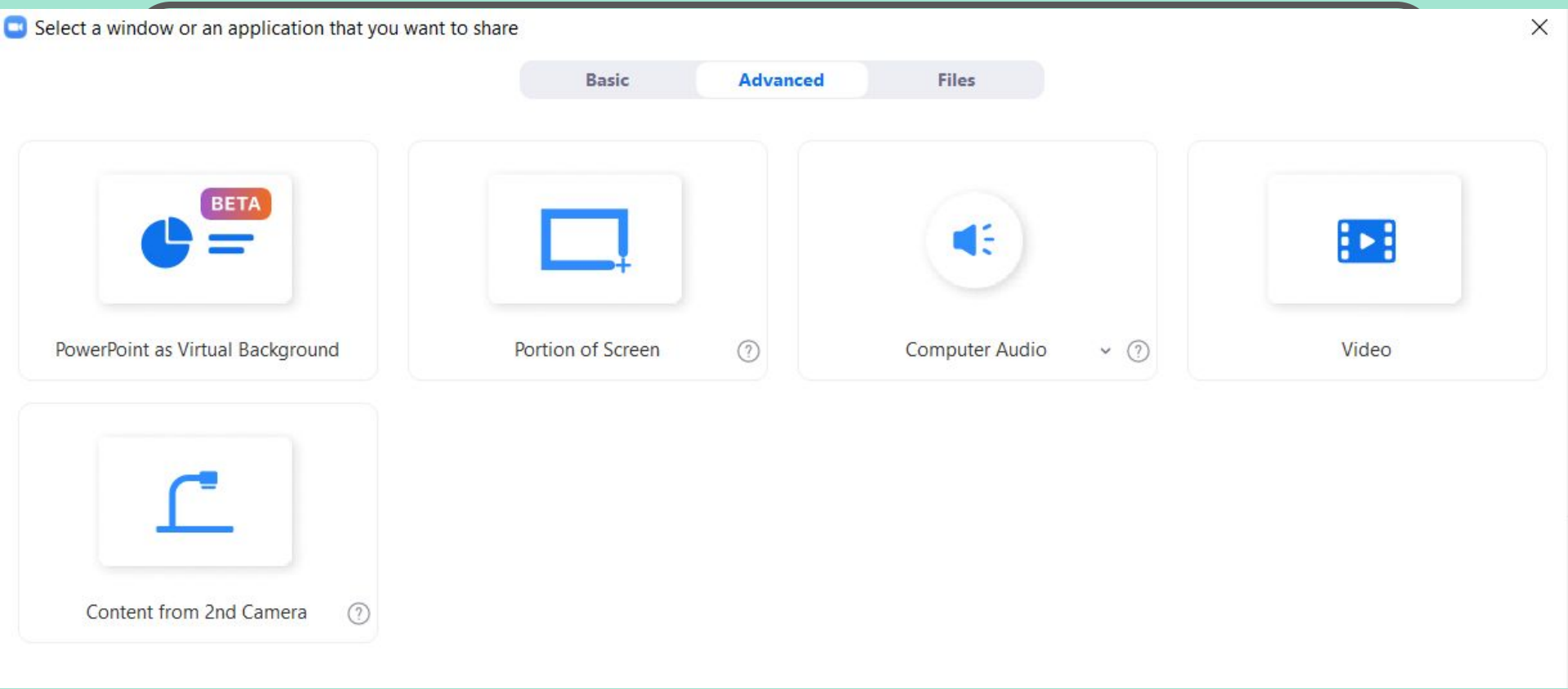




Advanced Sharing Options...

Who can share?

