Tips and Tricks Zoom
Educators

Managing your Zoom Account
**Tips and Tricks**

Get To Know Your Zoom Account

Familiarize yourself with your Zoom online portal, particularly the **Settings** portion, so that you can set up all your setting preferences before classes and meetings.

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Recording</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Host video</td>
<td>Start meetings with host video on</td>
<td></td>
</tr>
<tr>
<td>Participants video</td>
<td>Start meetings with participant video on. Participants can change this during the meeting.</td>
<td></td>
</tr>
</tbody>
</table>

**Audio Type**

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

- Telephone and Computer Audio
  - Telephone
  - Computer Audio
  - 3rd Party Audio
Engagement and Lessons
Tips and Tricks

Starting a Class

Schedule your class in the Zoom application for your desired date/time and copy the invitation details to send to your students.

Create a secure access link within your classroom portals

Join your class a couple minutes early to ensure a proper connection and to test your audio and video

Review your management tools in Zoom
Tips and Tricks

Tips for Virtual Lessons

• Set aside time to introduce your students to Zoom and ensure they’re able to connect their audio and video.

• Give an agenda or plan for each class by Screen Sharing a document or slide at the beginning of class.

• Discuss online etiquette and expectations of the students in your first virtual class and periodically revisit the topics.

• Utilize the Whiteboard or Annotate a shared document and let your students engage as well.

• Use the Breakout Room feature to divide students into pre-assigned or auto-assigned smaller groups for a discussion on a certain topic.

• Have students be the presenter and Screen Share their projects with the class.

• Consider response tools to assist with engagement
<table>
<thead>
<tr>
<th>Function</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharing Screen</td>
<td></td>
</tr>
<tr>
<td>Sharing Whiteboard</td>
<td></td>
</tr>
<tr>
<td>Managing Breakout Rooms</td>
<td></td>
</tr>
<tr>
<td>ZOOM Webinar Slides Tips</td>
<td></td>
</tr>
<tr>
<td>File Explorer</td>
<td></td>
</tr>
<tr>
<td>Partner Program Plan</td>
<td></td>
</tr>
<tr>
<td>BINGO! (Distro-All Employees)</td>
<td></td>
</tr>
</tbody>
</table>

- Share computer sound
- Optimize Screen Sharing for Video Clip

Share
Engagement over Distance Learning

Great Tools Built into Zoom for Engagement

- Polling
- Breakout Rooms
- Nonverbal Feedback
- Virtual Backgrounds
- Video Filters

- Sharing a Screen
- Whiteboard
- Annotation
- Transcription of Meetings
- Chat – group/private
  - save chat
  - participant save chat
Virtual Backgrounds and Video Filters
Polling

- During meeting
- Prior to meeting
- Multiple or single choice
- Multiple questions

- Create
- Launch
- Close
- Share
Nonverbal Feedback

Note: You can only have one icon active at a time.

- Raise Hand / Lower Hand
- yes
- no
- go slower
- go faster
- Additional icons are available by clicking the more button:
  - agree
  - disagree
  - clap
  - need a break
  - away

The icon will appear next to your name in the participants list.
Managing Nonverbal Feedback

Managing nonverbal feedback (hosts)

Click the Participants button to see a list of participants and their nonverbal feedback.

In the participants list, you can view and manage feedback using these features:

- If a participant clicked on a feedback icon, you’ll see that icon beside their name.
- The number above each feedback icon shows the how many participants have clicked on that icon.
- If a participant clicked raise hand, you can lower their hand by hovering over their name and clicking Lower Hand.
- Click clear all to remove all nonverbal feedback icons.
Audio Transcript
Create a Breakout Room

1. Start an instant or scheduled meeting.
2. Click Breakout Rooms.
3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
   - **Automatically**: Let Zoom split your participants up evenly into each of the rooms.
   - **Manually**: Choose which participants you would like in each room.
4. Click Create Breakout Rooms.

- **During meeting**
- **Prior to meeting**
  - Create
  - Launch
  - Move
  - Message
  - Join
  - Close
Create a Breakout Room

To assign participants to your rooms, select Assign next to the room you wish to assign participants to and select the participants you want to assign to that room. Repeat this for each room.

Once a participant has been assigned (manually or automatically), the number of participants will show in place of the Assign button.
Managing Your Zoom Experience
Managing Your Zoom Meeting

• **Manage screen sharing** – prevent participants from screen sharing during a call

• **Allow only signed-in users to join** - If someone tries to join your event and isn’t logged into Zoom with the email they were invited through, they will receive an error message

• **Mute participants** - Hosts can mute/unmute individual participants or all of them at once.

• **Turn off file transfer** - Toggle this off to keep the chat from getting bombarded with unsolicited pics, GIFs, memes, and other content.

