Using *Zoom* for Teaching Part Two

EFNEP and CFHL, UC Staff

April 22, 2020

CalFresh Healthy Living | University of California

EFNEP Expanded Food and Nutrition Education Program | 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

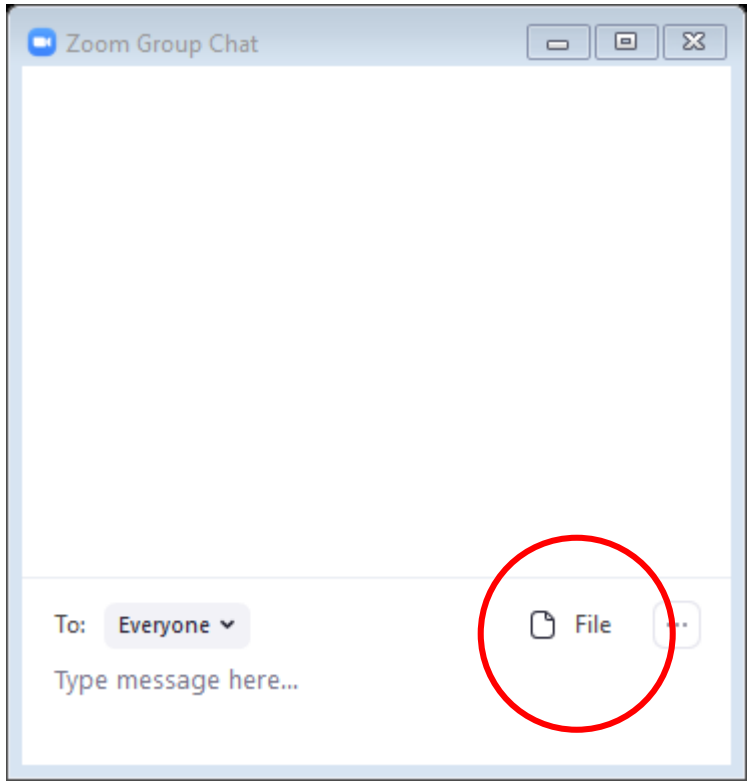
Note: may need to re-mute participants after breakouts

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

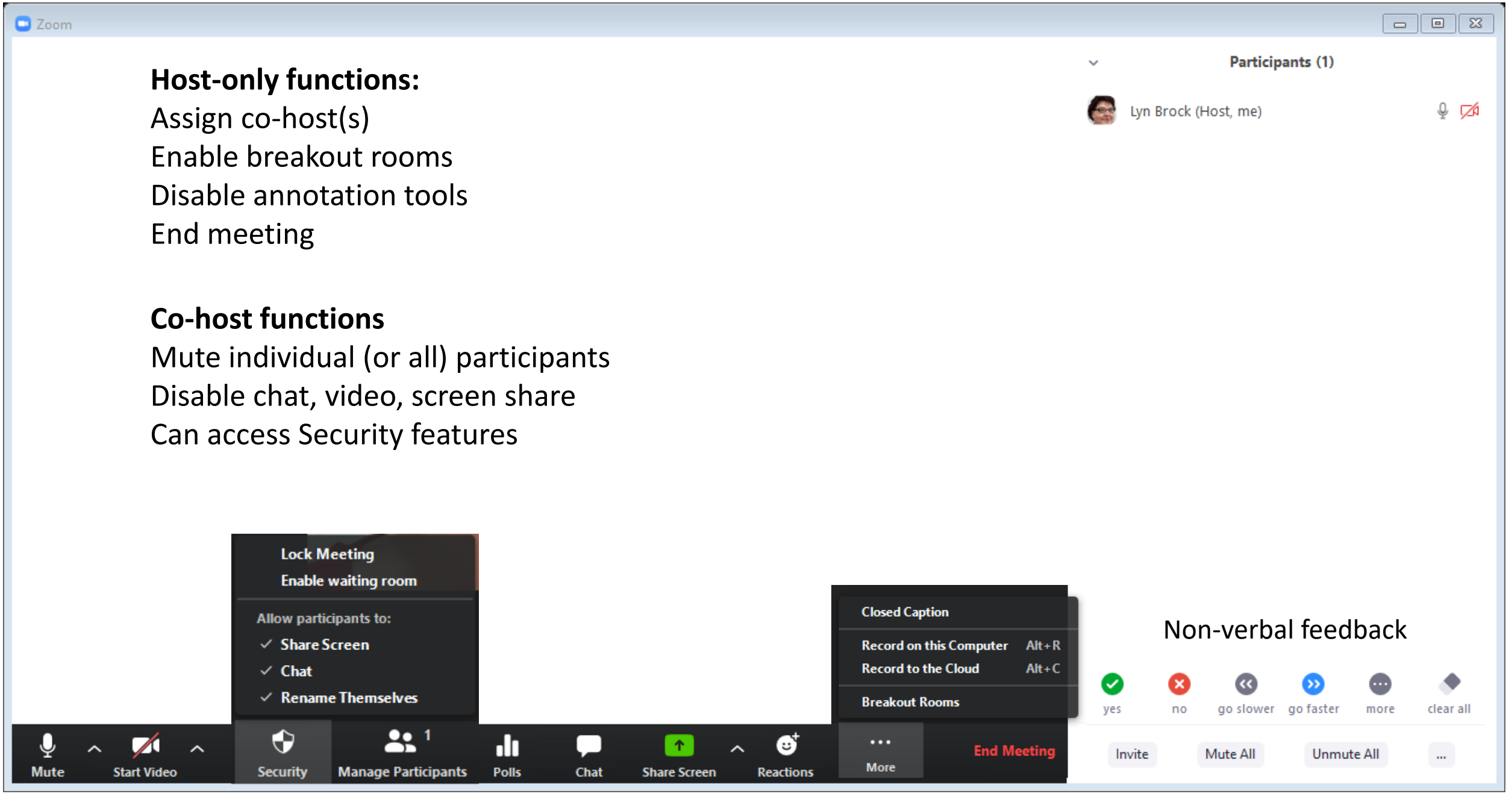
Share screen – can choose ‘side-by-side mode’
Screen share controls at top won’t block video thumbnails

