

Alaska Adult Education

# Zoom Room Training & Experience

MAY 7TH, 2020

# Overview

## THE MAIN POINTS

Setting up your Zoom room

Student access

Managing participants

Managing a class

# Setting up your Zoom room



START AT ZOOM.US  
(UA USERS CAN START AT  
ALASKA.ZOOM.US & PRO ACCOUNT)

Meetings tab  
Settings tab



Meetings

Webinars

Recordings

Settings

Account Profile

Reports

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

Topic

Michelle Waclawski's Personal Meeting Room

Time

Add to

 Google Calendar

 Outlook Calendar (.ics)

 Yahoo! Calendar

Meeting ID

907-235-1602

Meeting Password

× Require meeting password

Join URL:

<https://alaska.zoom.us/j/9072351602>

Video

Host

On

Participant

On

Audio

Telephone and Computer Audio

Dial from United States of America

## Poll

## Live Streaming

You have created 18 polls for this meeting.

Add

Title	Total Questions	Anonymous	
▼ Poll 1:Life Skills Class 1 3.23.2020 self care items	1 question	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
▼ Poll 2:How are you doing on a self-care plan?	3 questions	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
▼ Poll 3:Making a plan for self-care	1 question	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

### Host video

Start meetings with host video on



### Participants video

Start meetings with participant video on. Participants can change this during the meeting.



### 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

**Require a password when scheduling new meetings**



A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

**Require a password for Personal Meeting ID (PMI)**



**Embed password in meeting link for one-click join**



Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.

**Require password for participants joining by phone**



A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

### Chat

Allow meeting participants to send a message visible to all participants



Prevent participants from saving chat 

### Private chat

Allow meeting participants to send a private 1:1 message to another participant.



### Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.



### Play sound when participants join or leave

Play sound when participants join or leave



Heard by host and all attendees

Heard by host only

When each participant joins by telephone

Record and play their own voice



### Co-host

Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.



### Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees.



### Always show meeting control toolbar

Always show meeting controls during a meeting 



### Show Zoom windows during screen share



### Screen sharing

Allow host and participants to share their screen or content during meetings



#### Who can share?

Host Only  All Participants 

#### Who can start sharing when someone else is sharing?

Host Only  All Participants 

### Annotation

Allow participants to use annotation tools to add information to shared screens



### Whiteboard

Allow participants to share whiteboard during a meeting

Auto save whiteboard content when sharing is stopped



### Remote control

During screen sharing, the person who is sharing can allow others to control the shared content



### Nonverbal feedback


Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel.



### Breakout room

Allow host to split meeting participants into separate, smaller rooms



Allow host to assign participants to breakout rooms when scheduling 

### Remote support

Allow meeting host to provide 1:1 remote support to another participant



### Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions




### Save Captions

Allow participants to save fully closed captions or transcripts



## Waiting room



When attendees join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing attendees to join before host. 

## Show a "Join from your browser" link



Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

## A couple other features

### Virtual background

Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.



### Allow participants to rename themselves

Allow meeting participants and webinar panelists to rename themselves.



# Setting up meetings



**ONE TIME IF YOU HAVE HAVE PERSONAL MEETING ROOM!!**

If you want to add your zoom room to an email, you can put it in notes & it is a clickable link.

For example:

zoom.us

9072351602



**Join our Cloud HD Video Meeting now**

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud...

 Zoom Video

zoom



**\$14.99/MONTH**

Many organizations have pro accounts now--check first

### **BREAKOUT ROOMS**

These are only in paid accounts. Allows you to break large groups into smaller groups, put a tutor or teacher in a room with a student that's struggling.

### **POLLS**

Quick assessments that you can then share the result from the class if you wish with all. I'll demo this later.



## STUDENT ACCESS

log-in instructions  
phone-in instructions  
access from different devices  
(iphone, ipad, chromebook)



## MANAGING PARTICIPANTS

Mute, video on and off  
renaming people  
making people hosts or cohosts  
using the chat feature  
online etiquette



# Managing a Class

## Math Class Demo