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Keeping Our Families and Communities Healthy

COVID-19 Virtual Training Academy
Zoom Functionality

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4. Changing your name
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10. Closed Captioning
11. Other Features (Spotlight View, Reactions, Recordings)
Zoom #1: Creating a Reoccurring Meeting

Step 1) Log into your zoom account
Step 2) Click on the Meetings tab
Step 3) Click on Schedule a Meeting
Step 4) Enter your Meeting Information
Step 5) Click the Recurring Meeting
Step 6) Click Save and you should be able to copy the invitation link
Zoom #2: Registration List

Step 1: When creating your meeting make sure to check the box under registration which says required

Step 2: You should now see a registration tab at the bottom of the screen this will tell you how many people have registered. You can also edit the registration settings here.
Zoom #2: Custom Registration Questions

Step 1: Click on your meeting title

Step 2: Go to the registration tab at the bottom of the screen

Step 3: Click on edit in the registration options section

Step 4: You will now see a pop-up with registration, questions, and custom question

Step 5: In the Questions tab you can check mark some generic information you would want attendees to fill out

Step 6: You can also add custom questions such as county or title in the Custom Questions tab.
Zoom #3: Managing Attendees

Ways to stop uninvited guests from entering your meeting:

- Enable the waiting room (can be done in meeting settings)
- Do not share your meeting link publicly
- Only allow host to screenshare
- You can put someone who is being disruptive on hold
- Can configure your meeting to mute participants upon entry

Zoom Guide: https://blog.zoom.us/keep-uninvited-guests-out-of-your-zoom-event/
Zoom #4: Changing your name

It’s often useful to have people add to or change their name to quickly identify who is who or indicate where they are joining from. This is particularly helpful when creating break-out rooms.

You can ask people to add an abbreviation before their name in zoom, such as:

- L = Lead
- CL = co-lead
- A = assistant
- F = facilitator

Zoom Guide: [https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-Profile](https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-Profile)
Profile

First Name: Maeve
Last Name: Forster

Department:
e.g. Product

Job Title:
e.g. Product Manager

Company:
Company/Organization Name

Location:
e.g. San Jose

Save Changes  Cancel
Zoom #5: Sharing your screen

Maeve Forster - TEST
Select the option you want

Make sure to select the two options below if you plan to share a video!

- Share computer sound
- Optimize Screen Share for Video Clip

Share
Notice the green box around what is being shared.
Zoom action bar will be at the top of the screen.

If you don’t see it, move your mouse around the top of the screen to get it to drop down.

Clicking “More” will give you the additional options, like Chat and Breakout rooms.
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Zoom #5: Advanced Screen Share Option

Useful for:

• Making your slides a virtual background
• Portion of screen
• Sharing sound only
• Sharing a 2nd camera to write in real time
Zoom #5: Using portion of screen share

• When you click on the portion of screen share option you can modify the green box to only show some of your screen

• Really useful for ppt presentations as you can have the green box only encompass your ppt slide

• This allows you to read your notes while presenting only your slide on zoom
Zoom #6: Using Whiteboard/Annotations

• Useful for drawing or working out solutions on blank space
• Click on screenshare
• Click on the whiteboard option under the basic tab
Zoom #6: Using Whiteboard/Annotations

• Once you click on the whiteboard option
• You will see a white screen popup
• You can click on the options to annotate as necessary
• The host of the meeting can also allow meeting participants to annotate the whiteboard
Zoom #7: Launching Polls

Great feature to keep learner engagement during presentations

Zoom guide (video): https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings
Use the down carrot to show the list of questions available.
Poll 1: Question 1 - poll visibility

Poll 2: Question 2 - ice cream

Poll 3: Question 3 - alternative activity

Poll 4: Question 4 - pets

No...but I see a unicorn!
Once you have selected the questions, click “Launch poll” to launch the poll for all participants.
Notice the top bar lets you know attendees can now view the questions and there is a timer showing you how long the questions has been visible.

Poll:

1. Can you see this poll?
   - Yes: 0 votes (0%)
   - No: 0 votes (0%)
   - No...but I see a unicorn!: 0 votes (0%)
Click “end poll” to end the poll.
Click “share results” to share the results with the participants.
Click “stop sharing” to stop sharing the results with the participants.