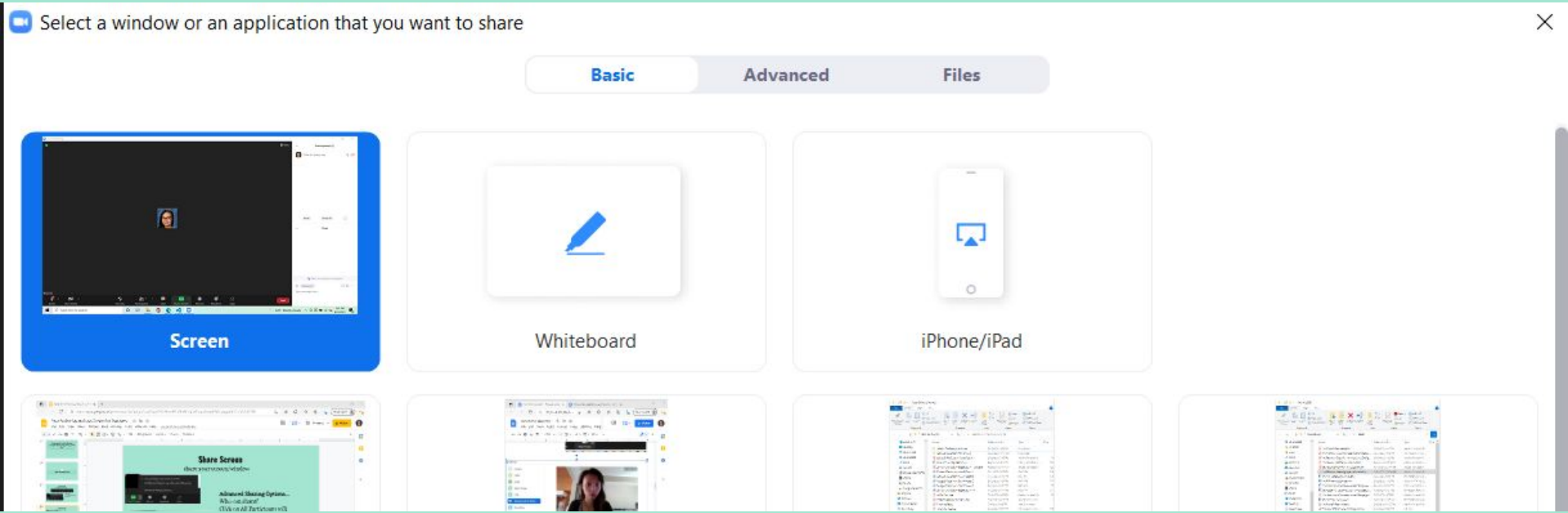
Click on All Participant will allow a student to share their screen.


Select a window or an application that you want to share
Basic
Advanced
Files
BETA
PowerPoint as Virtual Background
Portion of Screen
Computer Audio
Video
Content from 2nd Camera

Share Screen

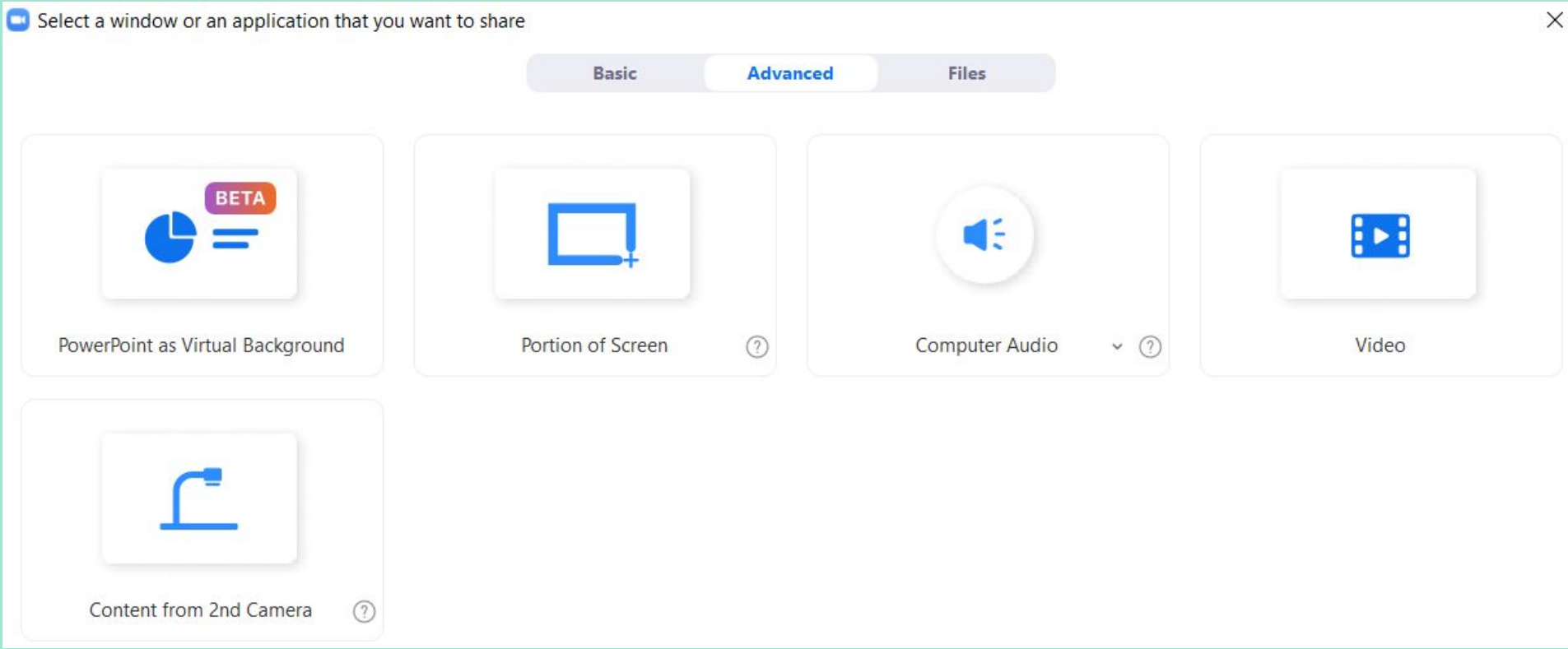
You can share...