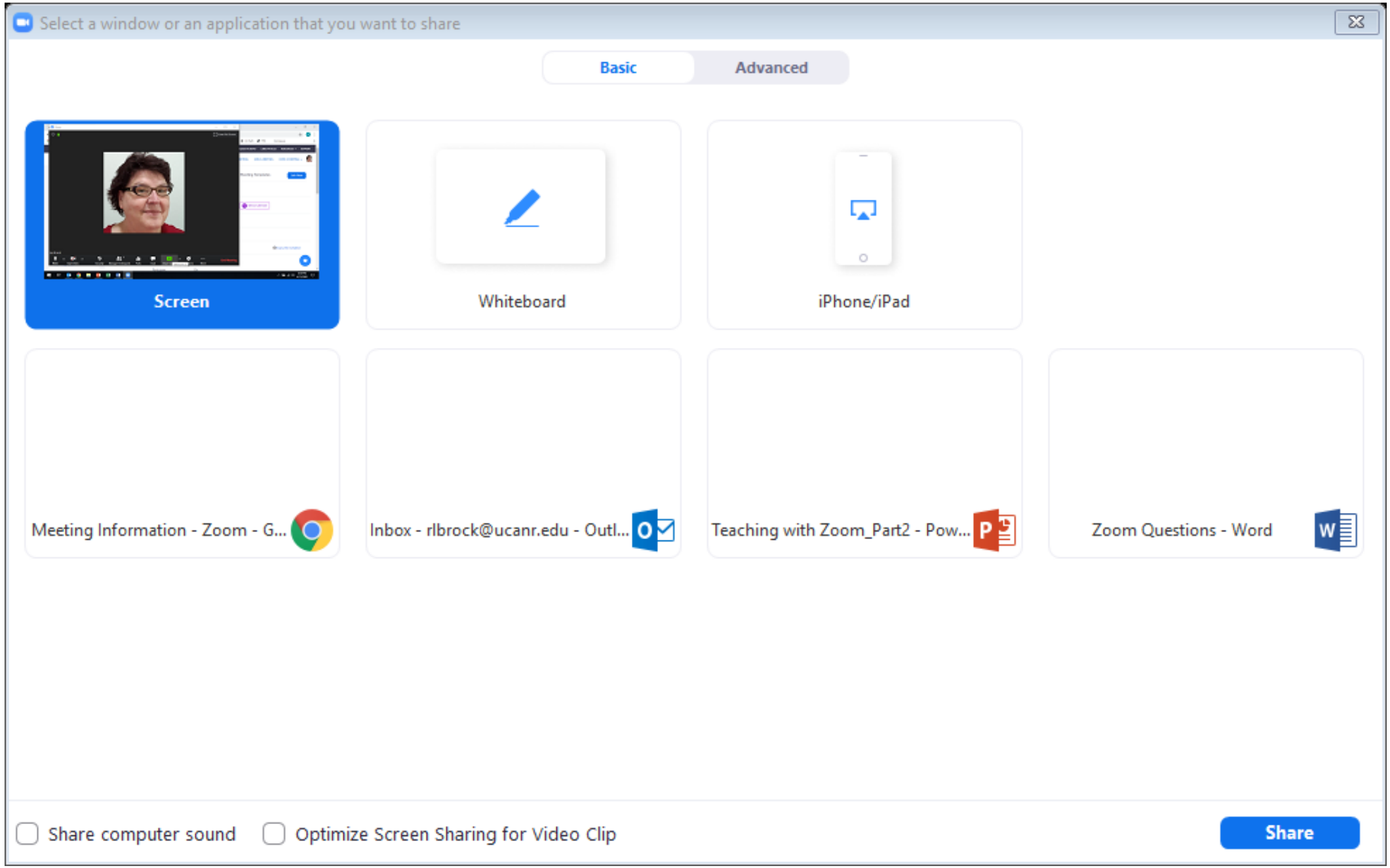
Recording – ‘Record video during screen sharing’

