

Using *Zoom* for Teaching Part Two

EFNEP and CFHL, UC Staff

April 22, 2020



UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Zoom Meeting Agreements

Please keep your microphone or phone muted when the host or another participant is speaking

Phones: *6 to mute and un-mute

Please use 'raise your hand' icon if you would like to speak

Please share your webcam video if you are comfortable doing so

Host may ask for 'video off' if internet connection is unstable

Co-hosts are monitoring chat

Will pause periodically for questions

Please use annotation tools only when instructed by the host

In-Meeting - Breakout Rooms

Enable in meeting settings

Host can pre-assign participants to breakout rooms when scheduling

Participants who join from web browser can't enter breakout room

Breakout rooms do not record in the meeting recording

Participants can start a local recording of their own breakout room

Note: may need to re-mute participants after breakouts

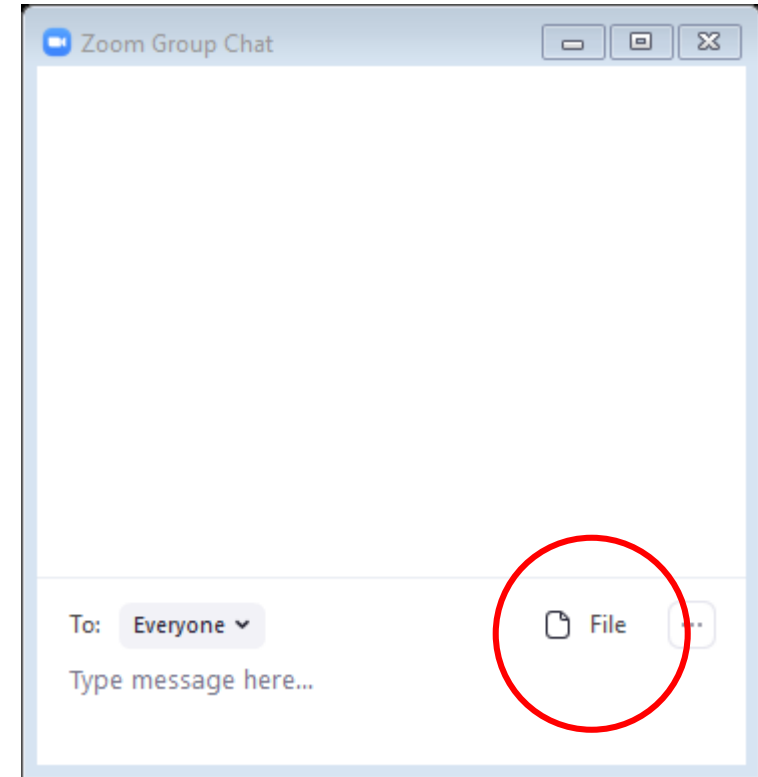
Managing breakout rooms <https://support.zoom.us/hc/en-us/articles/206476313>

YouTube Video

https://www.youtube.com/watch?time_continue=36&v=j_O7rDILNCM&feature=emb_logo

In-Meeting – File Transfer

- Share a document file with participants
- Enable in meeting settings
- In-meeting: Click Chat, then click File
- Select file → Open
- Participant can choose to download



<https://support.zoom.us/hc/en-us/articles/209605493-In-meeting-file-transfer>

In-Meeting – *Live* Closed Captions

Closed captions will not be required in LIVE Zoom meetings

Recordings - Closed Captions

Include audio transcript with cloud recording

Audio transcript can be displayed as caption – edits needed!

Best practices for captioning

Script what you want to say – please practice delivery to avoid sounding ‘canned’

Keep text as concise as possible

Let's Explore!

Settings – Web Portal

Settings – Desktop Client

Scheduling a Meeting

Registration set-up

Setting up a poll

In-meeting options

Accessing and sharing Recordings

Meeting Reports

Zoom Desktop Client Settings

Desktop Client Settings to consider:

General – can choose to use two monitors

Video – can choose ‘Always show video preview dialog’
allows you to choose on log-in whether to display webcam video

Audio – can choose ‘Automatically join audio by computer’
In-meeting: click ‘leave computer audio’ if you switch to phone

Share screen – can choose ‘side-by-side mode’
Screen share controls at top won’t block video thumbnails

Recording – ‘Record video during screen sharing’

Virtual Background – can add backgrounds

Host-only functions:

