



california
CONNECTED

Keeping Our Families and Communities Healthy

COVID-19 Virtual Training Academy

Zoom Functionality

1. Creating a Reoccurring Meeting
2. Registration List/Custom Registration Questions
3. Managing Attendees
4. Changing your name
5. Share your screen/Advanced Screen Share Options
6. Whiteboard/Annotation Functions
7. Launch Polls
8. Facilitating Break out rooms
9. Webinar Q&A
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

The screenshot shows the Zoom 'Schedule a Meeting' page. At the top, there's a navigation bar with the Zoom logo, 'SALES', 'PLANS', 'JOIN A MEETING', and 'HOST A MEETING' with a dropdown arrow. Below this, the breadcrumb 'My Meetings > Schedule a Meeting' is visible. The main section is titled 'Schedule a Meeting'. It contains several input fields: 'Topic' with the value 'My Meeting', 'Description (Optional)' with the placeholder 'Enter your meeting description', and 'Use a Template' set to 'None'. Below these are the 'When' section with a date of '01/23/2021', a time of '5:00', and a time zone of '(GMT-8:00) Pacific Time'. The 'Duration' is set to '1 hr' and '0 min'. At the bottom, the 'Recurring meeting' checkbox is highlighted with a red box. A blue speech bubble icon is in the bottom right corner.

Zoom #2:Registration List

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

Registration	<input checked="" type="checkbox"/> 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.

Registration	Email Settings	Branding	Poll	Live Streaming
Manage Registrants	Registrants: 0			View
Registration Options	Automatically Approved			Edit
	× Send an email to host			
	× Close registration after meeting date			
	✓ Allow registrants to join from multiple devices			
	✓ Show social share buttons on registration page			

Zoom #2: Custom Registration Questions

Step 1: Click on your meeting title

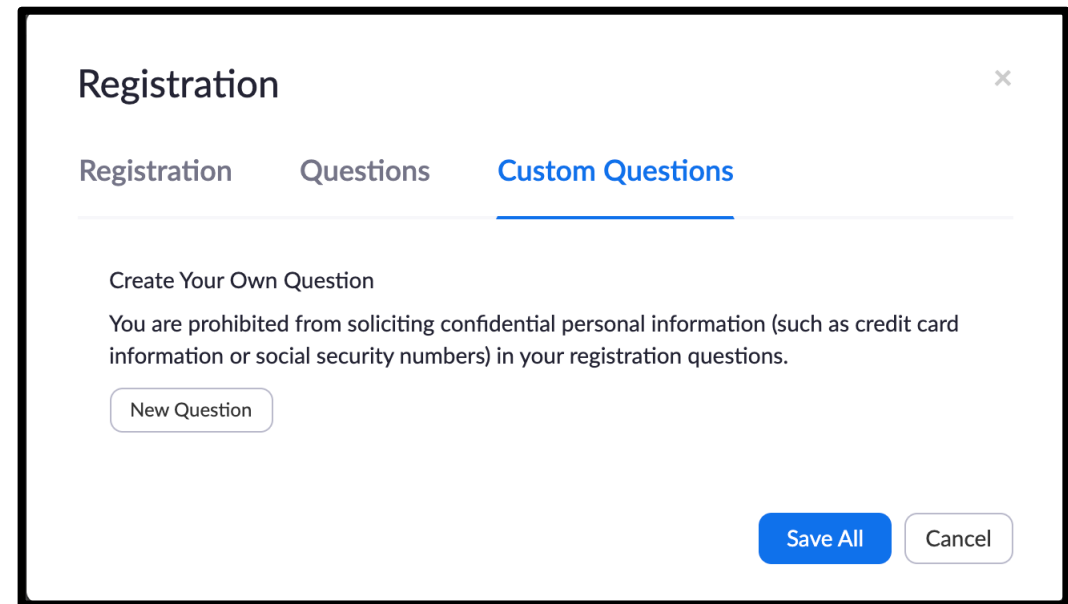
Step 2: Go to the registration tab at the bottom of the screen

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.

A screenshot of the Zoom mobile app's registration interface. The screen is titled "Registration" with a close button (X) in the top right corner. Below the title are three tabs: "Registration", "Questions", and "Custom Questions", with "Custom Questions" being the active tab. The main content area under "Custom Questions" has the heading "Create Your Own Question" followed by a warning: "You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions." Below this text is a button labeled "New Question". At the bottom right of the screen are two buttons: "Save All" (in blue) and "Cancel" (in white with a grey border).

Zoom #3: Managing Attendees

Ways stop uninvited guests from entering your meeting:

- Enable the waiting room (can be down 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>



Home

Chat

Meetings

Contacts

Search

MF



New Meeting ▾



Join



Schedule



Share Screen ▾

9:04 AM

Monday, June 08

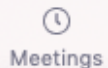
Maeve Forster- TES...



Start

1:30 PM - 2:30 PM

Meeting ID: 997 9005 7152



Search



New Meeting ▾



Schedule



General



Video



Audio



Share Screen



Chat



Virtual Background



Profile



Statistics



Feedback



Keyboard Shortcuts



Accessibility

Settings



Maeve Forster- TEST •

Single Sign On

View Advanced Features

Edit My Profile

Change My Subscription



New Meeting ▾



Schedule



General



Video



Audio



Share Screen



Chat



Virtual Background



Recording



Profile



Statistics



Feedback



Keyboard Shortcuts



Accessibility

Settings



Maeve Forster- TEST ●

Single Sign On

View Advanced Features

Edit My Profile

Change My Subscription



SALES PLANS

[JOIN A MEETING](#)

[HOST A MEETING](#) ▾



Profile



[Change](#)

Maeve Forster- TEST

Account No. 207681

[Edit](#)

Personal Meeting ID

*** ** *445 [Show](#)

[Edit](#)

https://ucsf.zoom.us/j/*****445 [Show](#)

✓ Use this ID for instant meetings

Personal Link

Not set yet.