Virtual Background – can add backgrounds

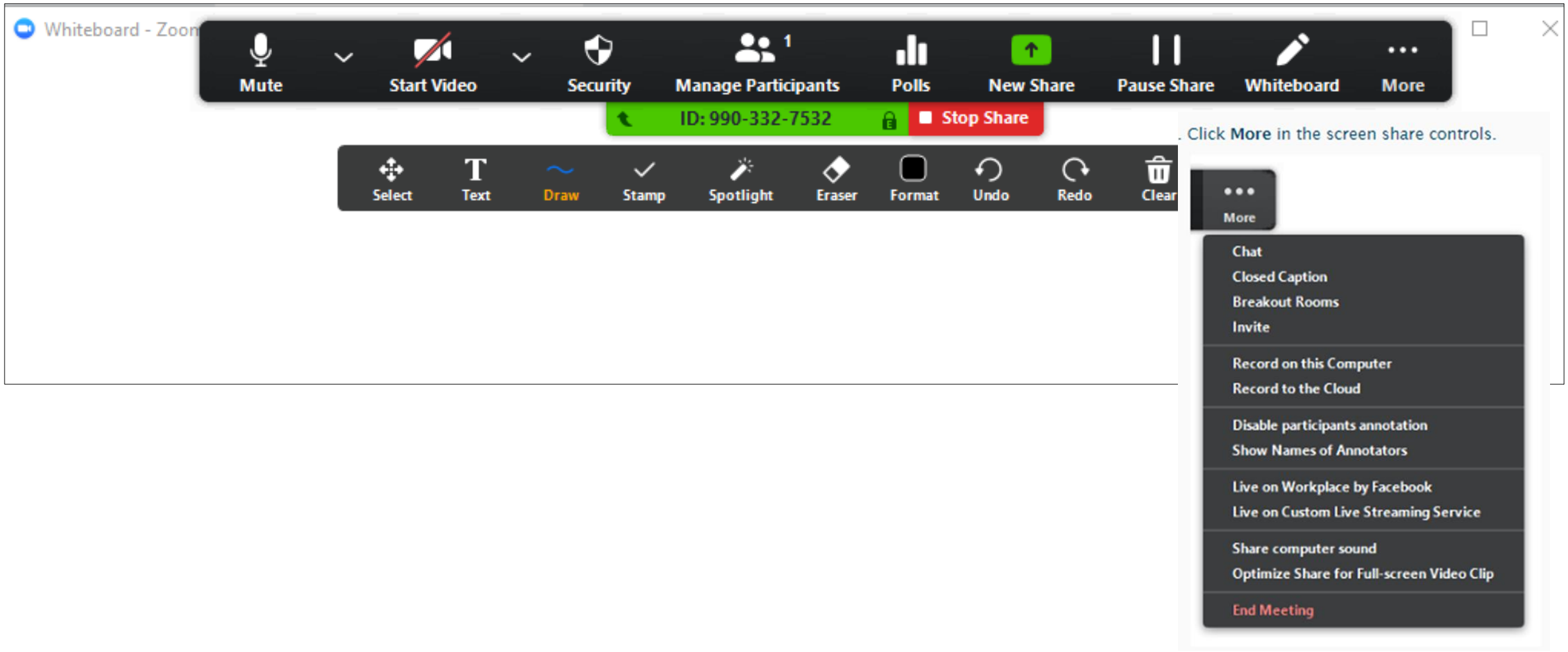
Host-only functions:
Assign co-host(s)
Enable breakout rooms
Disable annotation tools
End meeting