- Assign co-host(s)
- Enable breakout rooms
- Disable annotation tools
- End meeting

Co-host functions

- Mute individual (or all) participants
- Disable chat, video, screen share
- Can access Security features

Participants (1)



Lyn Brock (Host, me)



Lock Meeting
Enable waiting room

Allow participants to:

- ✓ Share Screen
- ✓ Chat
- ✓ Rename Themselves

Closed Caption

Record on this Computer Alt+R
Record to the Cloud Alt+C

Breakout Rooms

Non-verbal feedback

yes no go slower go faster more clear all

Mute Start Video Security Manage Participants Polls Chat Share Screen Reactions More End Meeting

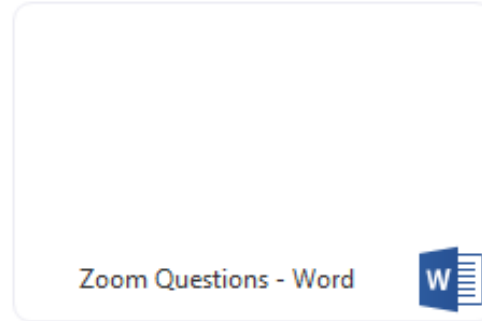
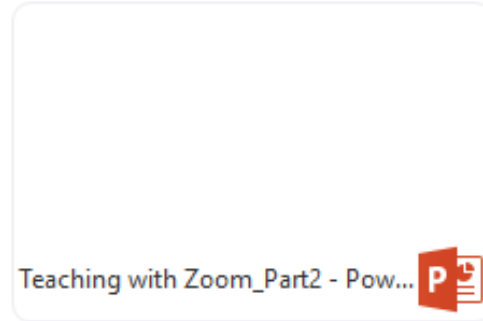
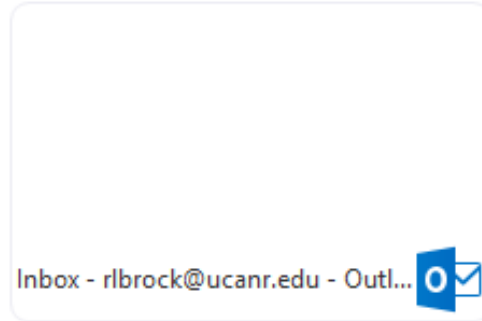
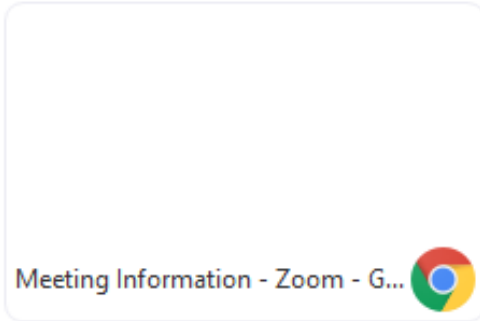
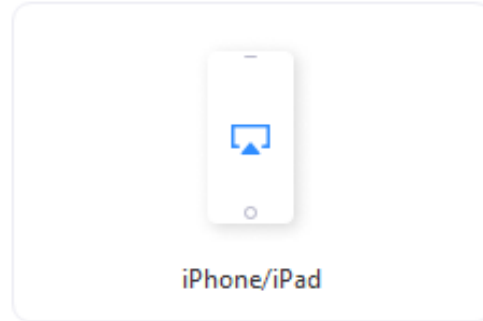
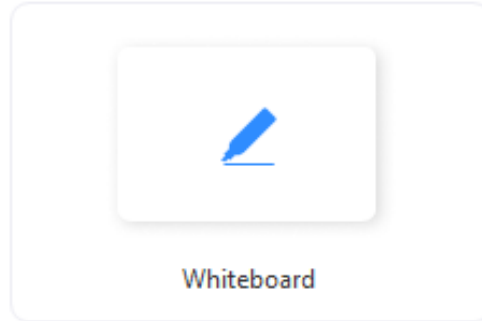
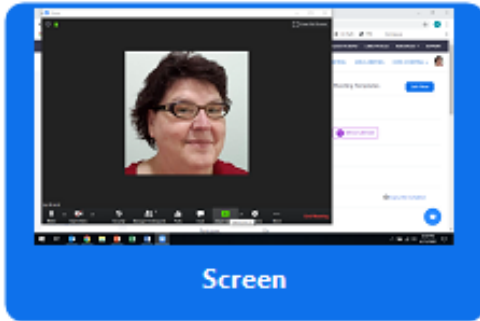
Invite Mute All Unmute All ...