[Customize](#)

Sign-In Email

mae***@ucsf.edu [Show](#)

[Edit](#)

Linked accounts:  

User Type

Licensed ?





SALES PLANS

[JOIN A MEETING](#)

[HOST A MEETING](#) ▾



Profile



[Change](#)

First Name

Maeve



Last Name

Forster- TEST

Phone

Select Country/Region ▾

Phone Number

Department

e.g. Product

Job Title

e.g. Product Manager

Company

Company/Organization Name

Location

e.g. San Jose

Save Changes

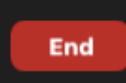
Cancel



Zoom #5: Sharing your screen

Zoom Guide (*video*): <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-in-a-meeting>

Maeve Forster- TEST



Basic

Advanced



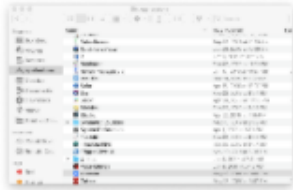
Desktop 1



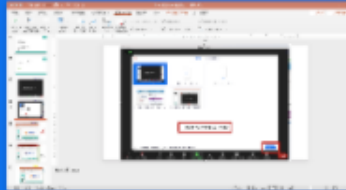
iPhone/iPad via AirPlay



iPhone/iPad via Cable



Finder - Applications



Microsoft PowerPoint - Exploring Z...

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

You are screen sharing

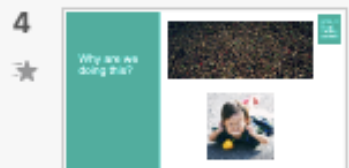
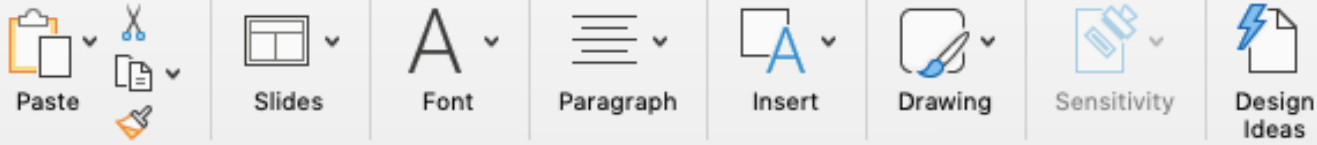
Stop Share

AutoSave OFF Exploring Zoom 6-7-20

Home Insert Draw Design Transitions Animations Slide Show Tell me

Share

Comments



Keeping Our Families and Communities Healthy

COVID-19 Virtual Training Academy

Slide 1 of 28 English (United States)

Notes

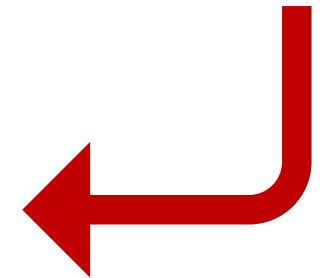
Comments



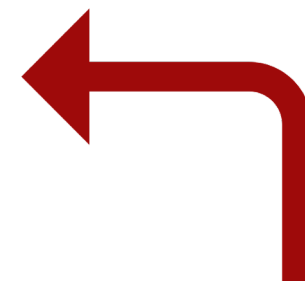
62%



Notice the green box around what is being shared



The screenshot shows a Zoom interface during a screen share. A red rectangular box highlights the top toolbar, which includes buttons for Unmute, Start Video, Security, Participants, Polling, New Share, Pause Share, and More. Below this is a green status bar that says "You are screen sharing" with a "Stop Share" button. The main window displays a presentation slide with the "california CONNECTED" logo and the text "COVID-19 Virtual Training Academy". The left sidebar shows a list of slides, and the bottom status bar indicates "Slide 1 of 29" and "English (United States)".