Your current screen A whiteboard A different window



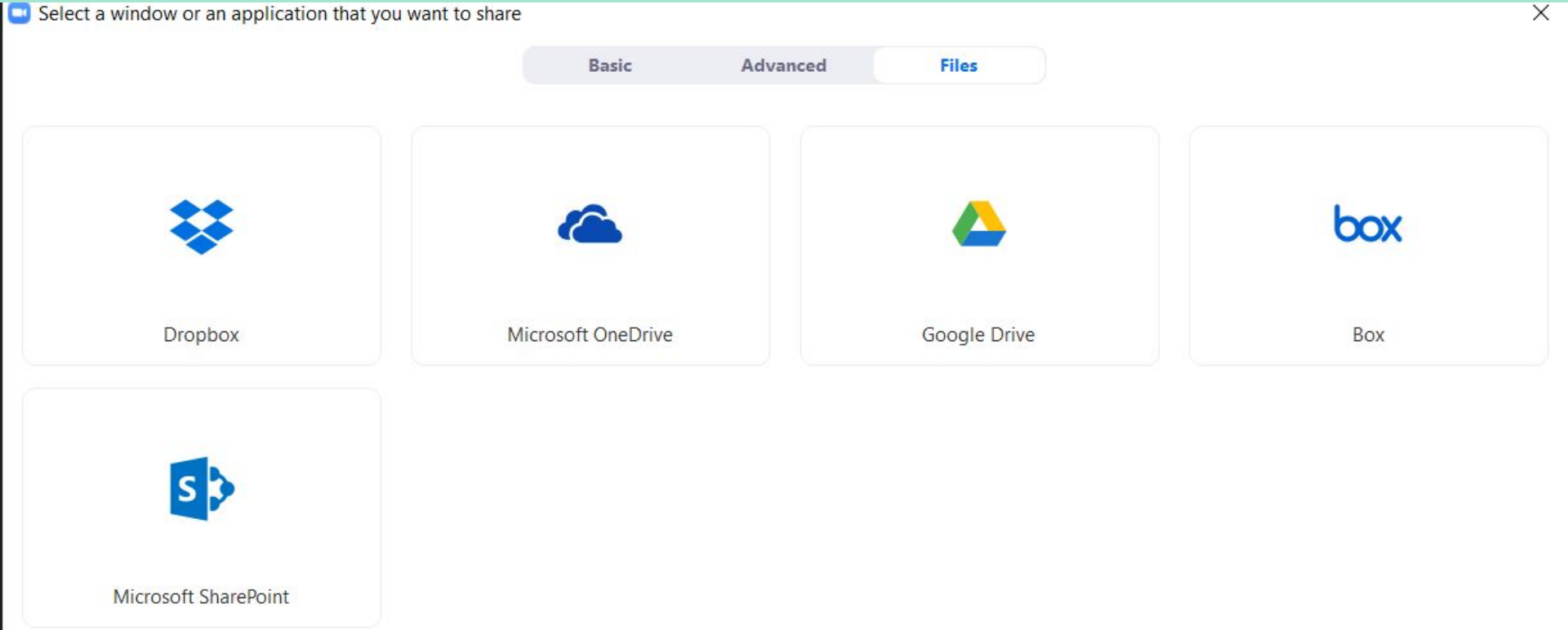
Share Screen

In the Advanced tab, you can...



