

Working with Zoom:

Overview of the Zoom Application

The Zoom application is an online application used for video calling. The host of meetings can create meetings with almost every country in the world, with the exception of 5, via a code sent by text or email. The main educational uses of Zoom would be to host online classes with students who are unable to make it to the classroom.

It is possible to host online classes in collaboration with attendees from other countries.

This is also applicable for hosting conferences as well. The attendees are able to listen to the host speak or watch videos provided by the host, and watch presentations and demonstrations.

Zoom is good for various synchronous activities with students. We recommend institutional Zoom, a basic private license for free limits the virtual meeting to 40 minutes and 1 host [

https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0059590#h_01FS897AQNG8N2TT0S0DVEFB57]

How to Share a Screen on Zoom

In the Zoom application the host can 'share their screen'. This entails selecting 'share screen' at the bottom of the screen and then choosing which screen the host would like to share.

Once 'share screen' is selected, all of the hosts' open tabs will be available to share.

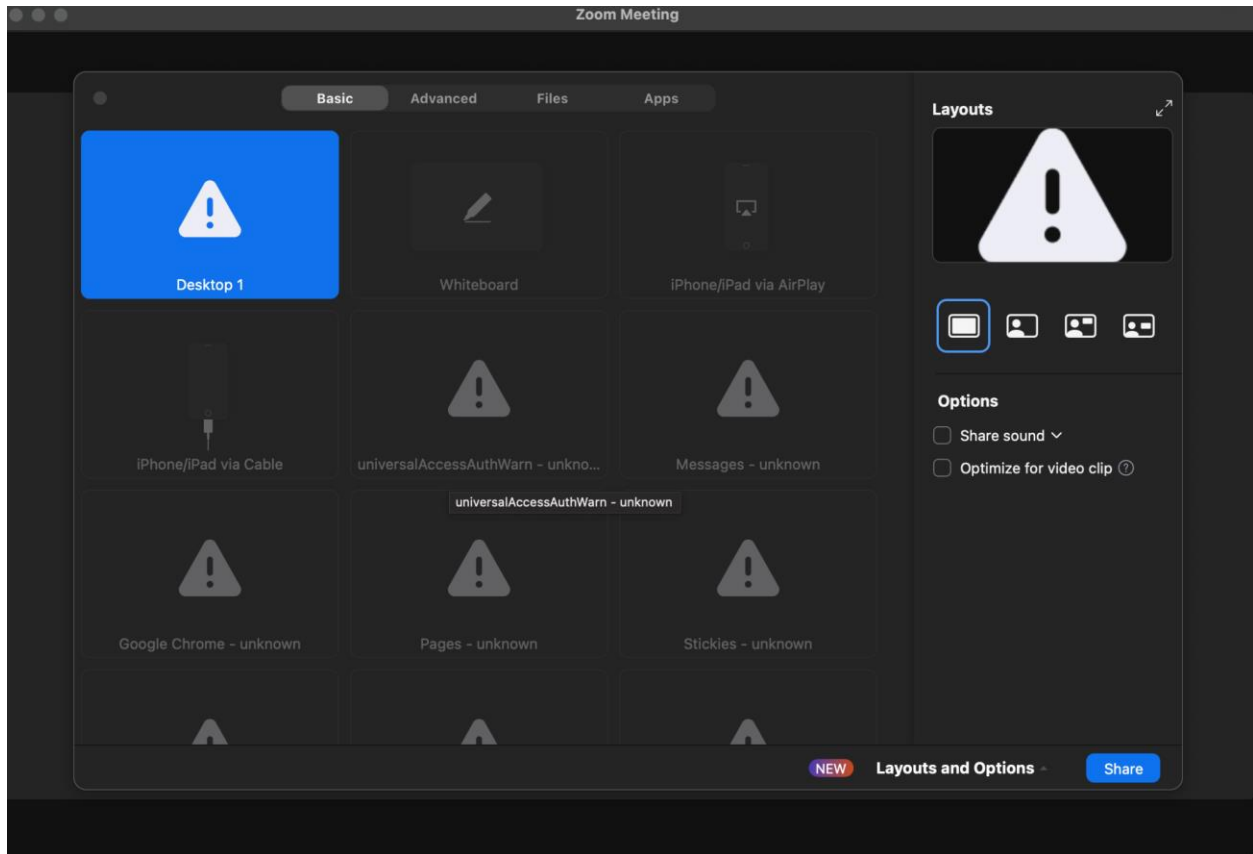
Preview the screens you can share, and select whichever screen you would like the call to view.