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


You are screen sharing Stop Share


AutoSave OFF Exploring Zoom 6-7-20


Home Insert Draw Design Transitions Animations Slide Show Tell me Share Comments


Paste Slides Font Paragraph Insert Drawing Sensitivity Design Ideas


1 
COVID-19 Virtual Training Academy

2 

3 

4 

5 

 **california**
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Keeping Our Families and Communities Healthy

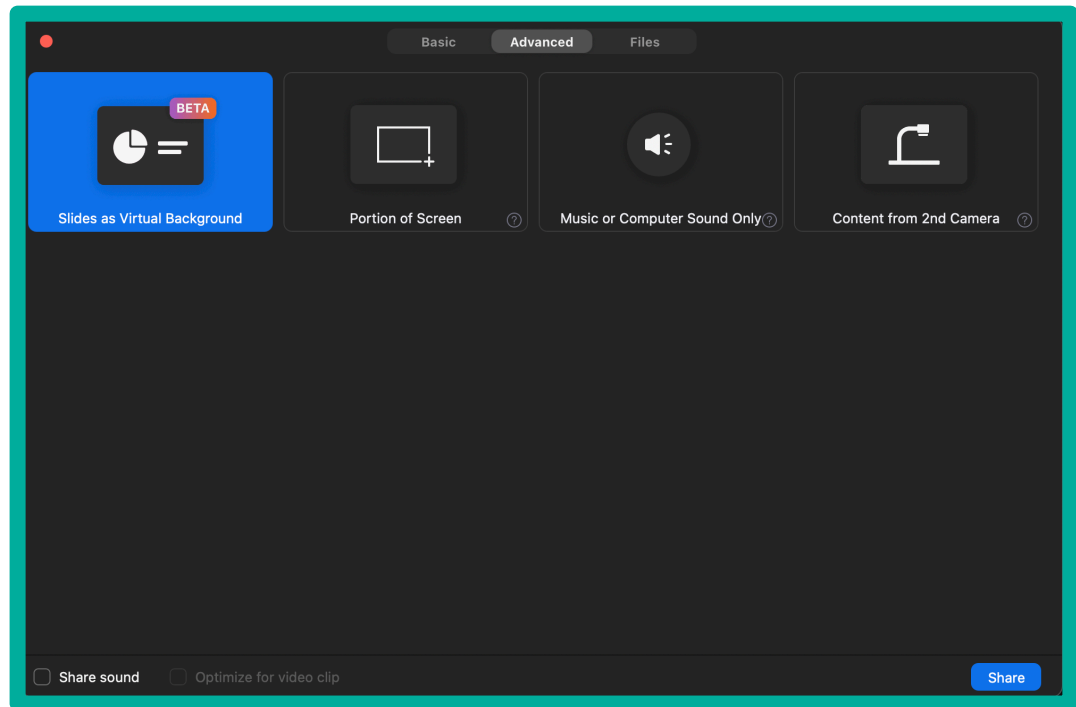
COVID-19 Virtual Training Academy

Slide 1 of 28 English (United States) Notes Comments 62%

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



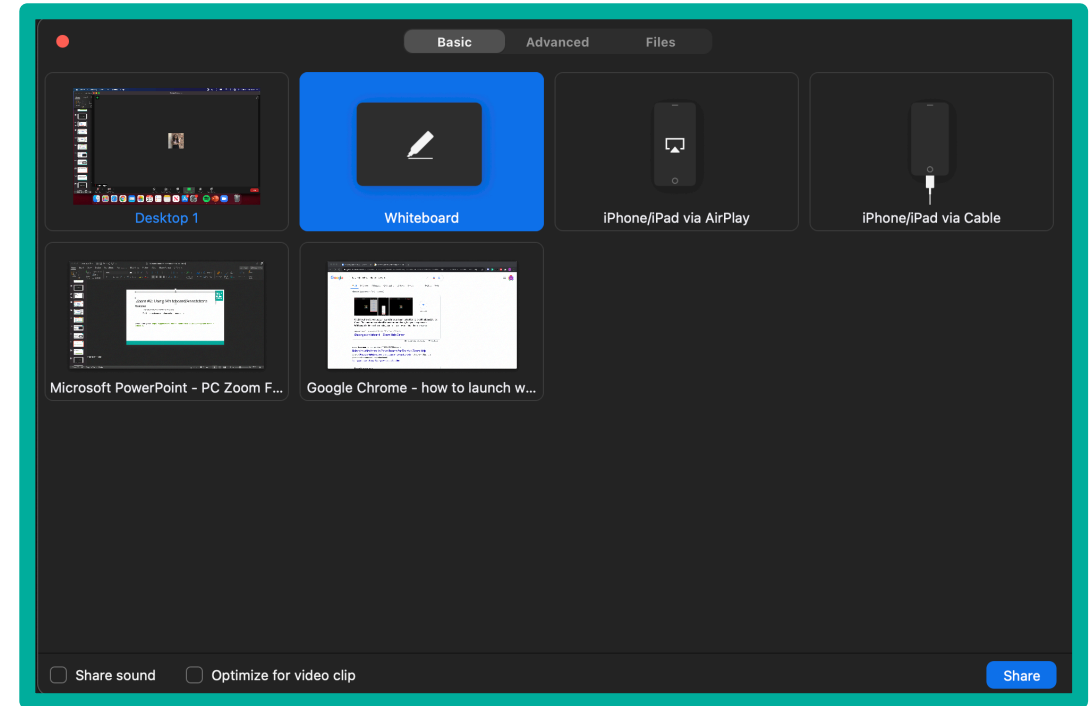
Zoom #5: Using portion of screen share

- 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



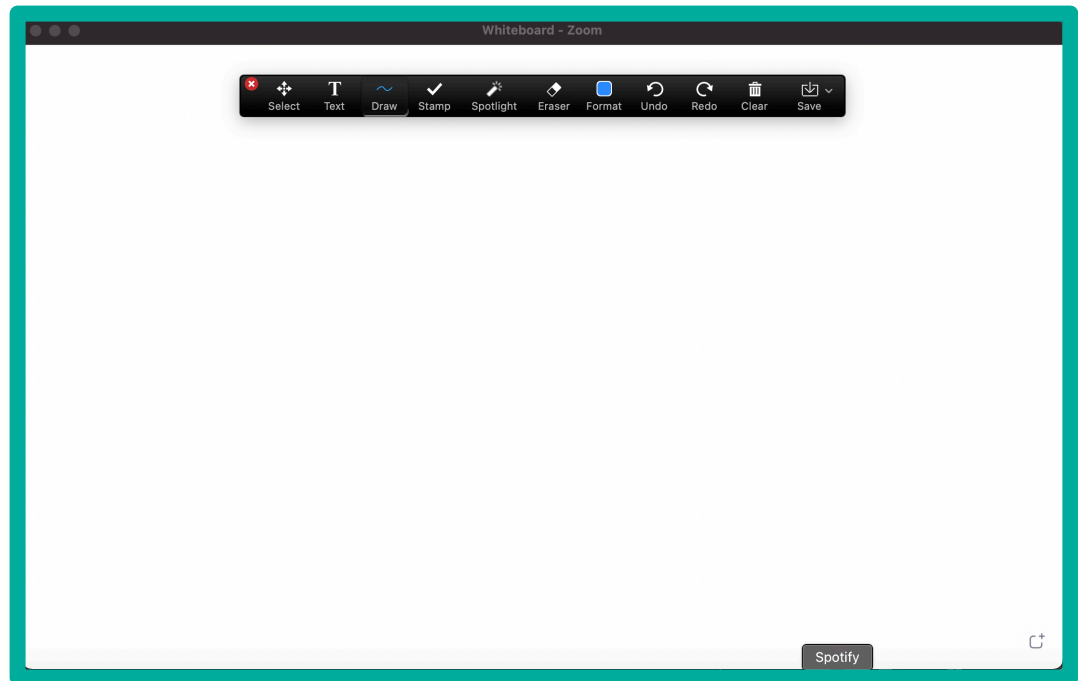
Zoom #6: Using Whiteboard/Annotations

- 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 white board



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>

Maeve Forster- TEST



Unmute



Start Video



Security



Participants



Chat



Share Screen



Polling



Record



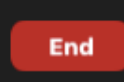
Closed Caption



Breakout Rooms



Reactions



End

Polls

Poll 1: Question 1 - poll visibility



Edit

1. Can you see this poll?☐ Yes☐ No☐ No...but I see a unicorn!

Launch Poll

Use the down
carrot to show the
list of questions
available

ter- TEST

Zoom Meeting

Slide Show Review View Tell me what you think Share Comments

Info Polls

Poll 1: Question 1 - poll visibility

✓ 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!

0% 0% 0%

ter- TEST

Unmute Share Screen Polling Reactions More End

Polls

Poll 1: Question 1 - poll visibility



Edit

1. Can you see this poll?

Yes



No



No...but I see a unicorn!

Launch Poll

ter- TEST

Once you have selected the questions, click “Launch poll” to launch the poll for all participants