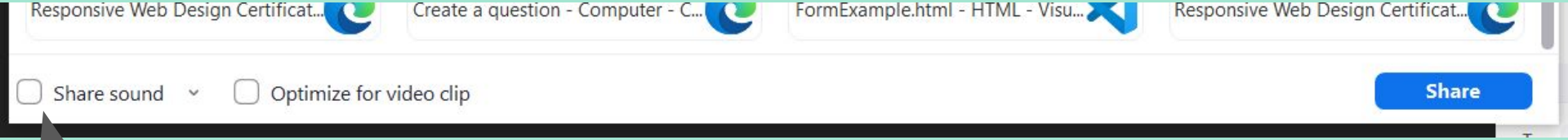
Share Screen

In the Files tab, you can...



Share Screen

Notes on sharing video/sound:

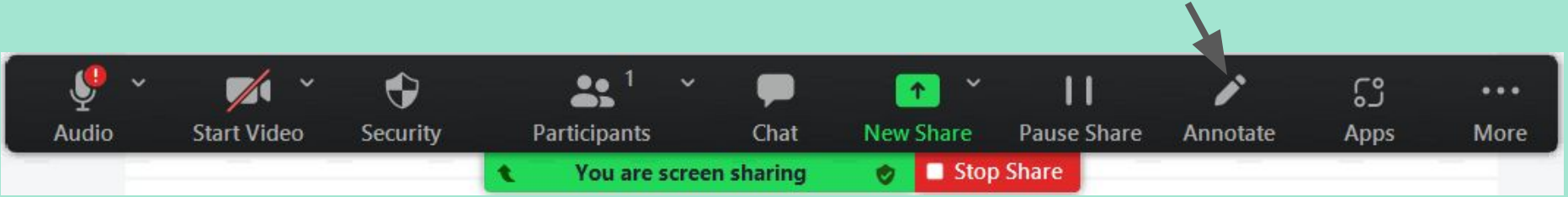


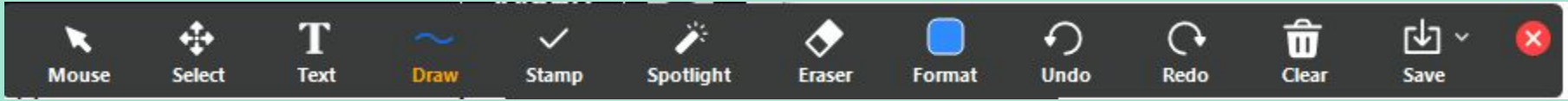
make sure you check “Share sound” and “Optimize for video clip” when sharing a video

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

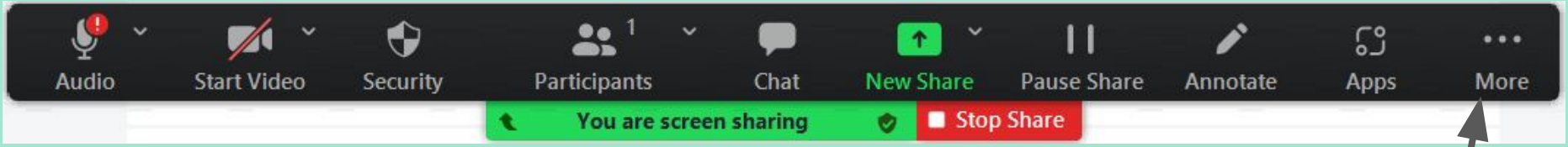
Cool Options When You Share Your Screen

You and your participants can draw on it!