Once the screen is shared, all of the attendees can view the screen and watch live what the host does on that screen.

This is useful for sharing a presentation with a class or at a conference, or sharing a step-by-step tutorial on a topic. In either option, the viewing attendees can watch and follow along clearly.

There is also the option of an attendee sharing their screen. This option would be useful during a classroom discussion when the student has a presentation to show to the class.



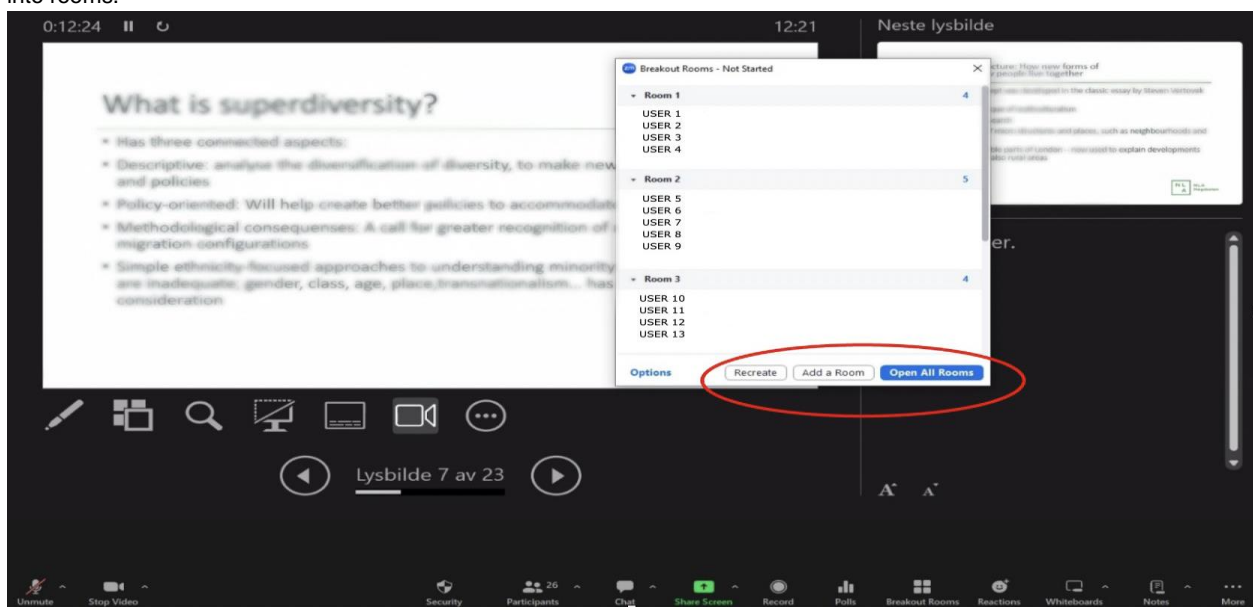


How to Create Breakout Rooms

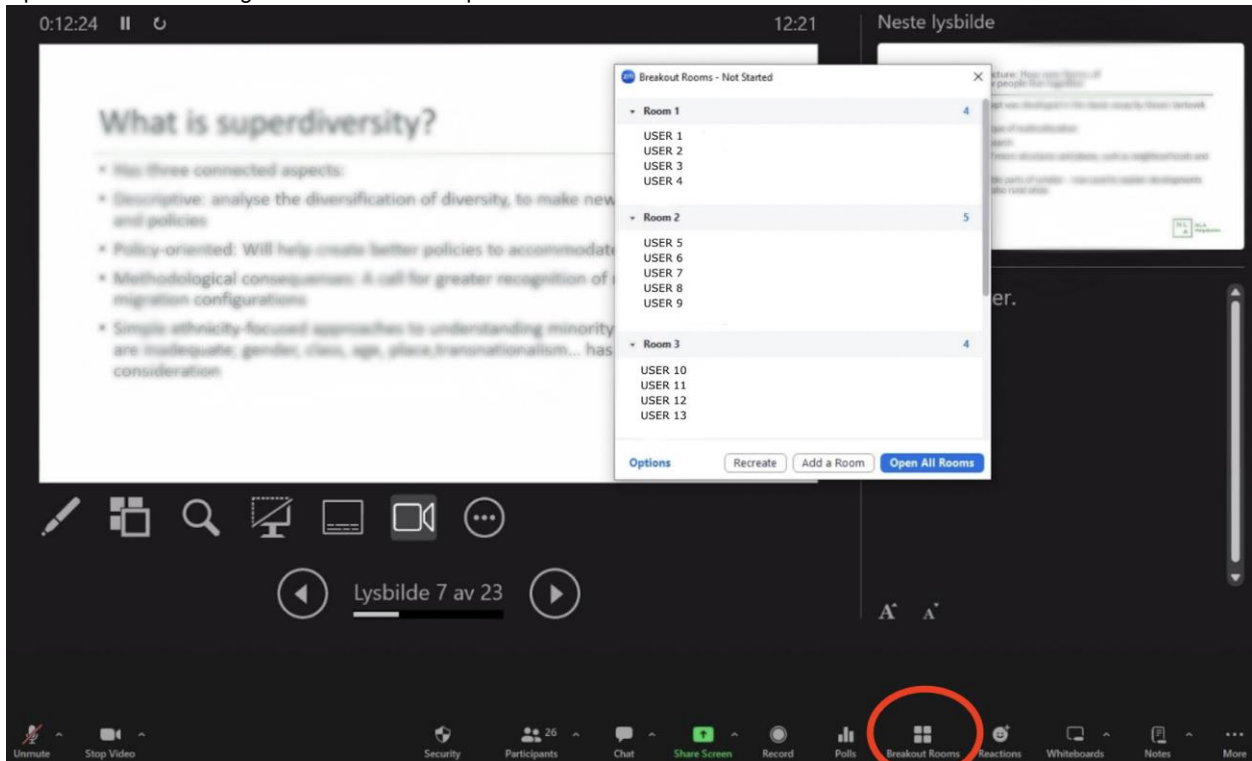
