

**CENTER
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INNOVATIVE
LEARNING**

Facilitate Remote Course Sessions With Zoom



Overview

- Zoom Global Settings
- Zoom Meeting within Canvas
- Managing Participants
- Polling
- Screen Share, Whiteboard, and Annotation
- Breakout Rooms
- Zoom Mobile App

The slide features a background with a blue-to-purple gradient and several overlapping circles of varying sizes and colors. A white rectangular box is positioned in the center-left, containing the title text.

Zoom Global Settings

Zoom Profile and Settings

- In meeting Advanced
 - Turn on: Breakout room, Virtual Background, (waiting room)
- In meeting Basic
 - Turn on: Chat, Whiteboard, Annotation, Screensharing, Always Show Meeting control toolbar, Polling
- Schedule Meeting
 - Turn on: Host video, Telephone and Computer Audio, Mute upon Entry, (join before host)
- Recording:
 - Turn on: Recording disclaimer, Automatic recording
 - Turn off: Save Chat, Display participants' names


Activity #1- 7:00 min

To Do Now- 2:00 min

1. Go to acphs.zoom.us and log in
2. Select Profile- Add a picture of yourself

After webinar- 5:00 min

1. Go to acphs.zoom.us and log in
2. Select Settings- Set global meeting and recording settings

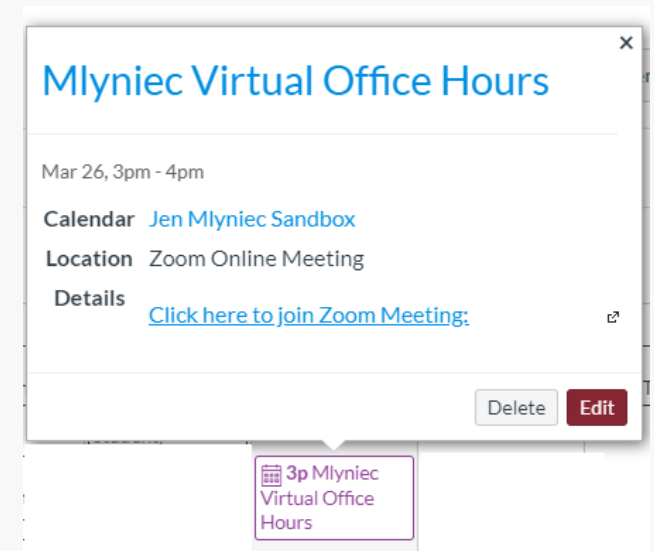


Zoom Meeting within Canvas

Canvas & Zoom Pros and Cons

Pro: If you schedule the meeting through Canvas students will get an email notification and the meeting will appear on their Canvas Calendar. YAY!

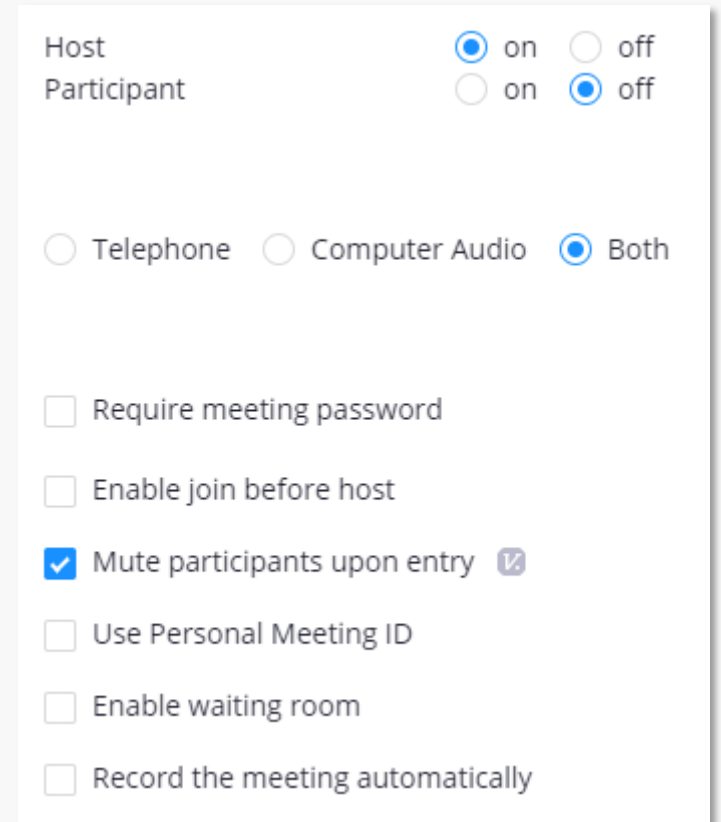
Con: You will have to sign in to achps.zoom.us to add manual breakout rooms. BOO!