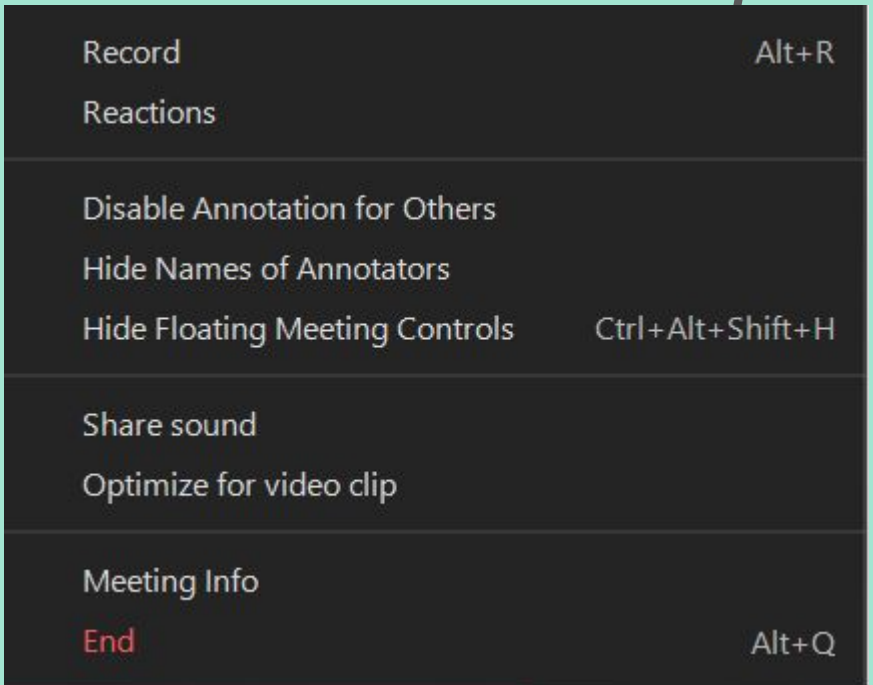




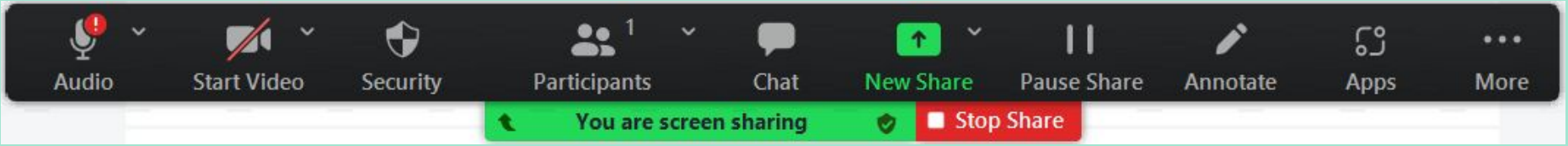
Cool Options When You Share Your Screen



shows settings for annotations

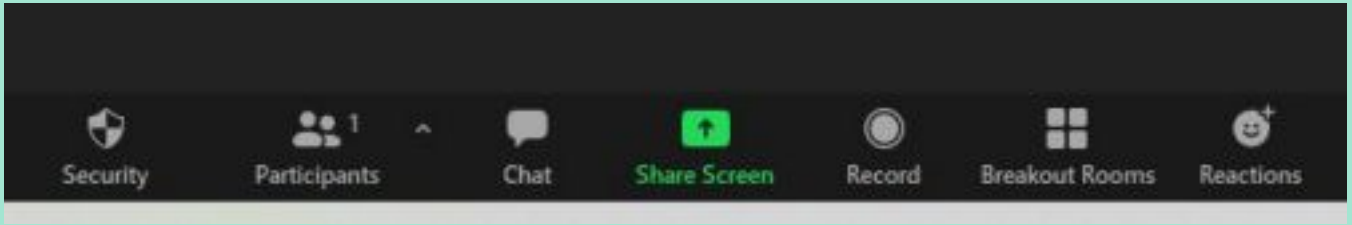


Notes on Share Screen



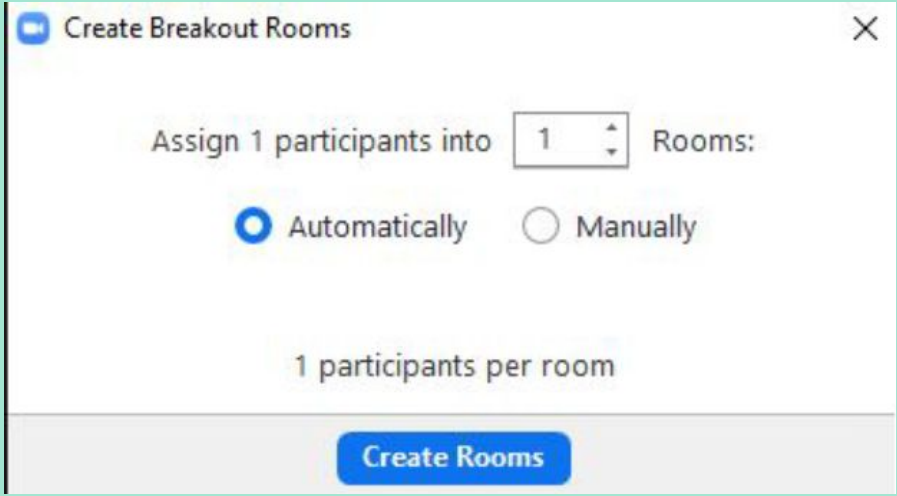
To see participant pop up, click **Participants**
To see chat pop up, click **Chat**
To stop share and share something new, click **New Share**

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**)



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

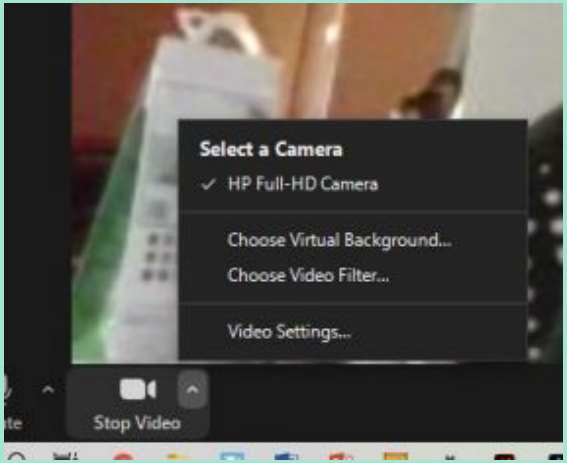
- **Join** or **Leave** a breakout room
- **Close All Rooms**
- **Broadcast message to all**
- **Share Screen** to breakout rooms