Question 1 - poll visibility in Pro... 00:00:11

Attendees are now viewing questions

0 of 0 (0%) voted

1. Can you see this poll?

Yes (0) 0%

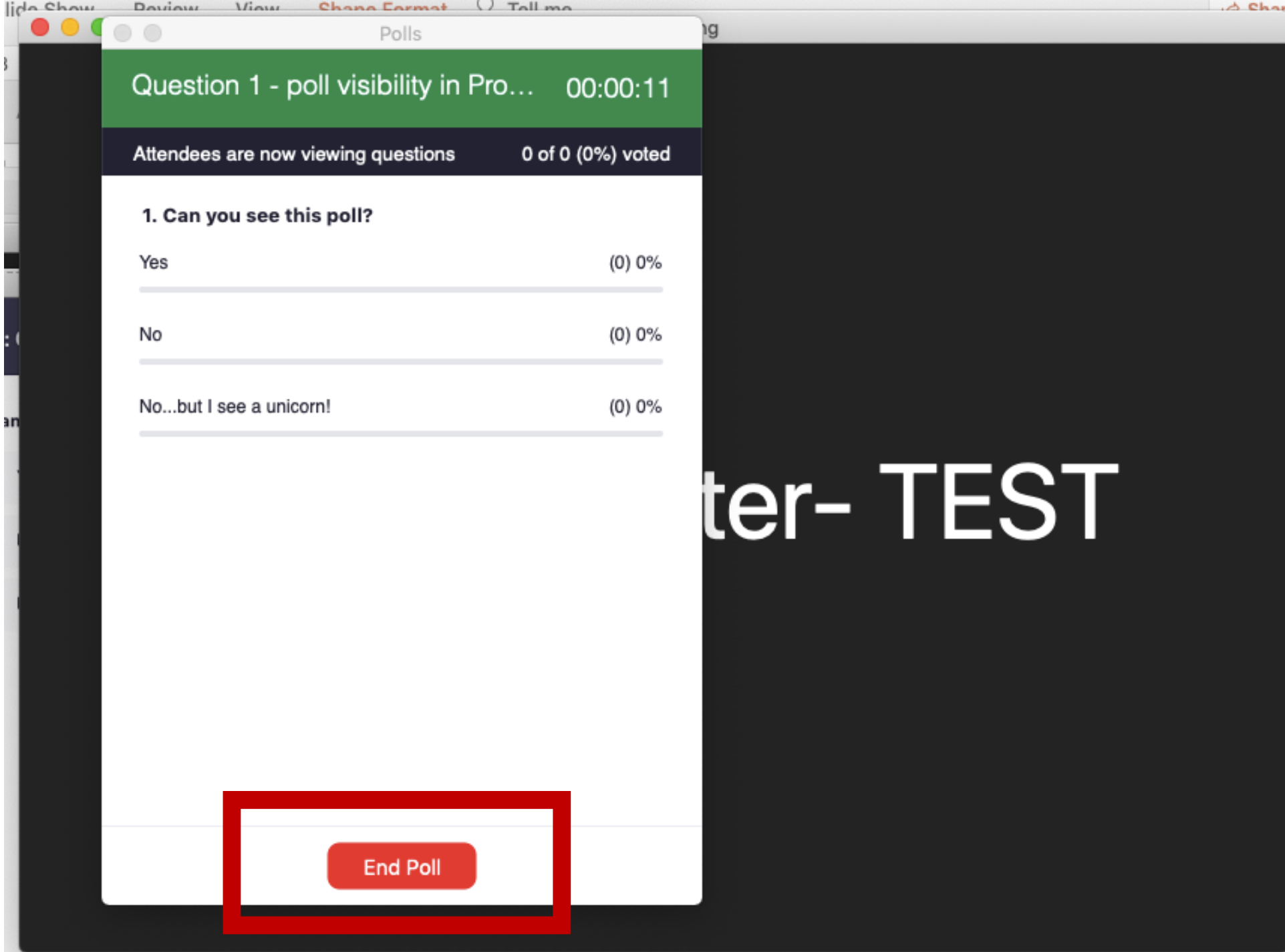
No (0) 0%

No...but I see a unicorn! (0) 0%

End Poll

ter- TEST

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



Click "end poll" to
end the poll

Polls

Poll 1: Question 1 - poll visibility



Edit

Poll closed

0 voted

1. Can you see this poll?

Yes

(0) 0%

No

(0) 0%

No...but I see a unicorn!

(0) 0%

ter- TEST

Share Results

Re-launch Poll 1



End

Click “share results” to share the results with the participants

Sharing Poll Results

Attendees are now viewing poll results

1. Can you see this poll?

Yes (0) 0%

No (0) 0%

No...but I see a unicorn! (0) 0%

Stop Sharing

ter- TEST

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

Zoom Meeting

Polls

Poll 1: Question 1 - poll visibility

▼ Edit

Poll closed 0 voted

1. Can you see this poll?

Yes	(0) 0%
No	(0) 0%
No...but I see a unicorn!	(0) 0%

Share Results Re-launch Poll 1

ter- TEST

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 interact activities and small group conversations. Before creating a meeting link, make sure this feature is enabled in your zoom settings:

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Breakout room

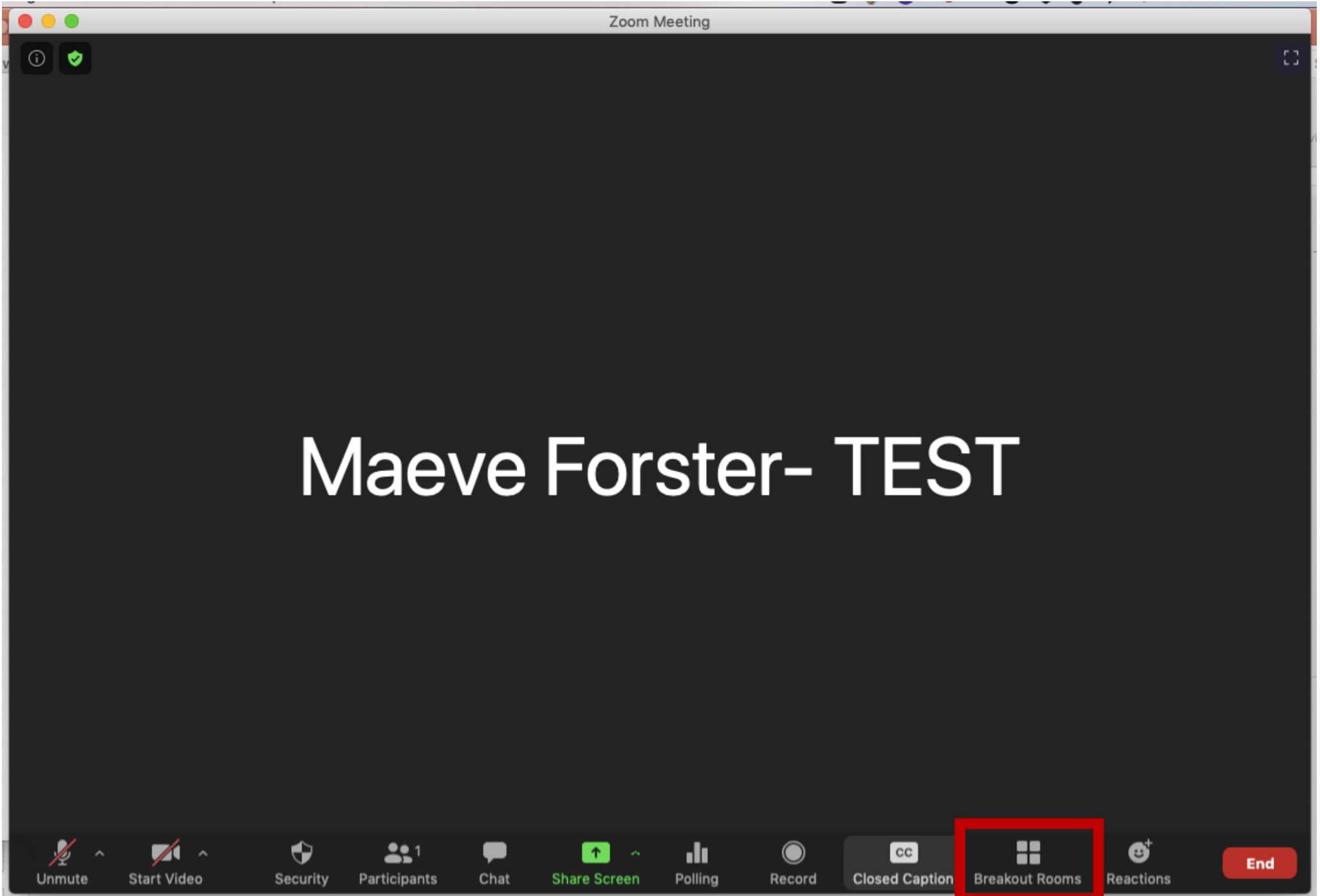
Allow host to split meeting participants into separate, smaller rooms