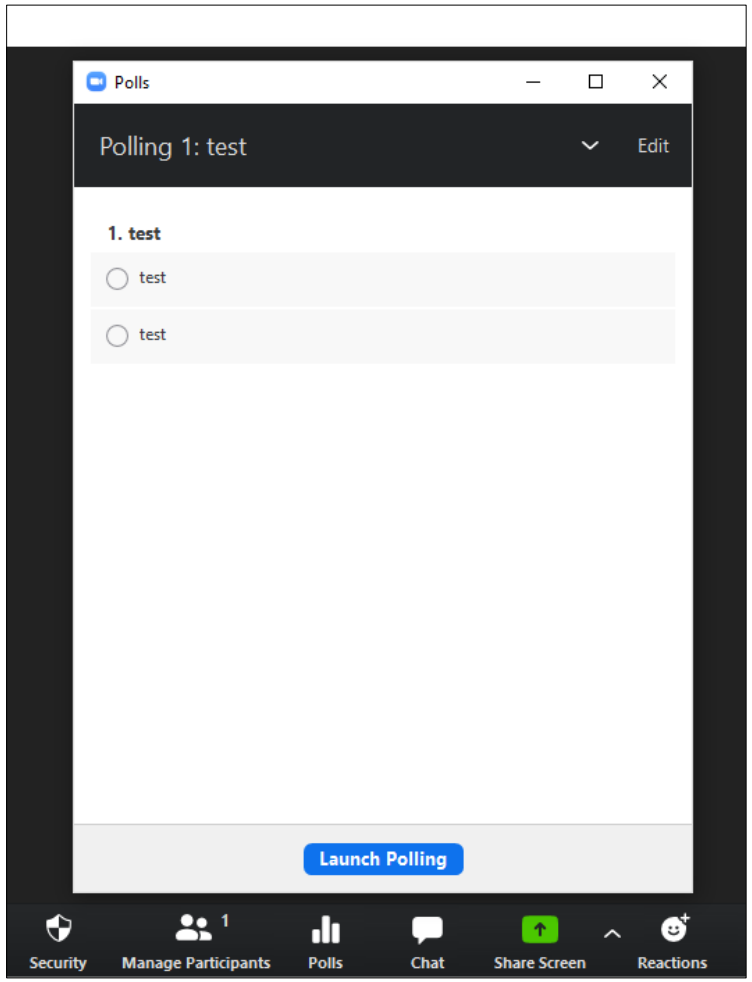
Co-host functions
Mute individual (or all) participants
Disable chat, video, screen share
Can access Security features