The poll box may stay visible for co-hosts, but will disappear for participants.
At this point, either:
- close the box
- select another question
- Re-launch the poll
Zoom #8: Breakout Groups

Creating Breakout Groups is a great tool to allow for interactive activities and small group conversations. Before creating a meeting link, make sure this feature is enabled in your Zoom settings:

If you are assigning facilitators to each group, it can take a bit of time, so suggest someone starts to build breakout groups as early in a meeting as feasible so they are ready to launch.
Click “Create Breakout Rooms” to create the list of rooms and participants in each room. This does not move people into rooms yet, but creates them so you can do additional adjustments.
Click “move to” or “exchange” to move participants between breakout rooms.

“Move to” will just remove the participant from one room and add them to another. Ex: moving Art to BR 2, would leave 2 participants in BR 1 and 4 participants in BR 2.

“Exchange” will allow you to have two participants switch spots. Ex: exchanging Art with Calen, will leave 3 participants in both breakout rooms.
Checking this box, means when you hit “Open All Rooms”, participants will be automatically moved into their breakout room.
Checking this box means when a participant hits “leave” they have both the option to “leave the meeting” as well as “return to the main room”
This allows you to set a timer for the breakout room session. Participants will also be able to see this clock and know how much time is left.
This means that the host will receive a notification that time is up.

At this point they can pull everyone back or allow rooms to close according to the countdown timer, if it has been set.
Checking this box means that participants will be automatically brought back to the main room after a selected number of seconds have elapsed after closing the breakout rooms.

A timer will pop up for participants, indicating they have 30 seconds before they are automatically brought back to the main room.
Button will be green when you have participants in rooms
Click on this to write a message which will be shown to participants in all breakout rooms.
Participants not in a breakout room, will be listed under a drop down menu title “Unassigned”.

This will be a list above the Breakout Room 1.

Often this happens if people join the meeting after you have already started creating the break out rooms or if they accidently leave the meeting and are rejoining.
Click “Close All Rooms” to close all the breakout rooms and have participants return to the main room.
You can invite the host to this Breakout Room for assistance.
Zoom #9: Webinar Q&A

If utilizing zoom webinar rather than zoom meeting, there will be a Q&A Box where you have participants ask questions. Hosts can monitor the Q&A and respond via text or mark a question to be answered “live.”
Zoom #10: Closed Captioning

Zoom has recently added a closed captioning option. In order to use this feature, you must first enable “closed captioning” in your zoom meeting advanced account settings:

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

**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
You can modify the font size and other custom features in the accessibility section of your account settings.
Closed Captioning: Additional Options

A few alternatives for closed captioning, as not all organizations allow for this setting to be enabled in zoom.

1. Enable through power point
2. Upload and share using google slides
3. Participants can use [https://webcaptioner.com/](https://webcaptioner.com/)
Through Powerpoint
Test
Through
Google Slides
FREE CAPTIONING RIGHT IN YOUR BROWSER.

Web Captioner makes your event, speech, classroom lecture, or church service accessible with real-time captioning.

START CAPTIONING

OR IS IT TOTAL FROM THOUSAND DOLLARS AND GETS A BONUS SPIN ON THE BONUS SPIN THE CONTESTANT CAN WIN ADDITIONAL MONEY

START CAPTIONING

LET THERE BE ACCESSIBILITY

A 1962 APPEARANCE ON A BOOK REVIEW SHOW ON WHAT WAS THEN THE NATIONAL
THEN YOU CAN SEE SUBTITLES
Zoom #10: Additional Features

• Recordings
  • Must be enabled when scheduling a meeting the host/co-hosts can then hit the record button on the bottom of the zoom screen. It can be helpful to have two people record in case there is an issue saving a recording

• Spotlight View
  • Can be utilized with panelists is available in the view options of zoom

• Reactions Button
  • Can be utilized as emojis during the zoom meeting
Additional Resources

Guides produced by Zoom: https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started

UCSF Zoom Guides: https://meded.ucsf.edu/ZOOM