Activity #2- 3:00 min

Go to your Canvas course

1. Select Zoom in your course navigation and then select Schedule a New Meeting.
2. Schedule your virtual office hours with appropriate meeting settings. Optional use recurring schedule



A screenshot of the Zoom meeting settings interface. The settings are as follows:

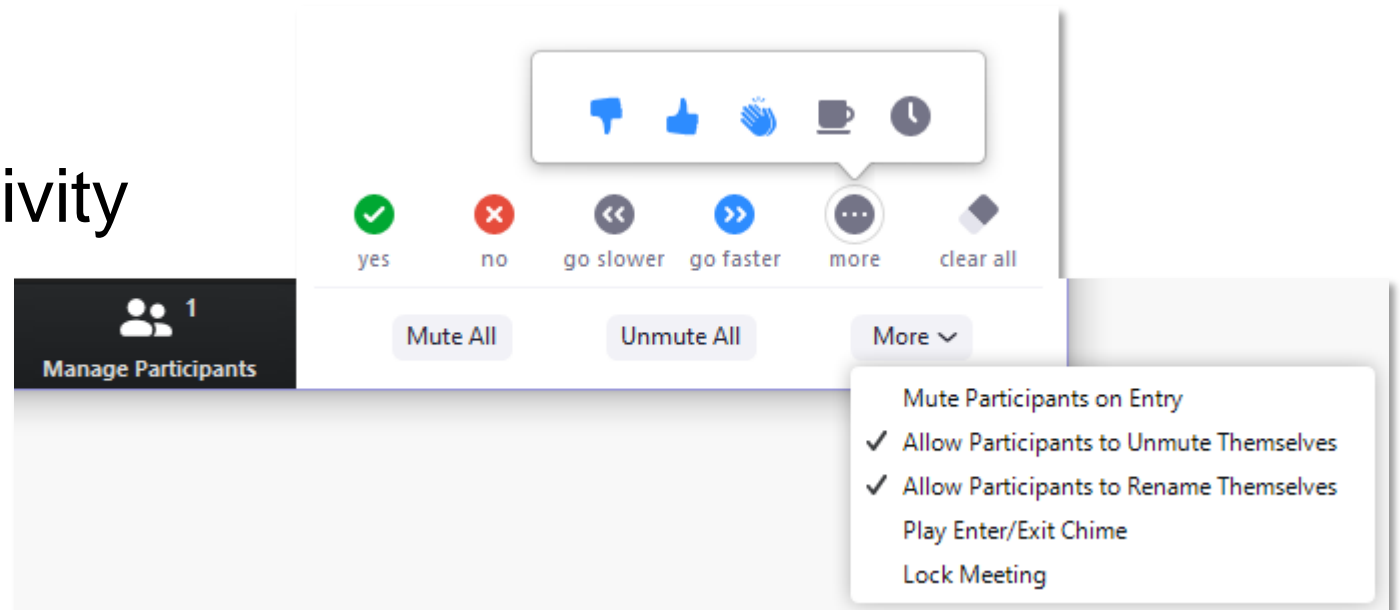
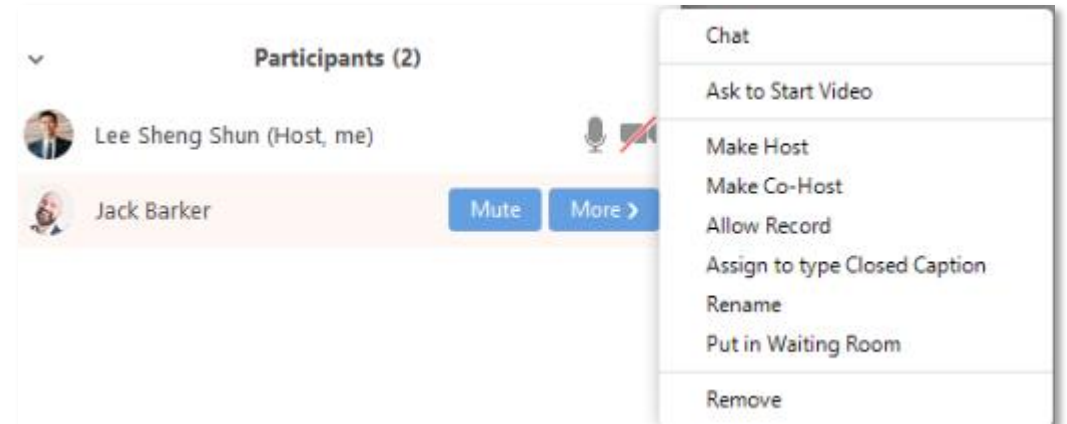
- Host: on off
- Participant: on off
- Audio: Telephone Computer Audio Both
- Require meeting password
- Enable join before host
- Mute participants upon entry 
- Use Personal Meeting ID
- Enable waiting room
- Record the meeting automatically