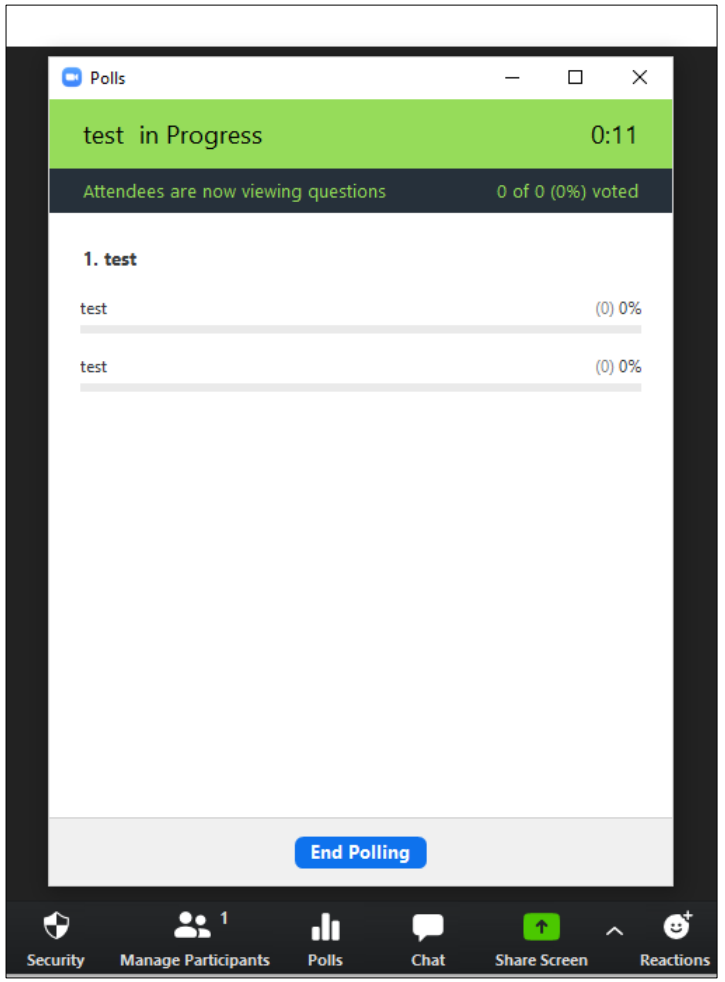


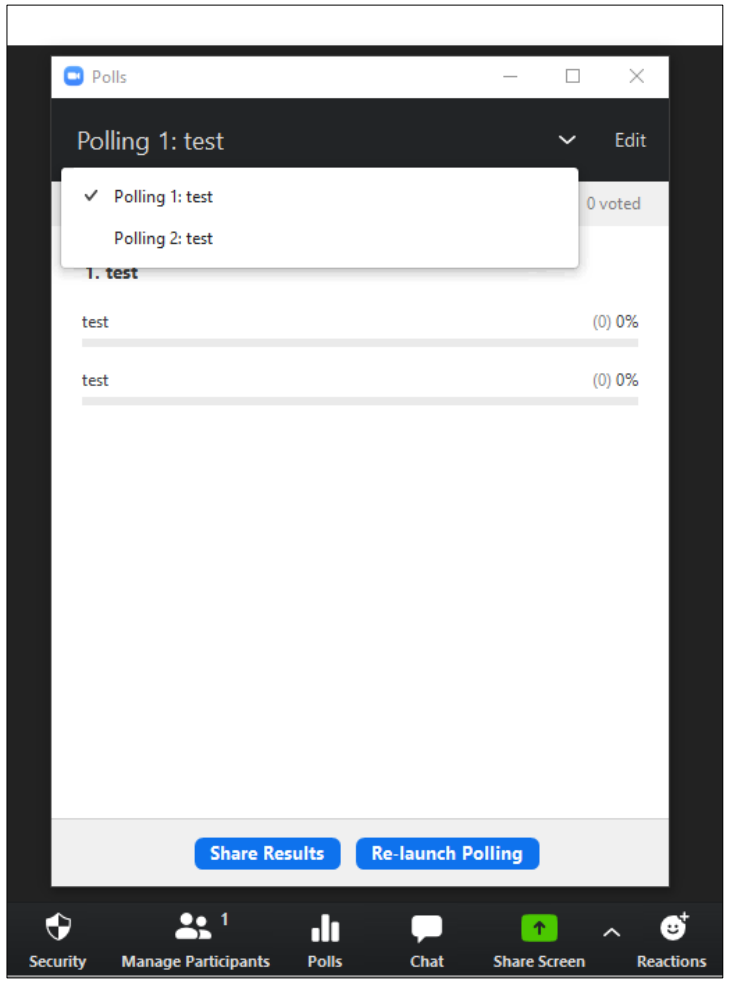

Select a window or an application that you want to share
Basic
Advanced
Screen
Whiteboard
iPhone/iPad
Meeting Information - Zoom - G...
Inbox - rlbrock@ucanr.edu - Outl...
Teaching with Zoom_Part2 - Pow...
Zoom Questions - Word
Share computer sound
Optimize Screen Sharing for Video Clip
Share