Zoom enables students' group work in breakout rooms:

A breakout room is where you can separate the attendees into separate call rooms where they can discuss privately in smaller groups.

The breakout room option is at the bottom of the screen, once it is clicked, the Zoom application separates the attendees into rooms.



As seen in the photo, the Zoom application has created three rooms for the attendees to join. The next step would be to 'open all rooms' and begin the breakout room process.



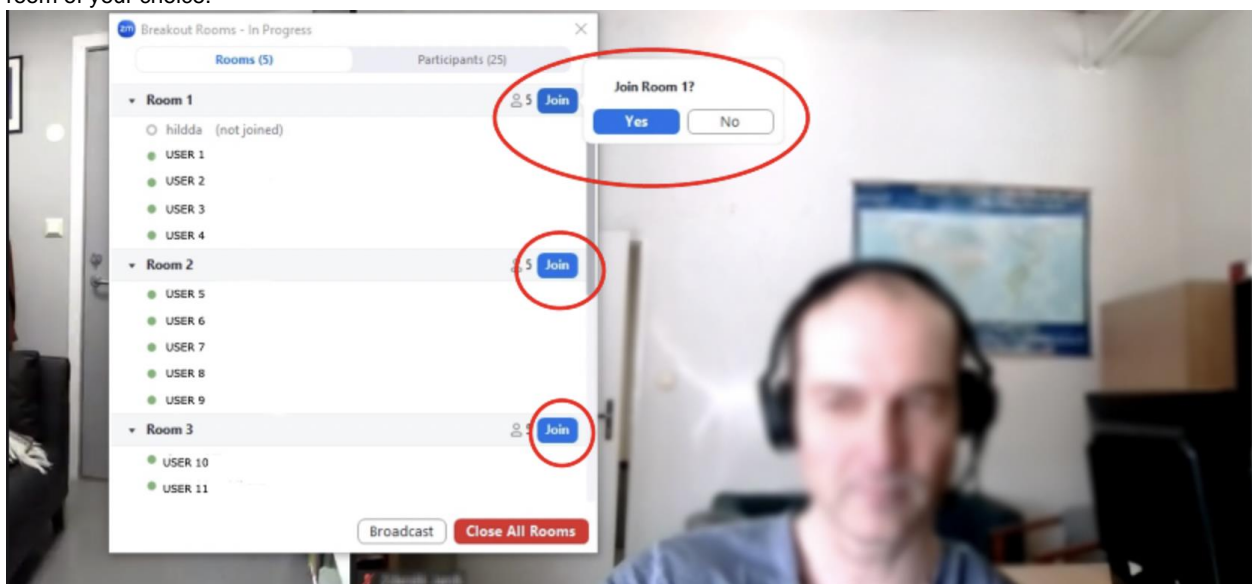
There is an option for the host to manually edit the rooms.