Participants

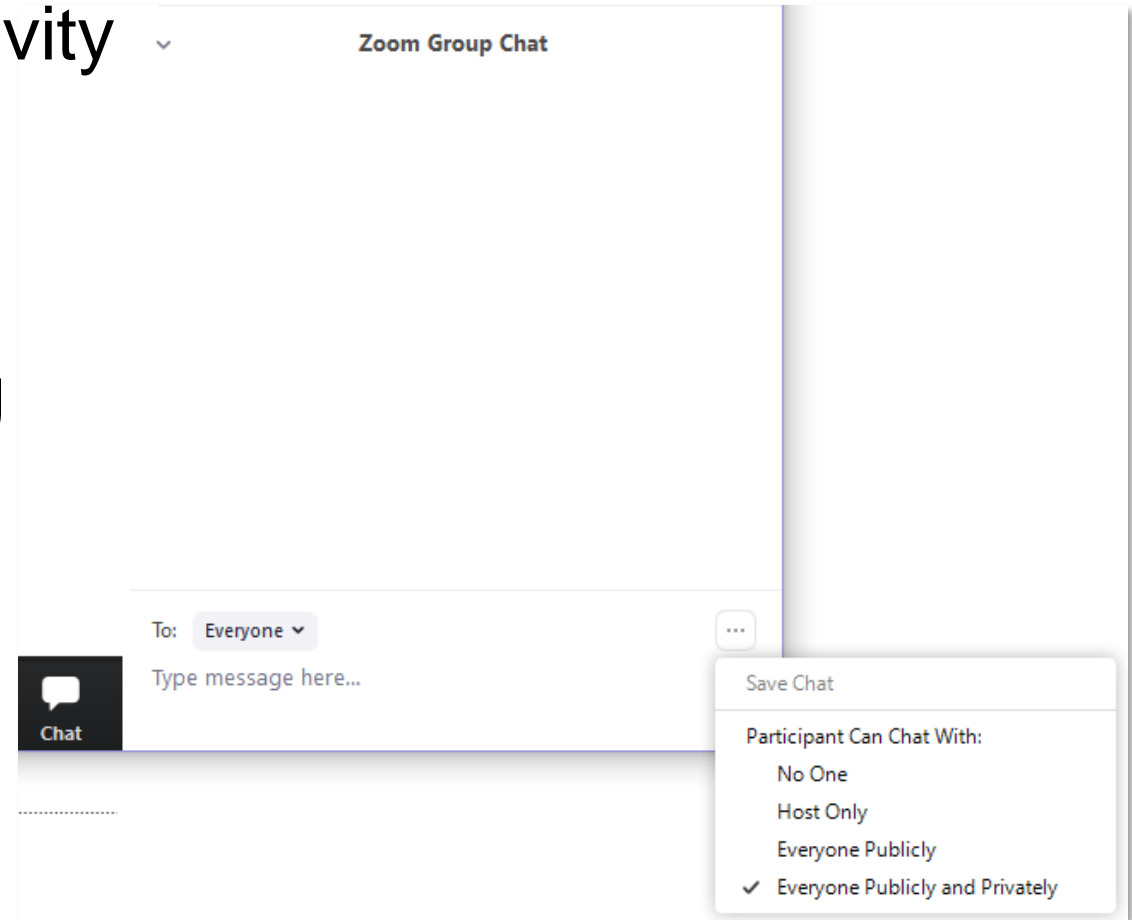
Manage Participants

- Make Co-Host within Meeting
- Mute and Unmute
- Polling within the Participant List-Group Activity
- Reactions- Group Activity