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

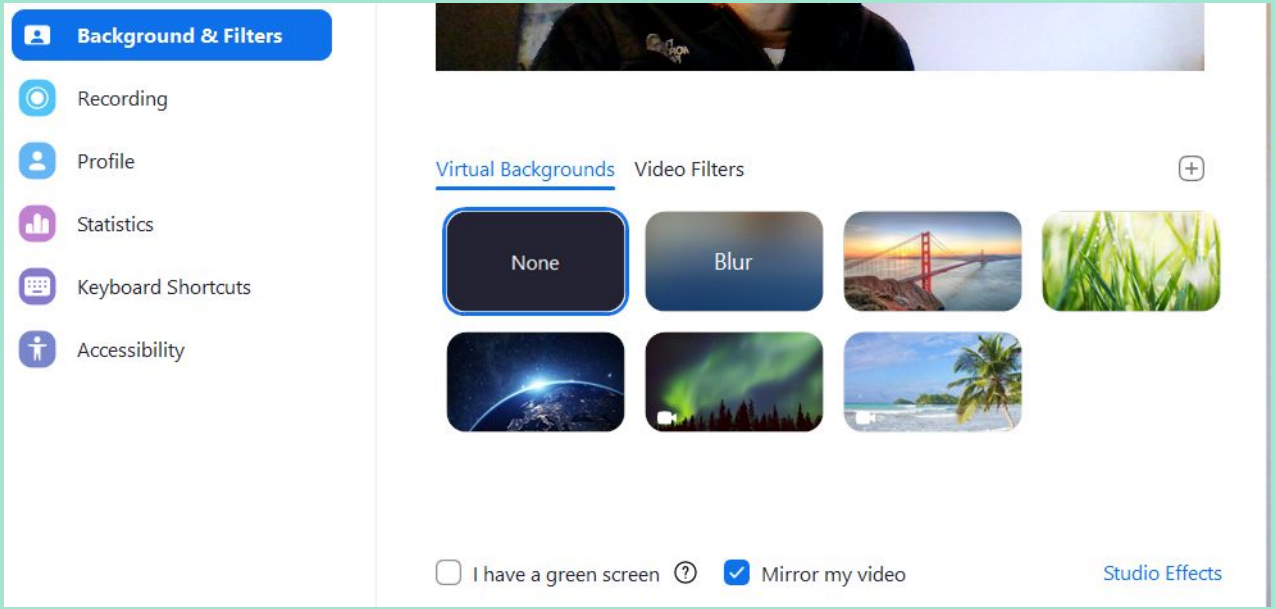
Virtual Backgrounds

Choose Virtual Background…

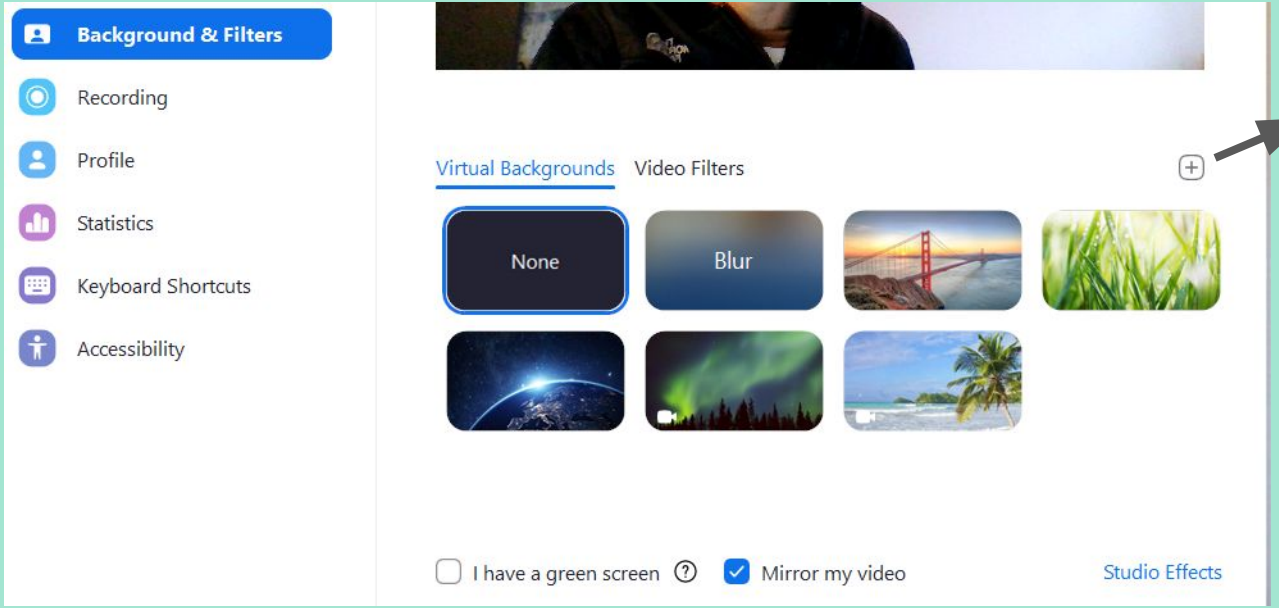
allows you to blur or add an image to your video