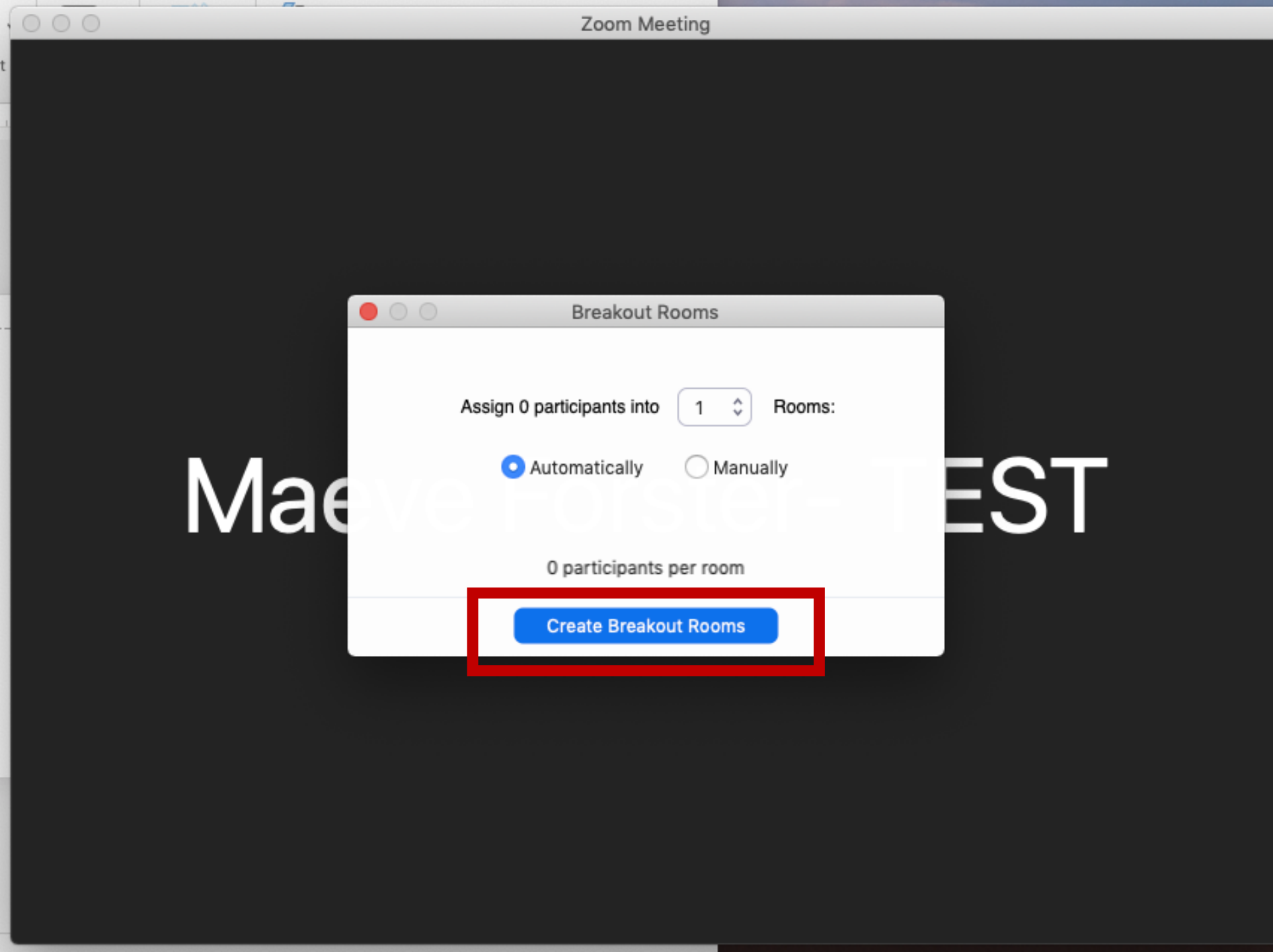
☒ Allow host to assign participants to breakout rooms when scheduling



Zoom guide (video): <https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms>