Select a window or an application that you want to share



Basic

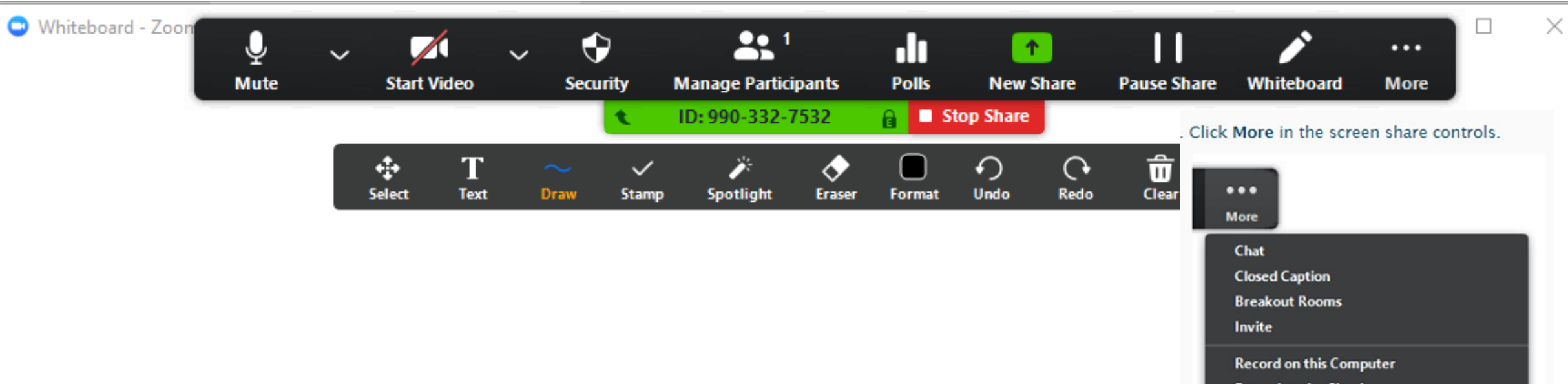
Advanced



Share computer sound Optimize Screen Sharing for Video Clip

Share

New Share: Switch to different share



Windows-style title bar: Polls [minimize] [maximize] [close]

Header: Polling 1: test [dropdown] Edit

Section: 1. test

- test
- test

Bottom button: Launch Polling

Footer: Security | Manage Participants (1) | Polls | Chat | Share Screen | Reactions

Windows-style title bar: Polls [minimize] [maximize] [close]

Header: test in Progress 0:11

Status: Attendees are now viewing questions 0 of 0 (0%) voted

Section: 1. test

test	(0) 0%
test	(0) 0%

Bottom button: End Polling

Footer: Security | Manage Participants (1) | Polls | Chat | Share Screen | Reactions

Windows-style title bar: Polls [minimize] [maximize] [close]

Header: Polling 1: test [dropdown] Edit

Dropdown menu:

- ✓ Polling 1: test
- Polling 2: test


Section: 1. test

test	(0) 0%
test	(0) 0%


Bottom buttons: Share Results | Re-launch Polling

Footer: Security | Manage Participants (1) | Polls | Chat | Share Screen | Reactions

Delete Respond Quick Steps Move Policy Onread Tags

 Mon 4/20/2020 6:15 PM
Zoom <no-reply@zoom.us>
Cloud Recording - [REDACTED] is now available

To Rebecca Lyn Brock

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi Lyn Brock,

Your cloud recording is now available.

Topic: [REDACTED]
Date: Apr 20, 2020 01:56 PM Pacific Time (US and Canada)

For host only, click here to view your recording (Viewers cannot access this page):
https://ucanr.zoom.us/recording/detail?meeting_id=5BGcUPqhSaOOiILowEOIVw%3D%3D

Share recording with viewers:
<https://ucanr.zoom.us/rec/share/uOZaJIzI72NJS6vq7EX7XbEMOaXbaaa8hCZNrKEFyEgpqIizb86m0qZDV0CHGhKm>

Thank you for choosing Zoom.
-The Zoom Team

We have developed resources to help you through this challenging time. Click [here](#) to learn more.

Note: We are experiencing longer wait times than normal due to increased demand. You can still view answers to frequently asked questions or [contact us](#) but wait times may be longer than expected. Thank you for your patience.

