

Using Zoom for Distance Learning!

Fun Features:

- Virtual backgrounds
- Break-out rooms
- Polling (anonymous)
- Reactions (video screen)
- Non-verbal feedback (Participant list view)
- Transcription of meetings
- Hand raise
- Chat box
- Share Screen
- Whiteboard
- Annotation

Ideas and Tips:

- Teach Zoom “etiquette”: muting, typing questions in chat box or raising hand feature
- Begin each class screen sharing an agenda/schedule
- Use polling as an exit ticket and for formative assessments
- Utilize Break-out rooms for one-on-one, partner, or group work (cooperative learning activities)
- Embrace the “pause” to encourage students to think before responding
- Look at camera to create eye contact with students
- Keep background of video neutral and minimize distractions
- Share your screen often to show videos, images, whiteboard, etc. to keep it engaging
- Vary the way students respond to you for engagement

IMPORTANT SAFETY TIPS!

Scheduling a meeting:

- Use per-meeting ID, NOT personal ID
- Disable “Join Before Host”
- Enable “Waiting Room”
- When sending out invite, do not post it publicly, send in an email

What should you disable?

- Auto-saving chats
- File transfer
- Remote control
- Annotations
- Screen sharing for non-hosts

During the meeting:

- Lock participants once everyone is present
- Assign at least two co-hosts
- Mute all participants

If you are “Zoombombed”:

- Remove the user and disable them from rejoining
- Lock the meeting

More information:

<https://www.cnet.com/how-to/no-more-zoombombing-4-steps-to-a-more-secure-zoom-video-chat/>

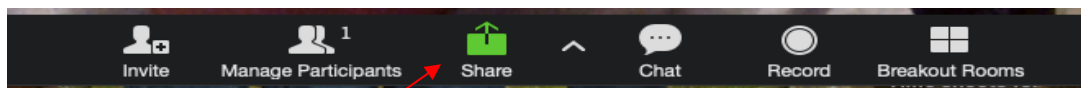
Step by Step Guide for using Zoom Tools

To enable tools:

1. Open Zoom
2. Click on “My Account”
3. Click on settings under “Personal”
4. Scroll down until you see “In Meeting (Basic)”
5. Click to enable the annotation, whiteboard, and nonverbal feedback
6. Scroll down again until you see “In Meeting (Advanced)”
7. Click to enable breakout rooms

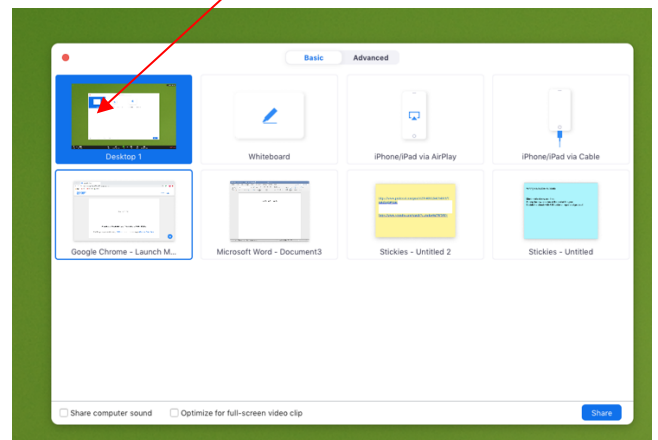
Whiteboard

The whiteboard feature is a great way to demonstrate writing and/or typing in “real-time”. It also allows the host to share the “pen” or cursor with another participant so that person can share his/her answer.

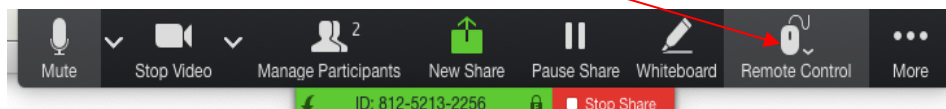


Click share

Click whiteboard



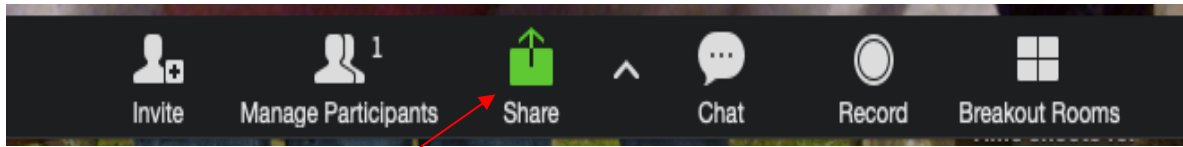
Click remote control to share the pen or cursor



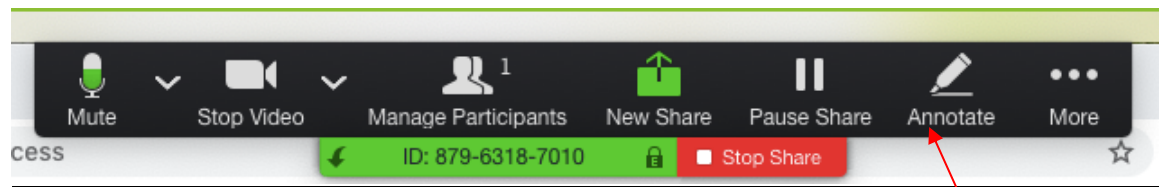
Click the tool bar to access the different features

Annotation

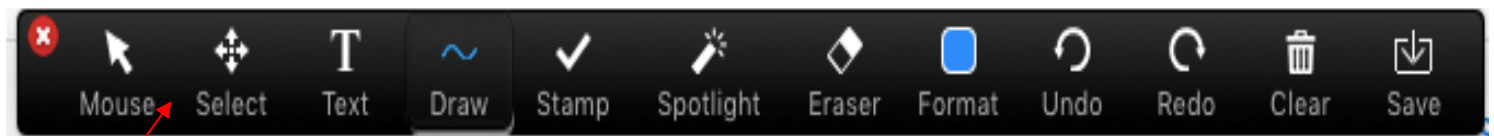
This feature allows the person sharing the screen to annotate on the screen while in the share mode.