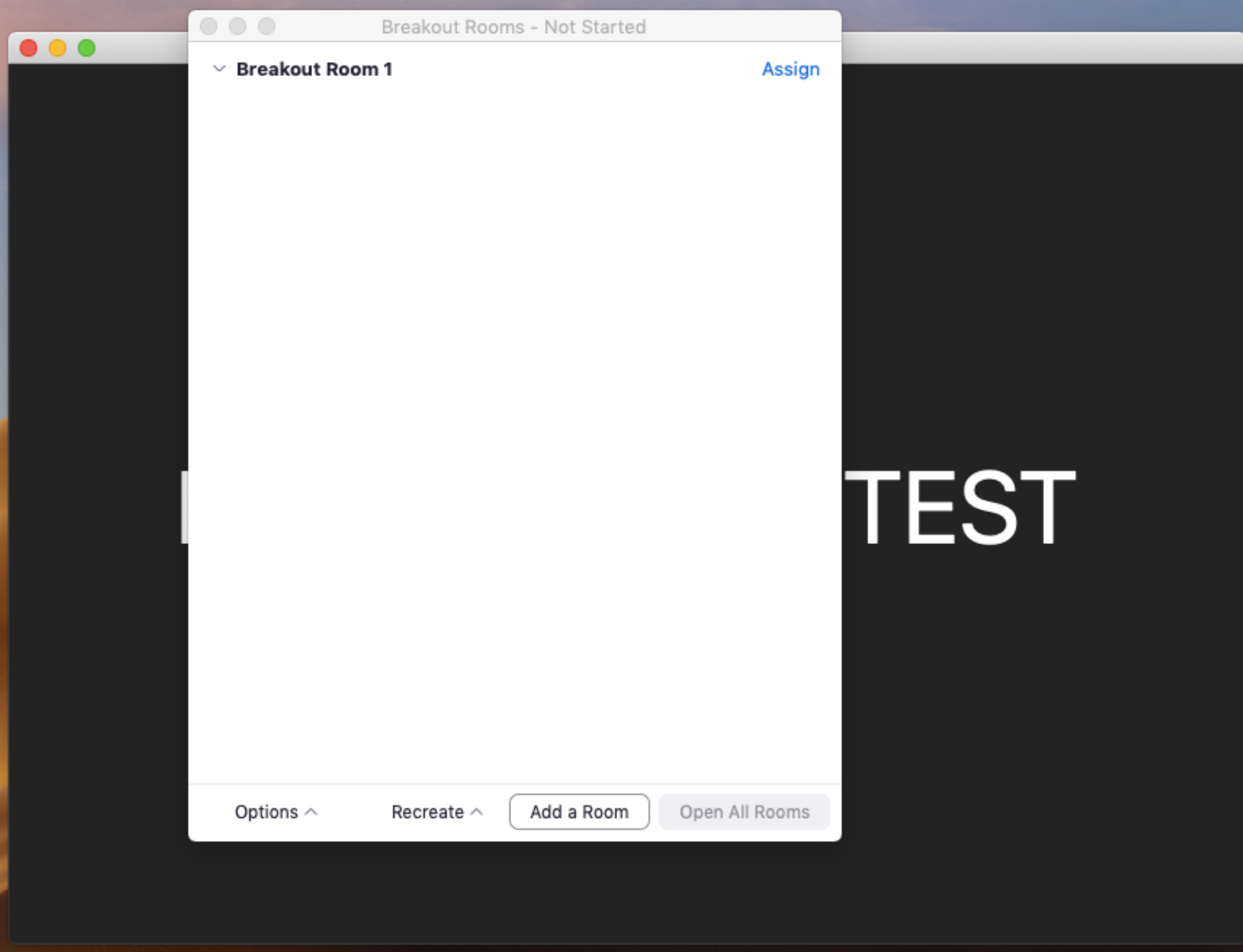


If you are assigning facilitators to each group, it can take a bit of time, so suggest someone starts to build breakout groups as early in a meeting as feasible so they are ready to launch.



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 can do additional adjustments



▼ Breakout Room 1

[Assign](#)