The host can select 'add a room' to separate the attendees into smaller groups. There is also the option to recreate rooms which would restart the distribution process.

There is the option of editing the distribution of attendees between the rooms. Simply click, 'move to' in order to move an attendee to another room. You can also click 'exchange' to swap two attendees.

As seen here, the breakout rooms are actively running. The host can see the attendees and the activity status of them in the call.

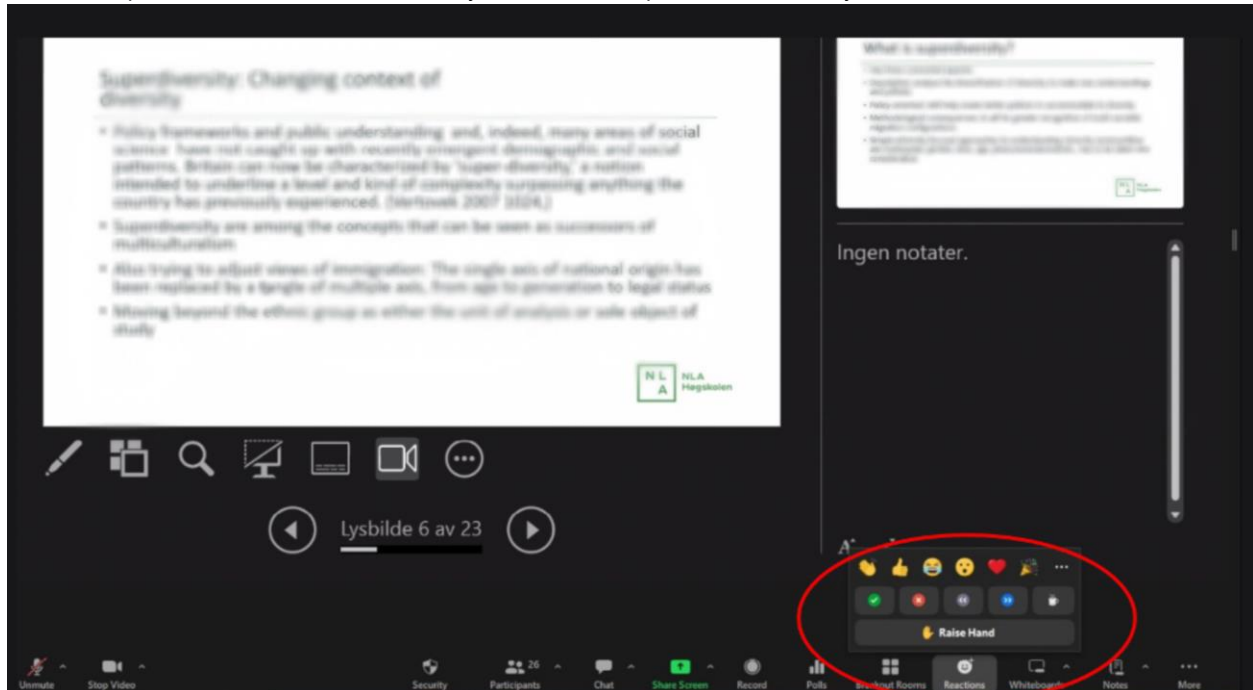
There is the option for the host to join the rooms at their own discretion. Simply click 'join' and you can join the breakout room of your choice.



How to use Reactions in Zoom

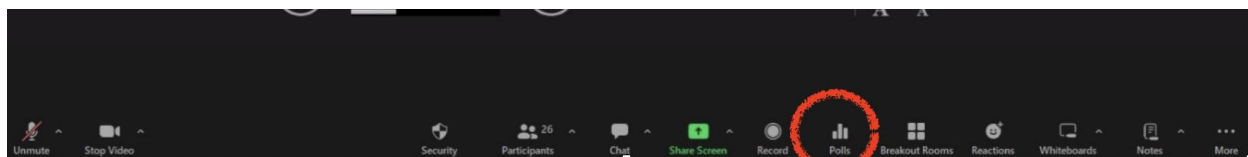
In Zoom you may use emojis to communicate your feelings and supplement for non-verbal communication (e.g., when facial expressions are not easy to read):

There is also the option for attendees to 'raise their hand' if they have something to add to the discussion. Simply select the 'reactions' option and then select the reaction you desire. This option can be used by both the host and the attendees.