Click share



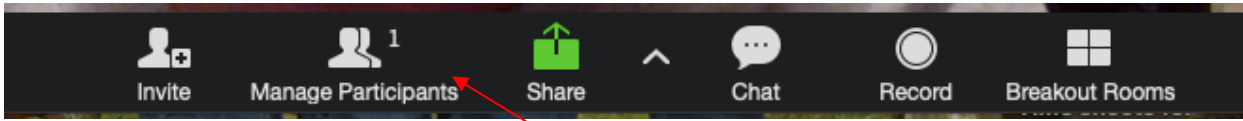
Click annotate



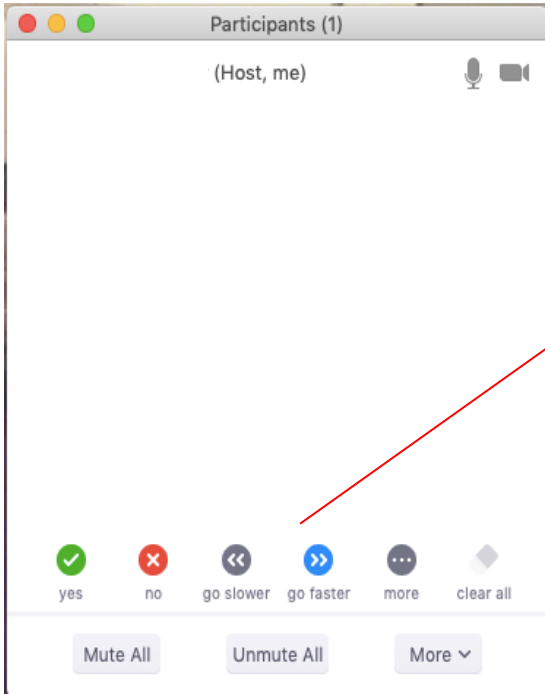
Click the tool of choice

Nonverbal Feedback

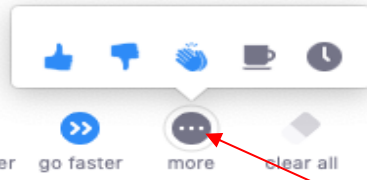
This feature is a great way for the host to gather quick checks for understanding, participation, or feedback. The host can quickly see the total number responding on the right-hand side of his/her screen. The response must be unchecked before responding again.



Click on manage



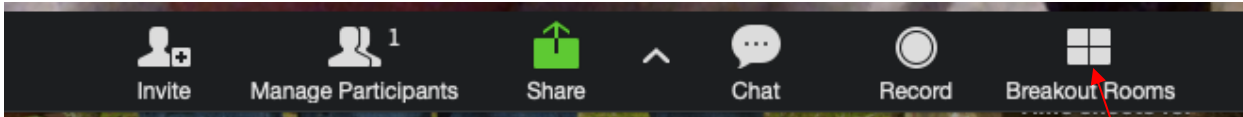
Participants have the option to click any of these buttons to give their "feedback". The host can leave this screen up to manage participant responses throughout the meeting.



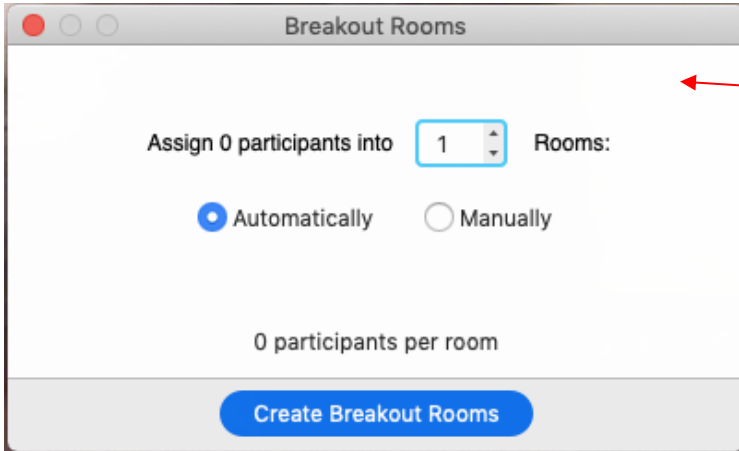
Click on more to show these five extra options

Breakout Rooms

This feature allows a host to place participants in private rooms or in rooms with smaller groups.



Click Breakout rooms



This box will pop up allowing you to assign the number of rooms and the participants in each room.
Note: This can also be done during or prior to the meeting

* For training videos on the above topics, visit the official Zoom Youtube channel or the Zoom Support page:

https://support.zoom.us/hc/en-us?flash_digest=bd5c6939b50d3f9546f29ada368799ad2f35c939

<https://www.youtube.com/user/ZoomMeetings>