Chat

- Public vs Private Chat- Group Activity
- Chat moderator
- Access Chat when screen sharing



The background features a horizontal band of blue and purple hues with a grainy, textured appearance. Overlaid on this are several white circles of varying sizes and thin white lines. A prominent white rectangular box is positioned on the left side of the band, containing the word "Polling" in a bold, black, sans-serif font.

Polling

Prepared Polling

- Create before the meeting begins- Group Activity
- Generate report after meeting
- Share results during meeting
- Create in your acphs.zoom.us account
- Must turn on in account settings

The image shows two overlapping screenshots of the Zoom polling interface. The foreground screenshot is a question editor with the following elements:

- Input field: "Enter a title for this poll."
- Checkbox: "Anonymous? (Optional)"
- Question number: "1."
- Text area: "Type your question here."
- Radio buttons: "Single Choice" (selected) and "Multiple Choice"
- Answer list: "Answer 1" through "Answer 10 (Optional)"
- Buttons: "Delete" (bottom right) and "+ Add a Question" (bottom center)

The background screenshot shows a poll list with the following elements:

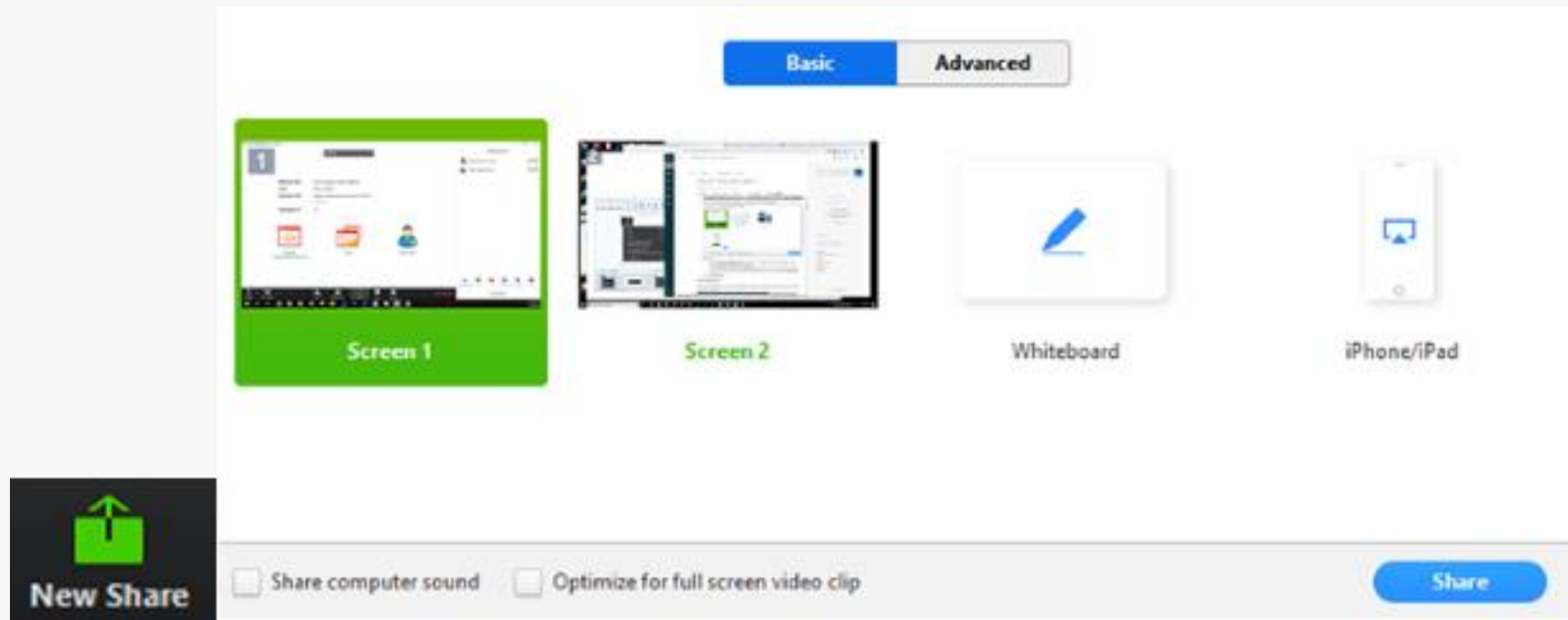
- Header: "Poll 1" and "Edit"
- Content: A large white area with a blue "Add a Question" button in the center.
- Footer: A "Polls" icon and label.