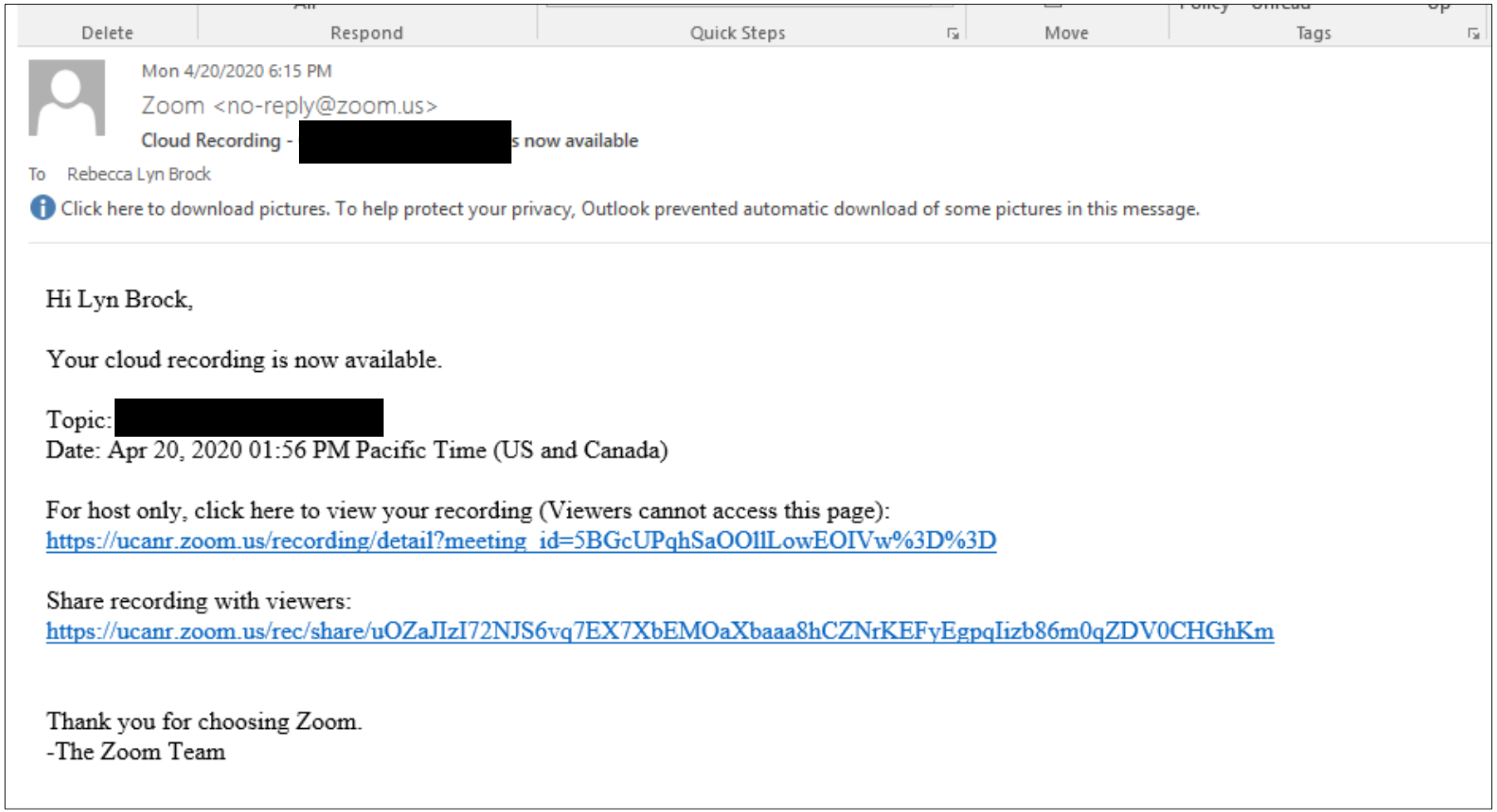
New Share: Switch to different share

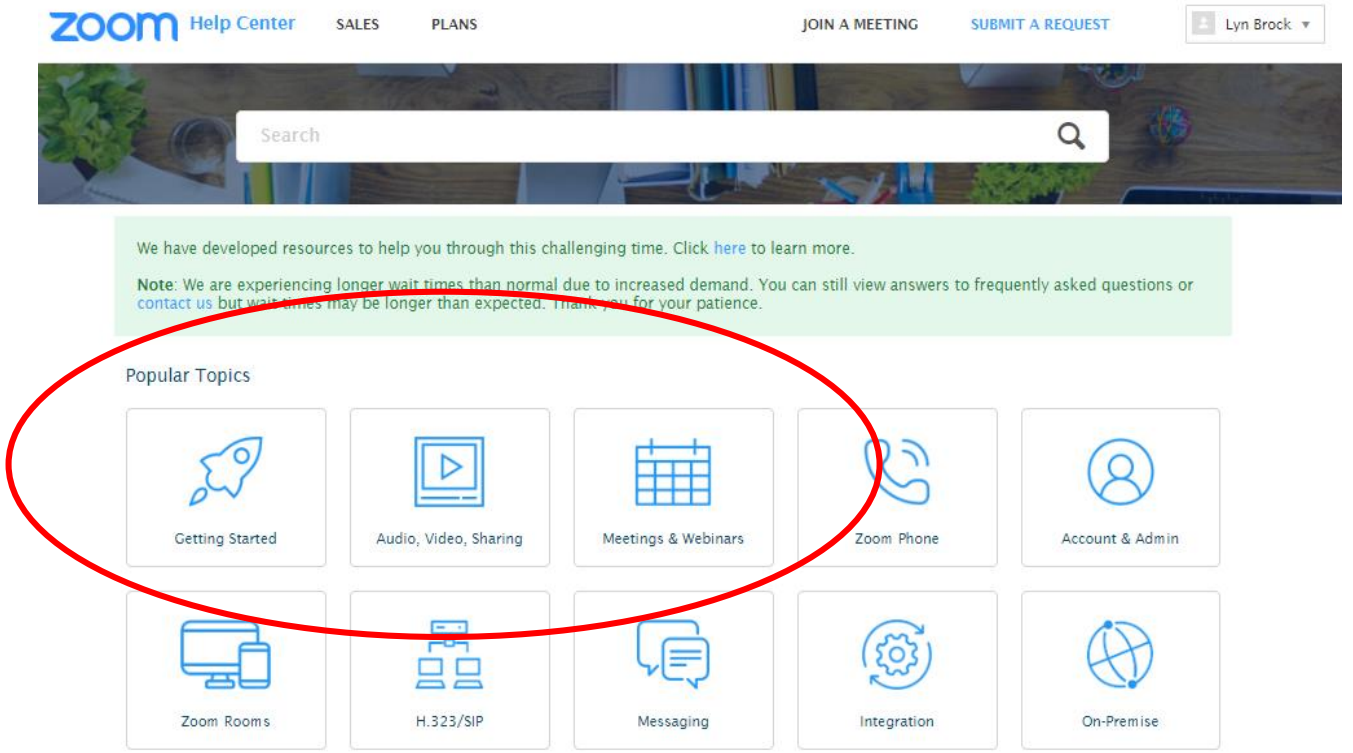



Polls
Polling 1: test
Edit
1. test
test
test
Launch Polling
Security
Manage Participants
1
Polls
Chat
Share Screen
Reactions


Polls
test in Progress
0:11
Attendees are now viewing questions
0 of 0 (0%) voted
1. test
test
(0) 0%
test
(0) 0%
End Polling
Security
Manage Participants
1
Polls
Chat
Share Screen
Reactions


Polls
Polling 1: test
Edit
Polling 1: test
Polling 2: test
0 voted
1. test
test
(0) 0%
test
(0) 0%
Share Results
Re-launch Polling
Security
Manage Participants
1
Polls
Chat
Share Screen
Reactions


Delete
Respond
Quick Steps
Move
Tags
Mon 4/20/2020 6:15 PM
Zoom <no-reply@zoom.us>
Cloud Recording - [redacted] s 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=5BGcUPqhSaOOllLowEOIVw%3D%3D
Share recording with viewers:
https://ucanr.zoom.us/rec/share/uOZaJIzI72NJS6vq7EX7XbEMOaXbaaa8hCZNrKEFyEgpqIizb86m0qZDV0CHGhKm
Thank you for choosing Zoom.
-The Zoom Team