• **Lock the meeting** - When you lock a Zoom Meeting that’s already started, no new participants can join, even if they have the meeting ID and password (if you have required one).
In Meeting Management Controls

The meeting host has a variety of controls they can use to secure their meeting -
https://support.zoom.us/hc/en-us/articles/115005759423

- Lock the Meeting
- Expel a Participant
- Prevent Participants from Screen Sharing
- Attendee On-Hold
- Disabling Video
- Mute participants or Mute All
PRO TIP: Master the Security Menu

Zoom now puts all your essential security options in a single button, right in the in-meeting menu. Under this menu you’ll be able to lock your meeting and prevent any new participants from joining. You’ll also be able to enable Waiting Room to help manage new meeting participants and be able to control any sharing and chat permissions of individuals and all attendees.

Lock the Meeting
Once all your attendees have arrived, you can easily lock your meeting from the security menu, preventing any additional attendees from joining.

Enable Waiting Room
We’ve covered the Waiting Room in great detail already, but what if you forgot to activate it or want to turn it on mid-meeting? Now you can!

Manage Participants
In the following page, we’ll dive into all the ways you can manage your participants directly from the security menu, giving you total control.
Control Screen Sharing

Allowing participants to screen share in a meeting can be a great way to collaborate, but that can also leave you open to unwanted interruptions during larger meetings. Zoom gives you the ability to determine if you want other participants in the meeting to be able to share their screens, or if you want to be the only one with that ability. You can easily toggle this feature on and off from the screen sharing menu, as well as the security menu.
Disable Private Chat

In-meeting chat adds another dimension of collaboration to your meetings, creating a place for questions to be asked and fielded later, or for supplemental resources to be posted. But sometimes chat can become distracting or unproductive. In those cases, Zoom allows you to disable chat throughout your meeting.
Turn Off Annotation

Like screen sharing and in-meeting chat, annotation can be a great tool when you need it, but it can also be an opportunity for mischief when you don’t. To avoid unwanted annotation, Zoom allows you as the meeting host to remove all participants ability to annotate during a screen share. You can disable this for the entire meeting, or just temporarily.
Mute Participants

We’ve all been in meetings where somebody forgets to mute, or their microphone picks up some background noise that interrupts the meeting. Zoom allows you to solve this problem with a simple button to mute all participants. For an added layer of security, you can also disable participant’s ability to unmute themselves. When you’re ready to make the meeting interactive again, you can simply hit the “Unmute All” button or allow participants to unmute themselves.
Make Someone a Co-Host

All the features we’ve covered so far are only accessible to meeting hosts, ensuring that hosts are the only ones with total control over a meeting. But what if you need a helping hand to manage all your participants? You can promote a trusted meeting attendee to Co-Host, allowing them many of the same privileges and control features available to the meeting host themselves. To learn about the difference between a host and co-host, view this support article.
Remove Participants

If you follow all the best practices in this guide, you should never find yourself in a meeting with an unwanted guest. But if you do need to remove an attendee from the meeting at any point, Zoom makes it easy to kick an unwanted participant out of the meeting. For additional security, you can also choose to not allow participants to rejoin once they’ve been removed.
Tips and Tricks

Teaching over Video – Delivery Best Practices

- **Look at the camera** to create eye contact with your students. This helps to create a more personal connection while teaching over video.

- **Speak as if you’re face-to-face** with the class while ensuring you’re at the appropriate distance from the microphone for the best audio experience.

- **Embrace the pause.** Take a moment after the end of your comments and allow for students to engage before continuing on.
Helpful Tips for Students Success Online

• Make sure you’re muted when not talking
• Be yourself and respect others
• Ask questions using chat
• Use reactions to engage with your class
• Think before you write
• Utilize the raise your hand feature if wanting to ask a question live
• Set up an intentional space where the class is going to happen
Ways to Use Zoom

- Broadcast morning announcements
- Weekly assignment overviews
- Checking in
- Record a lesson and share
- Class discussions
- Homework hour
- Questions and Answers
- Office hours with parents/students
- Collaborations
- Guest speakers
- Virtual content experiences
- More
Ongoing Support
Zoom Support

https://support.zoom.us/hc/en-us
Zoom Help Center
Whether you're looking for technical documentation or a one minute quick start video, the Zoom Help Center has you covered with thousands of resources that are updated daily, so you can get your questions answered and keep Zooming.

Visit the Help Center

Live/Recorded Trainings
Our Zoom experts host free and interactive live training webinars daily. Get up to speed on important topics in less than an hour. Just select the time zone that fits best for you when registering for one of our live training webinars.

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https://blog.zoom.us/wordpress/
Submit your questions in the chat box
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