There is the option of creating polls in Zoom as well. This is found at the bottom of the screen amongst the other applications. 'Polls' are seen beside the 'breakout rooms' option.

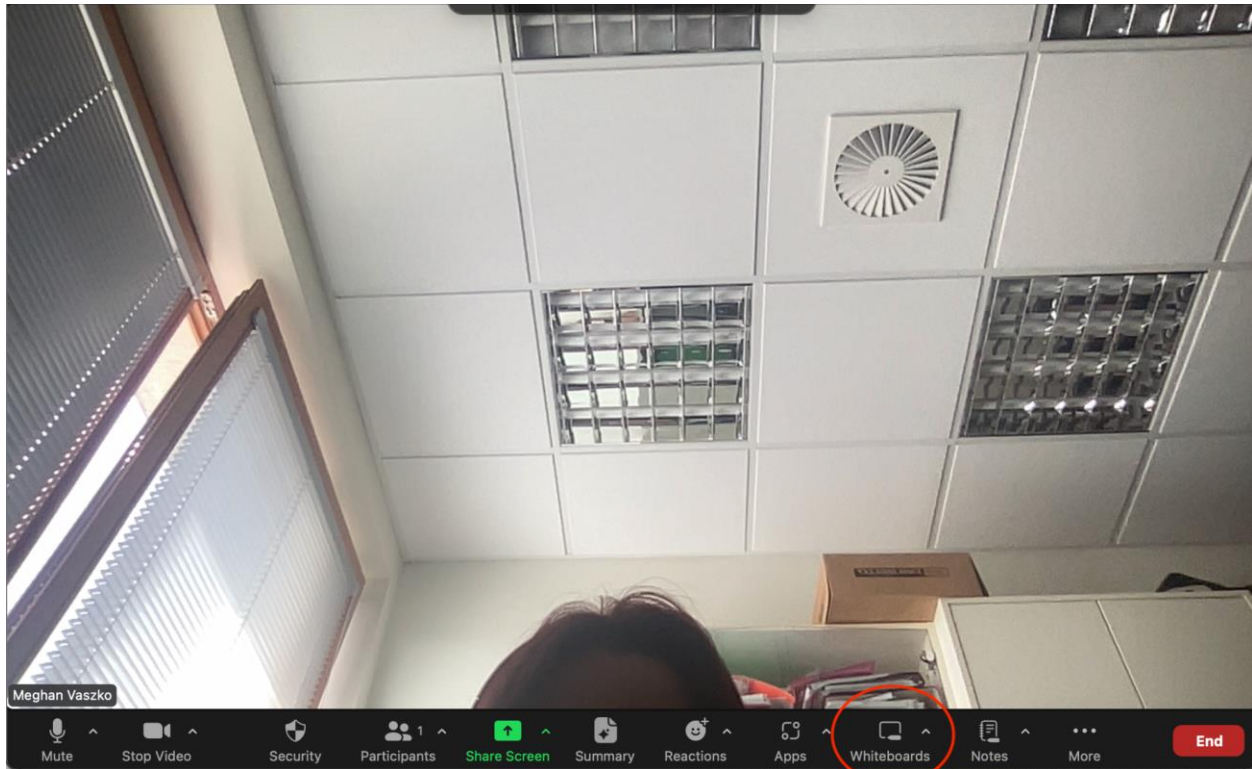
As seen in the photo, the host can create the poll from the options on the bottom of the screen.



The host can ask a question for the rest of the attendees to answer. Once the question is asked, the attendees will see the question on their screen and will be able to answer.

The results will be provided to the host.

How to use Whiteboards in Zoom



Here you can see the option to create a whiteboard. On the whiteboard the host is able to draw and type ideas from the class. It is the same concept as writing on a chalkboard in a classroom.

To activate this feature, select 'whiteboard' and then the whiteboard will appear on the screen and the whole Zoom call will be able to see your board.

There is the option to create drawings, shapes, text boxes, and sticky notes with words in it.

