

# Zoom Quick Tips

## for Teachers

### Settings for smooth classes

#### Scheduled meeting

- Mute participants on entry. Cuts down the noise of students shuffling papers and getting settled in.

#### In Meeting (Basic)

- Turn on Play a Sound when participants join or leave. This helps you know what students are doing while you are screen sharing.
- Chat- if used:
  - Turn off Private chat.
  - Turn on Auto Saving Chat. This saves a chat “transcript” after you end the meeting.
- Turn on Polling. A poll is a great break for you and your students and gives you time to transition between parts of a lesson. All poll questions are stored in your Personal Meeting Room.
- Turn on Screen Share but set it to Host Only. You can always change it in the meeting if you need to.
- Unless needed for an activity, turn off Annotations so students can’t mark up your screen shares.
- Whiteboards can get chaotic and the tools may not work on Chromebooks.
- Turn on Non Verbal feedback and show your students how to use it.

#### In Meeting (Advanced)

- Breakout rooms are fun, but take practice for the teacher to use them smoothly. Great for small group discussion.
- Virtual Backgrounds are also fun but can be distracting and require a solid colored wall to work properly.

### REMINDER:

To access most of the features listed above, you must be logged into the browser version of Zoom, rather than the desktop app.



## Controlling things during a meeting

Spend 2 minutes going over the controls with your students.

Let them know that they will always be muted by default when they enter a meeting and simply need to press and hold the **SPACEBAR** in order to unmute temporarily.

- **NOTE:** this works well but if the user clicks off the meeting window it stops working. They simply have to click back in the window again someplace for it to start up again.

### Participants window

- Mouse over a participant to see the “MORE” menu (three dots in the top right corner when screen sharing) which allows for muting, removing or putting on hold.
- This is where nonverbal communication cues are. Have students show you they see them by clicking the Yes button. You can clear them out by hitting the clear all button.
- At the bottom of this window is where you can quickly mute all. A handy tool when somebody is making noise and you can't find them.
- For more control you can click the More button. Here you can decide whether to allow participants to unmute themselves, rename themselves and Lock the meeting.

## Setup Your Presentation for Sharing

If only sharing a window or two, open each in its own instance of a browser. Then when you click the share button, it will be easier to find the window you want.

If you need to do multiple shares as a part of your presentation, you have two options:

- When switching shares, use that opportunity to end one share and go back to your main screen and check for understanding or questions.
- Jump immediately from shared window to shared window using the “New Share” button in the toolbar.

When sharing a browser window, hit **F11** on entry. This makes the window full screen and hides your tabs and tools. Cleaner and less distracting.

If presenting in Google Slides, launch the presentation in the browser window, then hit **SHIFT + CTRL + F** to leave it in presentation mode but show you your tools again.

Then when you share the Slides in your meeting, just hit **SHIFT + CTRL + F** again to go back to full screen mode. This keeps your audience from seeing the guts of your slideshow.

## Tips when you are sharing your screen

If you can't see the tab you need to switch to because your meeting controls are covering it, hit **SHFT + CTRL + Alt + H** to quickly toggle it off and back on as needed.

You can hit the "More" menu and turn off your participants video windows as well if you need to see under them.

If you forgot to turn off annotations for participants in settings, you can also turn it off in your meeting controls "More" settings.

If you play a video in your share and there is no sound for participants, click "More" and choose "Share Computer Sound."

### Pre-Meeting Checklist

- Mute Participants Upon Entering
- Turn Off Private Chat Capabilities
- Turn Off Annotations for Participants
- Create Poll Questions Needed for the Lesson
- Enable Host Only Screen Sharing
- Turn On Play A Sound
- Turn On Nonverbal Feedback
- Close Out of Unnessary Browser Tabs
- Open Slide Presentation

### Keyboard Shortcuts

#### **F11**

Makes your current window full screen

#### **SHFT+CTRL+F**

Launches presentation mode for Google Slides

#### **Spacebar**

Quickly unmutes participant temporarily

#### **SHFT+CTRL+ALT+H**

Toggles meeting controls on and off



A Zoom account is only needed for the meeting/class host and up to 300 participants can join at a time. Zoom accounts are available and included with your Full MSP so you can set up an account at no additional cost to your school. Members with a Basic MSP can purchase licenses at a discounted rate.