Virtual Training Onboarding: Getting Started with Zoom
Meeting Basics

Agenda

or

Mute

Unmute
Meeting Basics

1. Locate the meeting toolbar by moving your mouse to the bottom of the meeting window.

2. Select Participants.

3. Click on the icons to respond to questions or to interact during training.
Getting Started

1. www.zoom.us

2. Zoom: K-12 free account link
Scheduling a meeting

Video: Scheduling a Meeting
Meeting Basics

Screen Sharing

Select a window or an application that you want to share.
To leave full screen mode – press Esc
zoom Meeting Basics
Let’s discuss

Student management considerations for online classes

Scenario 1:
One of your students is sitting in a noisy coffee shop and another joined from home with their children watching TV in the background.

Scenario 2:
During your online class you find that too many students are talking at the same time and it is difficult to hear what is being said and who is speaking.
Schedule Meeting

1. **Schedule Meeting**
   - **Meeting**
   - **Recording**
   - **Telephone**

   - **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

   - **Join before host**
     - Allow participants to join the meeting before the host arrives

   - **Use Personal Meeting ID (PMI) when scheduling a meeting**
     - You can visit Personal Meeting Room to change your Personal Meeting settings.
Schedule Meeting

- Schedule Meeting
  - In Meeting (Basic)
  - In Meeting (Advanced)
  - Email Notification
  - Other

- 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 instant meetings
  A random password will be generated when starting an instant meeting.

- 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.

- Mute participants upon entry
  Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

- Upcoming meeting reminder
  Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.
In Meeting (Basics)

- **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

- **File transfer**
  - Hosts and participants can send files through the in-meeting chat.
In Meeting (Basics)

Feedback to Zoom
Add a feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting.

Display end-of-meeting experience feedback survey
Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong.

Allow host to put attendee on hold
Allow hosts to temporarily remove an attendee from the meeting.

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

Disable desktop/screen share for users
Disable desktop or screen share in a meeting and only allow sharing of selected applications.
In Meeting (Basics)

- 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

- Allow removed participants to rejoin
  - Allows previously removed meeting participants and webinar panelists to rejoin

- In Meeting (Advanced)
  - Breakout room
    - Allow host to split meeting participants into separate, smaller rooms
  - Remote support
    - Allow meeting host to provide 1:1 remote support to another participant
In Meeting (Advanced)

- Breakout room
  - Allow host to split meeting participants into separate, smaller rooms.

- 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.

- Front camera control
  - Allow another user to take control of your camera during a meeting.

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

- Identify guest participants in the meeting/webinar
  - Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests.
<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule Meeting</td>
<td>Auto-answer group in chat: Enable users to see and add contacts to auto-answer group in the contact list on chat. Any call from members of this group will be automatically answered.</td>
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<td>In Meeting (Basic)</td>
<td>Default email when sending email invites: Allow users to invite participants by email only by using the default email program selected on their computer.</td>
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<td>In Meeting (Advanced)</td>
<td>Use HTML format email for Outlook plugin: Use HTML formatting instead of plain text for meeting invitations, scheduled with the Outlook plugin.</td>
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<td>Email Notification</td>
<td>Allow users to select stereo audio in their client settings: Allow users to select stereo audio during a meeting.</td>
</tr>
<tr>
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<td>Allow users to select original sound in their client settings: Allow users to select original sound during a meeting.</td>
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<td>Attention tracking: Lets the host see an indicator in the participant panel if a meeting/webinar attendee does not have Zoom in focus during screen sharing.</td>
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<td>Waiting room: Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.</td>
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<td>Show a &quot;Join from your browser&quot; 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.</td>
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Email Notification

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<td>Notify host and participants when the meeting is cancelled</td>
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- When attendees join meeting before host
- Notify host when participants join the meeting before them
Other

Schedule Meeting
- In Meeting (Basic)
- In Meeting (Advanced)

Email Notification

Other

Blur snapshot on iOS task switcher
Enable the option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot displays the preview screen in the iOS tasks switcher when multiple apps are open.

Invitation Email
Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.

Choose email language to edit: English
Send me a preview email

Schedule Privilege
You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to:
- No one
- I can schedule for:
- No one

Integration Authentication
key: LTwiUL76xSK-WC06C-8L3w
Secret: H3ahQ5lpwPnovuzoa0dbh7zwwX0jXAdwo2

Regenerate
Let’s discuss

Online class logistics

• How will you communicate with students?
• How often will the class meet?
• What is the structure of the class?
Suggestions/Ideas for Teachers

- Turn on your camera. Your students come to class to see you! Having your camera on increases the sense of connection and relationship between teachers and students. Encourage them to turn on their cameras too when possible.
- Microphones – if you have a large group attend, be sure you know how to quickly and easily mute all so that background noise does not distract from the lesson. With small groups, encourage students to participate with microphones on.
- Make sure your students can hear you – before jumping in, ask for confirmation they can hear you loudly and clearly. Adjust if needed. The same goes when sharing your screen. Make sure they can see it before proceeding.
- Take the first 10 minutes of every lesson to talk through how to use your platform of choice – where the mute and unmute buttons are, where the chat box is, how to change chat from private message to whole group and back.
Suggestions/Ideas for Teachers

• Spend time at the beginning and/or end for water cooler chat. Don’t miss out on building relationships.
• Engage, engage, engage! Stay away from lecture-based. Do not go more than 5-10 minutes without engaging students with interaction.
• Feeling brave? Use a variety of your platform’s tools such as polls, quizzes, breakout rooms, annotation tools, virtual whiteboards etc.
• Not feeling brave? Practice using the web meeting platform with colleagues, friends, or family first and keep it simple.
• Decide if you will record the lesson or not. The recording provides a great archive for students to refer back to 24/7. If your program is large and you offer the same class or lesson multiple times, record each and use the best version to share/save.
• Greet students as they log in – students can often feel “invisible” in online classes so by greeting students as they log in, by name, you help them feel welcomed and seen
• Have tech-savvy students? You can give them control to share their screen or takeover yours
Training Resources

Webinar: Zoom Phone
Let’s discuss

Concerns and Questions