Screen Share, Whiteboard, and Annotations

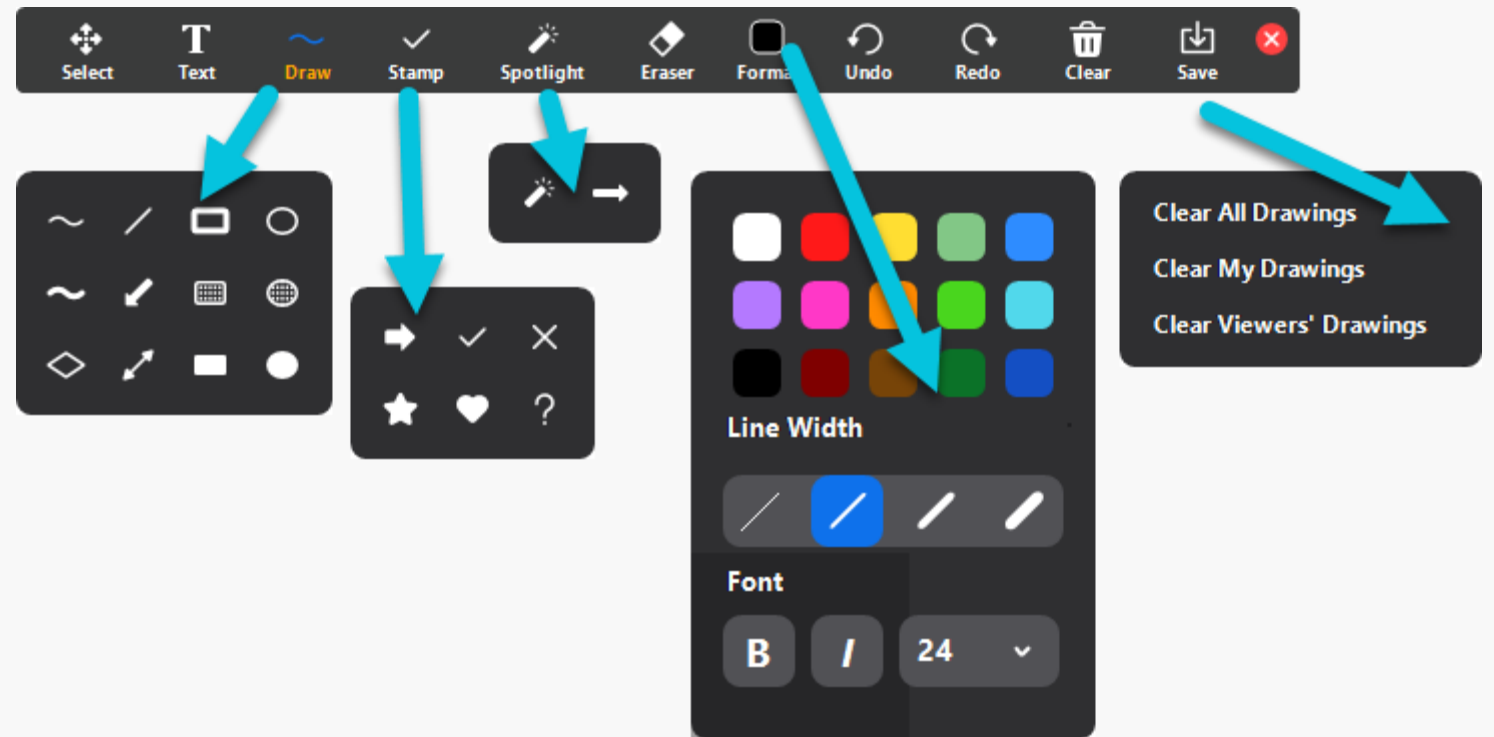
Share

- Whole Screen
- Application
- Whiteboard



Annotative Tools

- Whiteboard
- Screen Sharing
- Can be saved





Breakout Rooms

During Meeting

- Auto move into rooms or manual drag and drop
- Broadcast messages
- Move back to main room when closed
- Set timer
- Host and co-host can move between rooms

The screenshot displays the Microsoft Teams Breakout Rooms interface. On the left, a list of breakout rooms is shown, each with a dropdown arrow and an 'Assign' button. The main panel shows configuration options for the breakout rooms, including the number of participants per room (set to 1) and the assignment method (Automatically selected). A 'Create Rooms' button is visible. Below this, a settings panel allows for configuring automatic room creation, return to main session, automatic closing, and a countdown timer (set to 60 seconds). At the bottom, there are buttons for 'Recreate', 'Options', 'Add a Room', and 'Open All Rooms'.

Breakout Rooms - No

Assign 0 participants into 1 Rooms:

Automatically Manually

0 participants per room

Create Rooms

Breakout Rooms

Breakout Room 1 Assign

Breakout Room 2 Assign

Breakout Room 3 Assign

Breakout Room 4 Assign

Breakout Room 5 Assign

Move all participants into breakout rooms automatically

Allow participants to return to the main session at any time

Breakout rooms close automatically after: 30 minutes

Notify me when the time is up

Countdown after closing breakout room

Set countdown timer: 60 seconds

Recreate Options Add a Room Open All Rooms

Before Meeting

- Manual set in Acphs.zoom.us account before meeting or drag
- Recurring meeting- edit all occurrences
- Need to use email associated with Zoom account

Breakout Room Assignment

3 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	
Breakout Room 1	0
Breakout Room 2	0
Breakout Room 3	0

Breakout Room 1

No participants yet

[Import from CSV](#) [Cancel](#) [Save](#)

Breakout Room pre-assign
[+ Create Rooms](#) [↑ Import from CSV](#)

Activity #3 - 5:00 min

After Webinar:

1. Start a Zoom Meeting on your computer
2. Test your microphone and Video
3. Try out Breakout Rooms, Polling, Screen Sharing, and Annotations

The image features a horizontal banner with a blue and purple gradient background. A white rectangular box is positioned on the left side of the banner, containing the text 'Zoom Mobile App'. The background also includes faint, overlapping circular patterns and a subtle grid of small white dots.