Video Filters add a dose of fun to your video



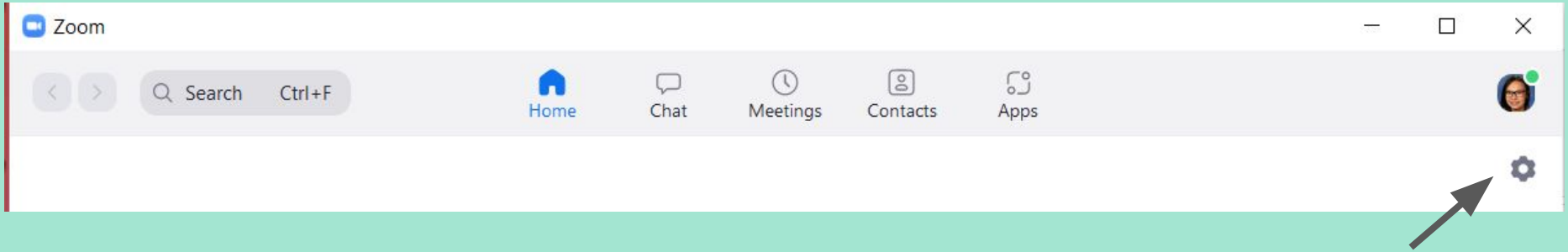
Virtual Backgrounds



you can do a quick search on google for more backgrounds

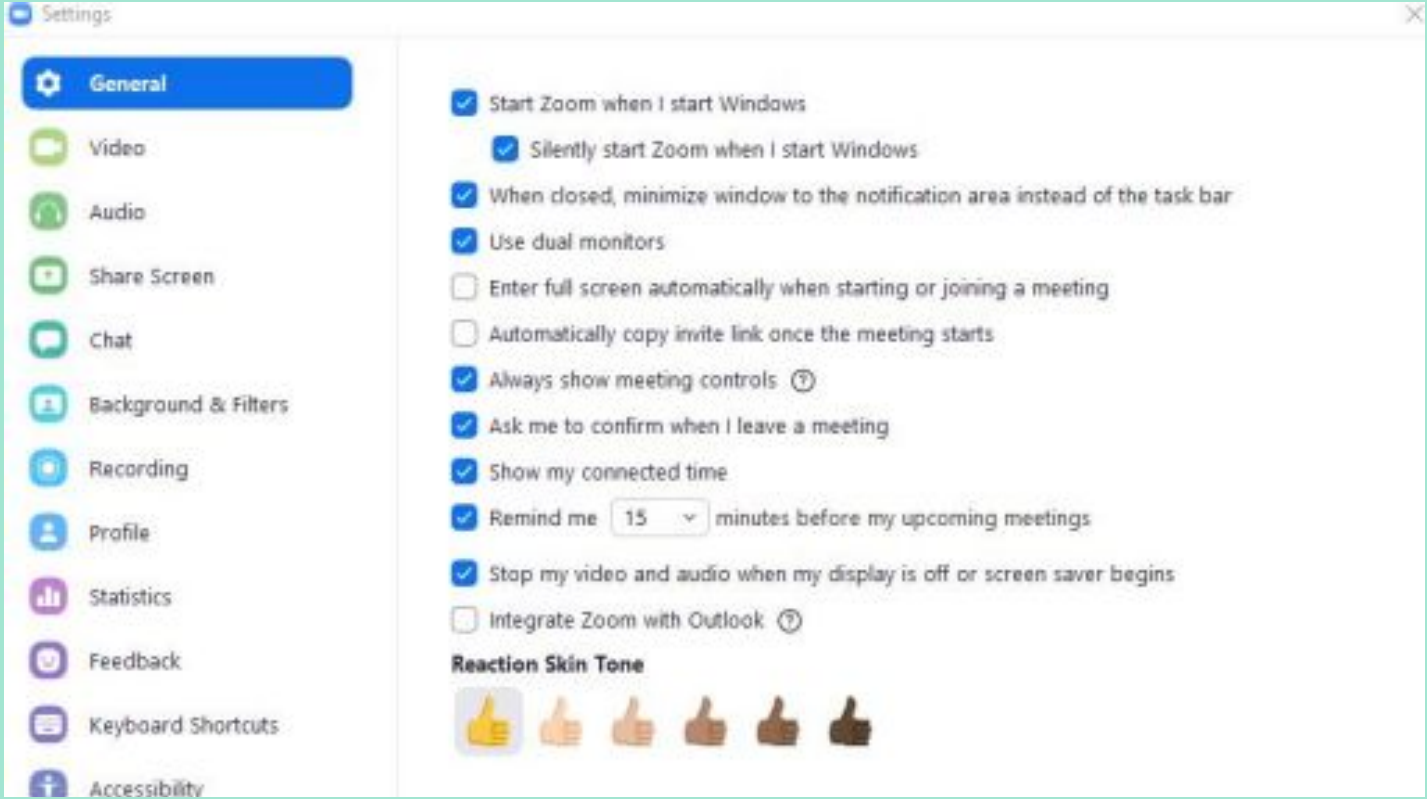
“Zoom background math”

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