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_I1lId3N_Xl77fKDzSXe

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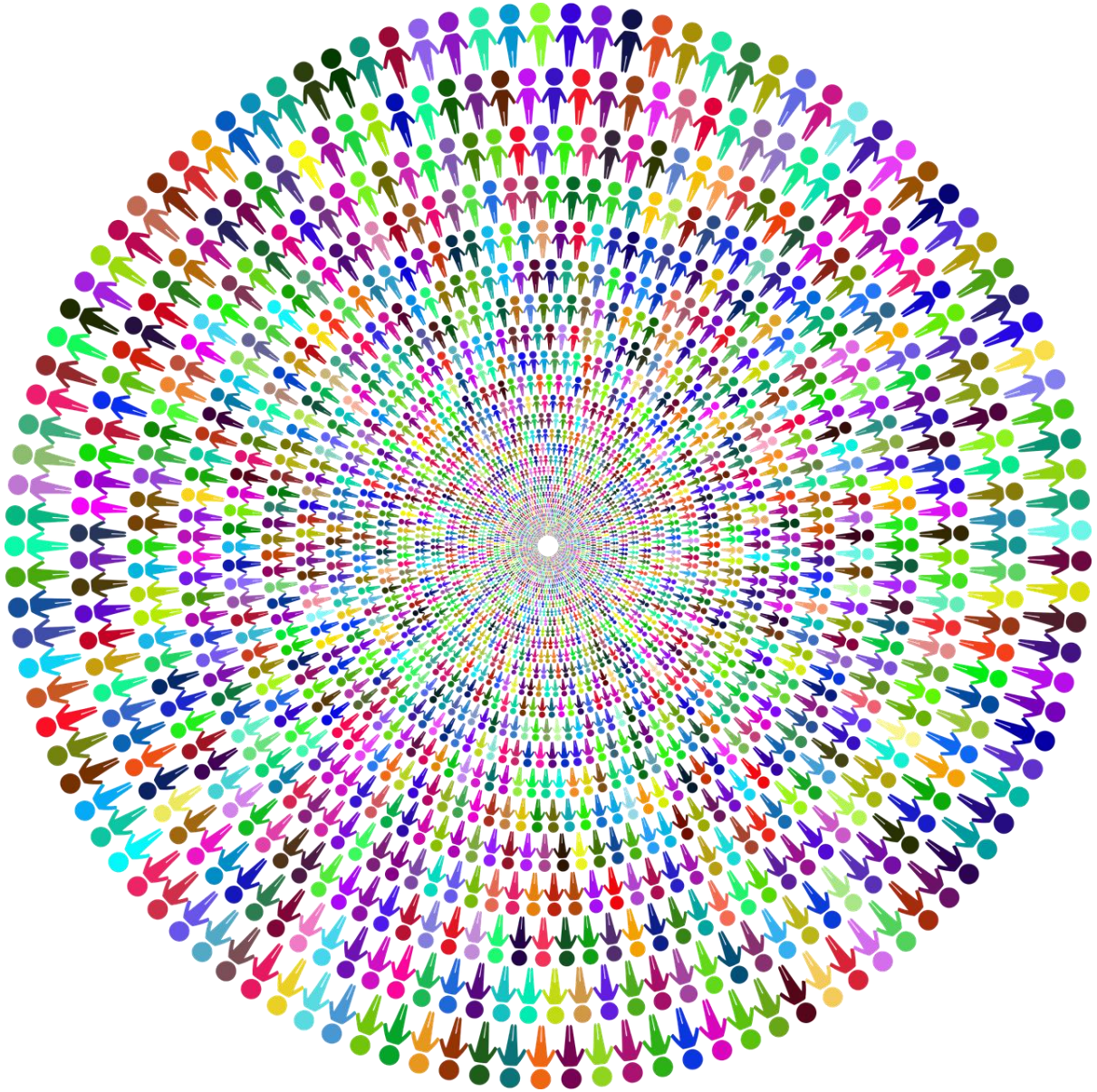

We're in this together!

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