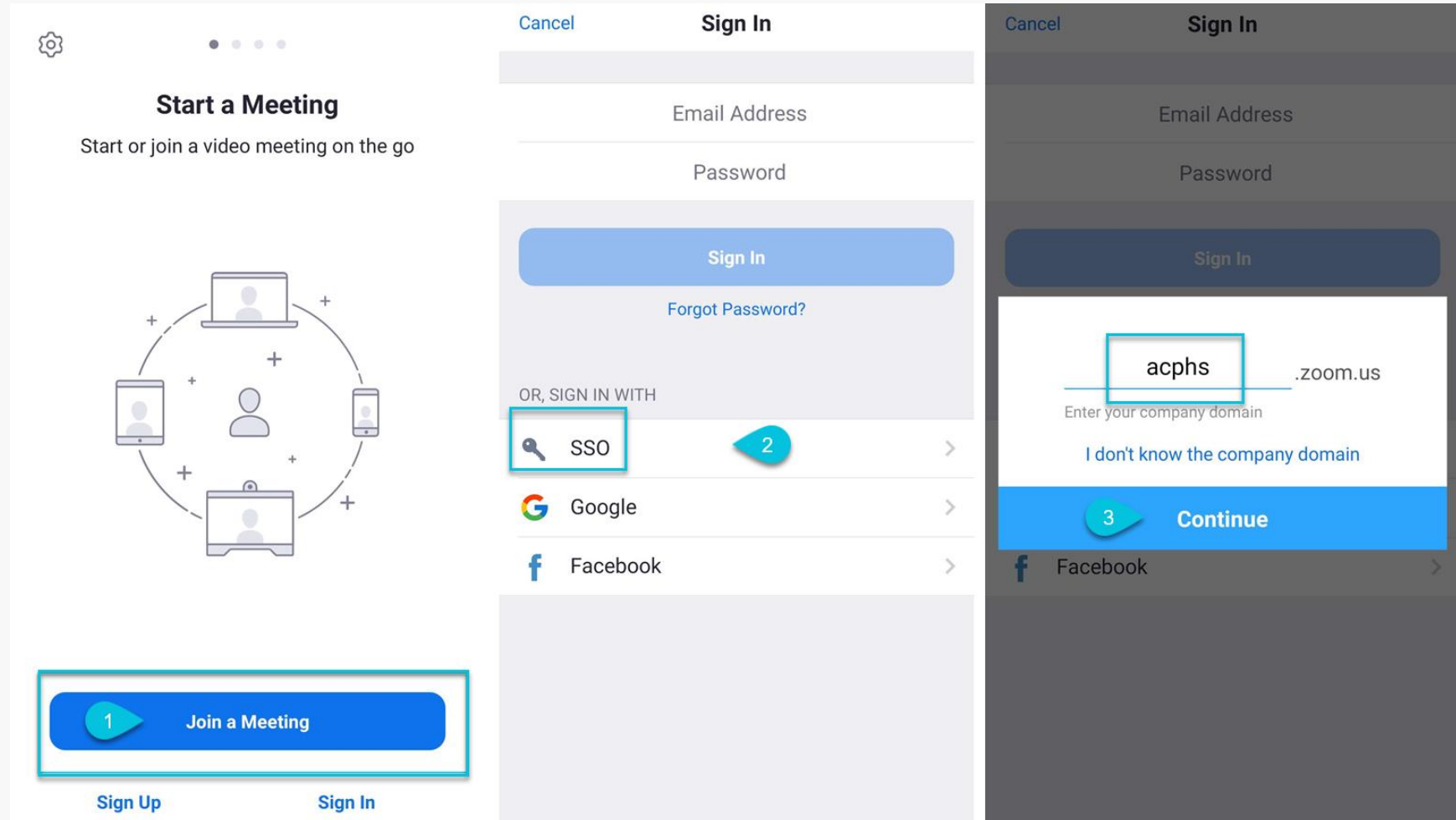
Zoom Mobile App

Zoom Cloud Meeting App

iOS

Android

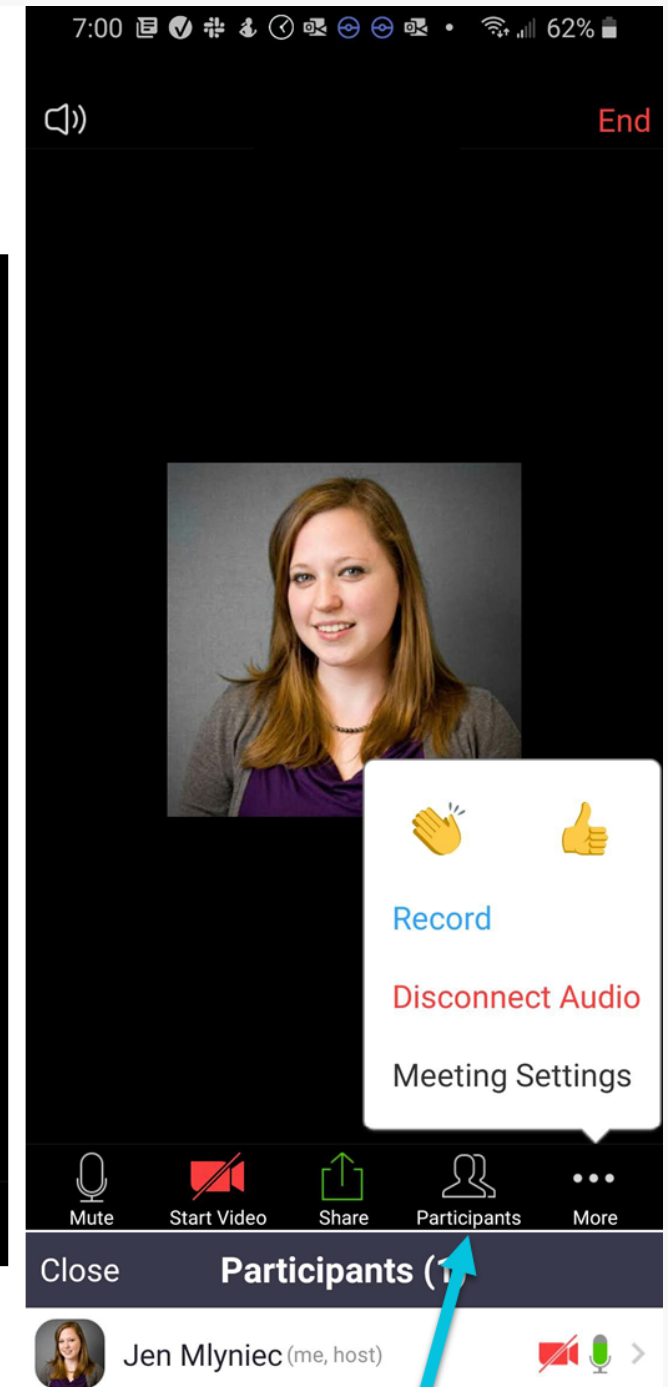
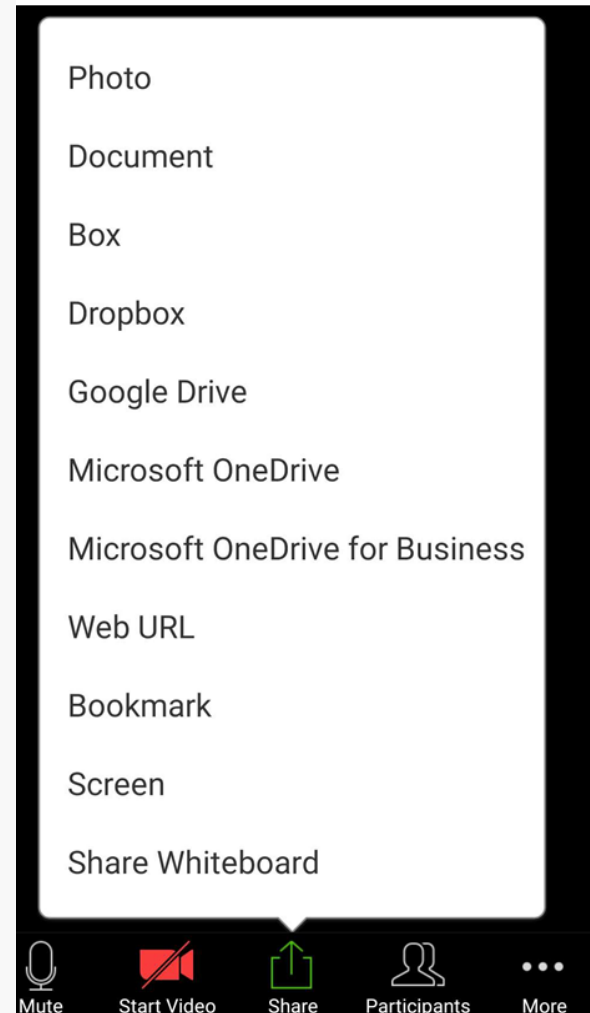
Use your ACPHS
Username and
Password



Features

Pros- video, audio, chat,
and reactions

Cons- No Breakout rooms
or Polling.



Activity #4 - 5:00 min

After Webinar:

1. Download Zoom App to a mobile device
2. Login with the SSO
3. Allow Zoom to access your Microphone and Camera
4. Start a meeting and tryout the controls



Review

- [Zoom Global Settings](#)
- [Zoom Meeting within Canvas](#)
- [Managing Participants](#)
- [Polling](#)
- [Screen Share](#) and [Annotation](#)
- [Whiteboard](#)
- [Breakout Rooms](#)
- Zoom Mobile App ([iOS](#) and [Android](#))

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Thank you!

bit.ly/cilacphs