Popular Topics

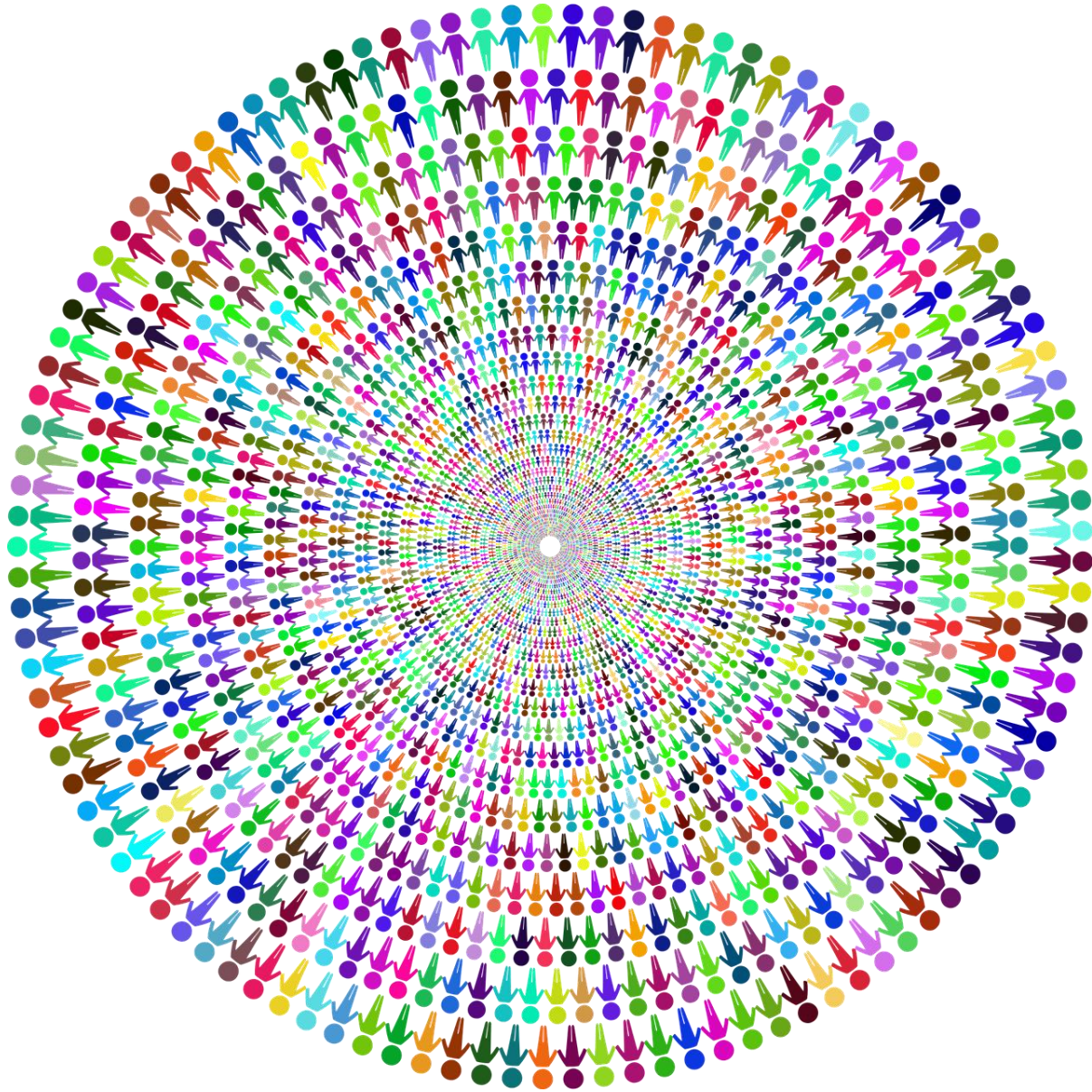
- Getting Started
- Audio, Video, Sharing
- Meetings & Webinars
- Zoom Phone
- Account & Admin
- Zoom Rooms
- H.323/SIP
- Messaging
- Integration
- On-Premise

Zoom Help Center

https://support.zoom.us/hc/en-us?flash_digest=2a63d31c21333354543c3d7dc72a1f9ae7c48532

How to Zoom - YouTube Channel

https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe



*We're in
this
together!*