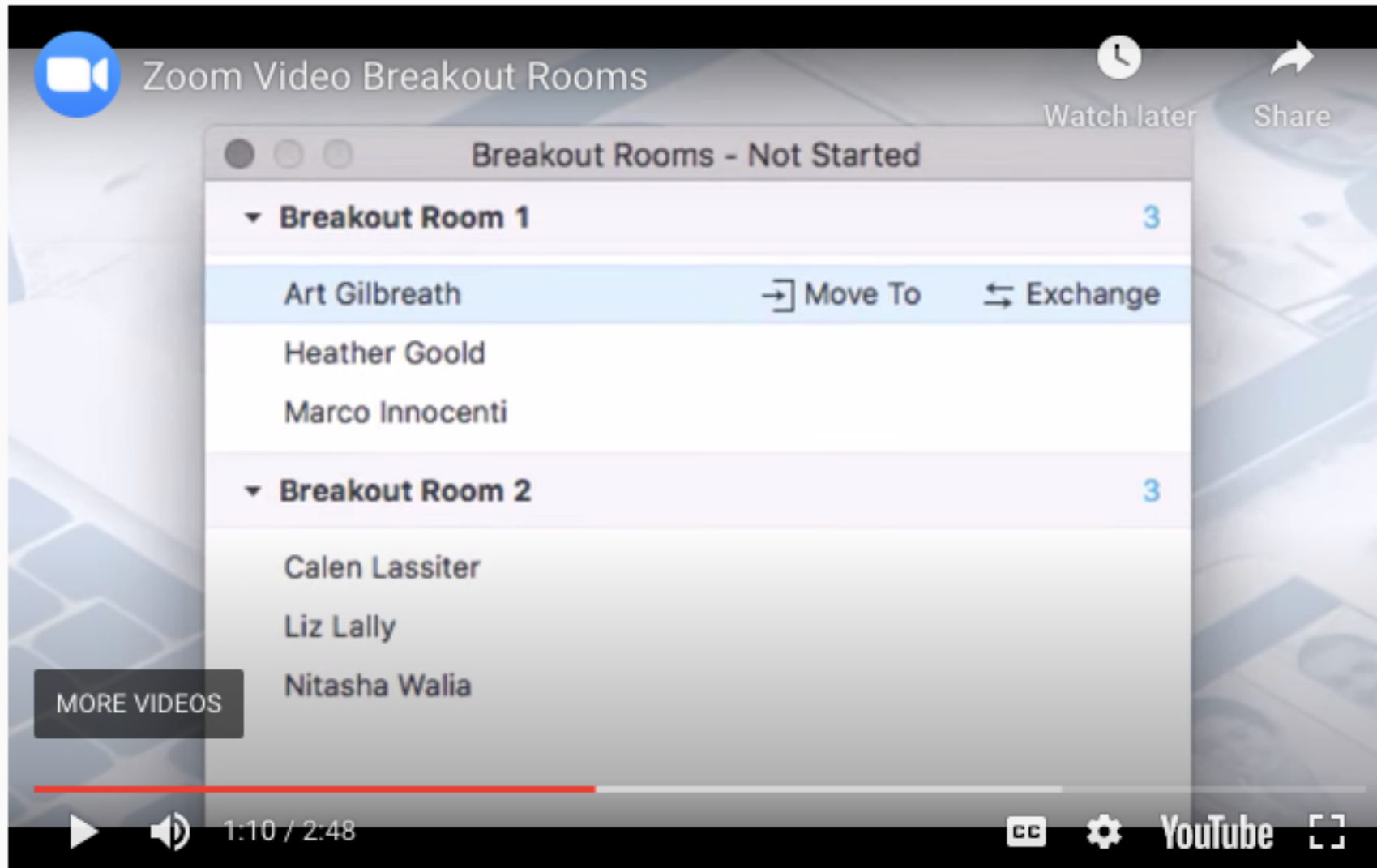
Options ^

Recreate ^

Add a Room

Open All Rooms

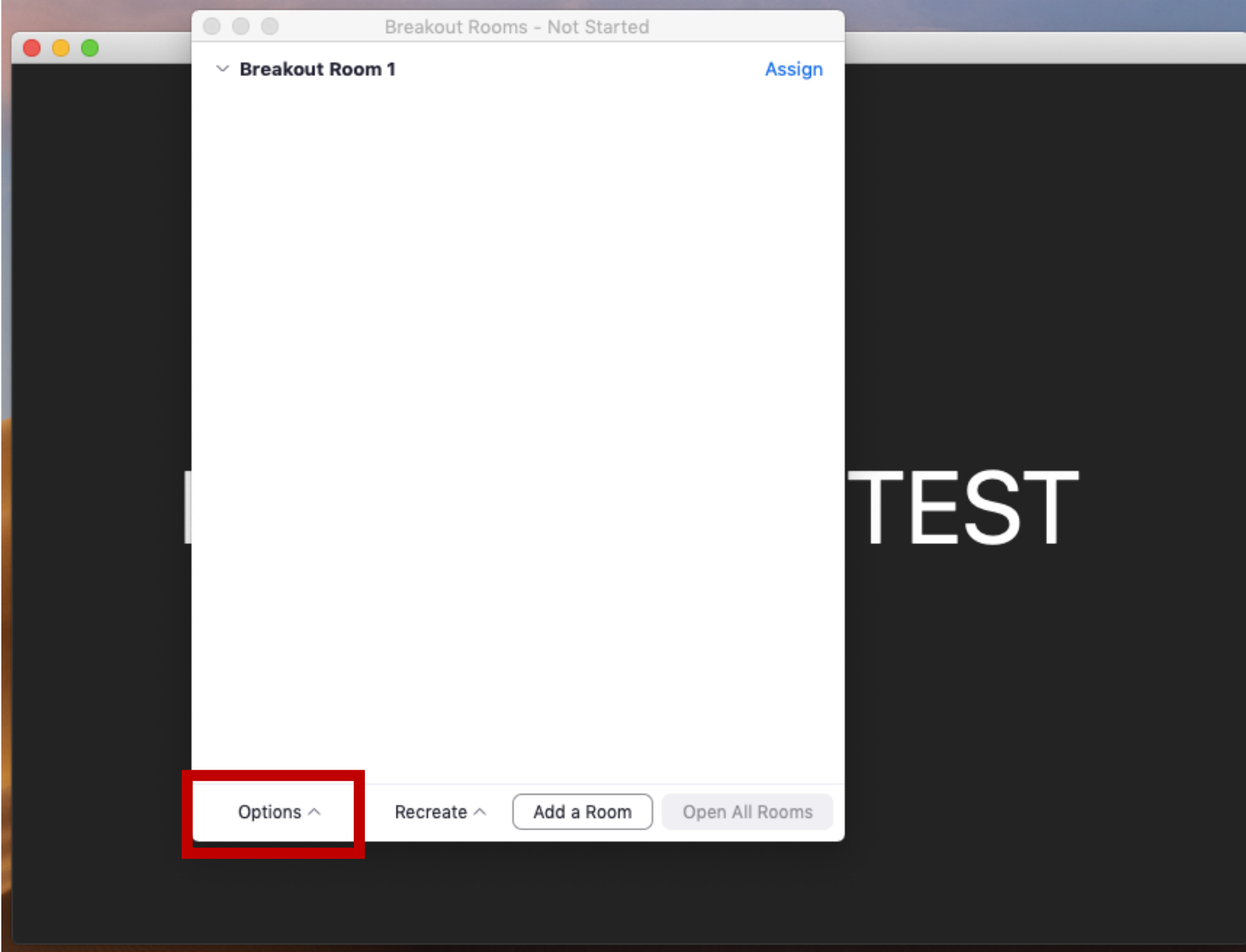
TEST



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.



Breakout Rooms - Not Started

▼ Breakout Room 1

Assign

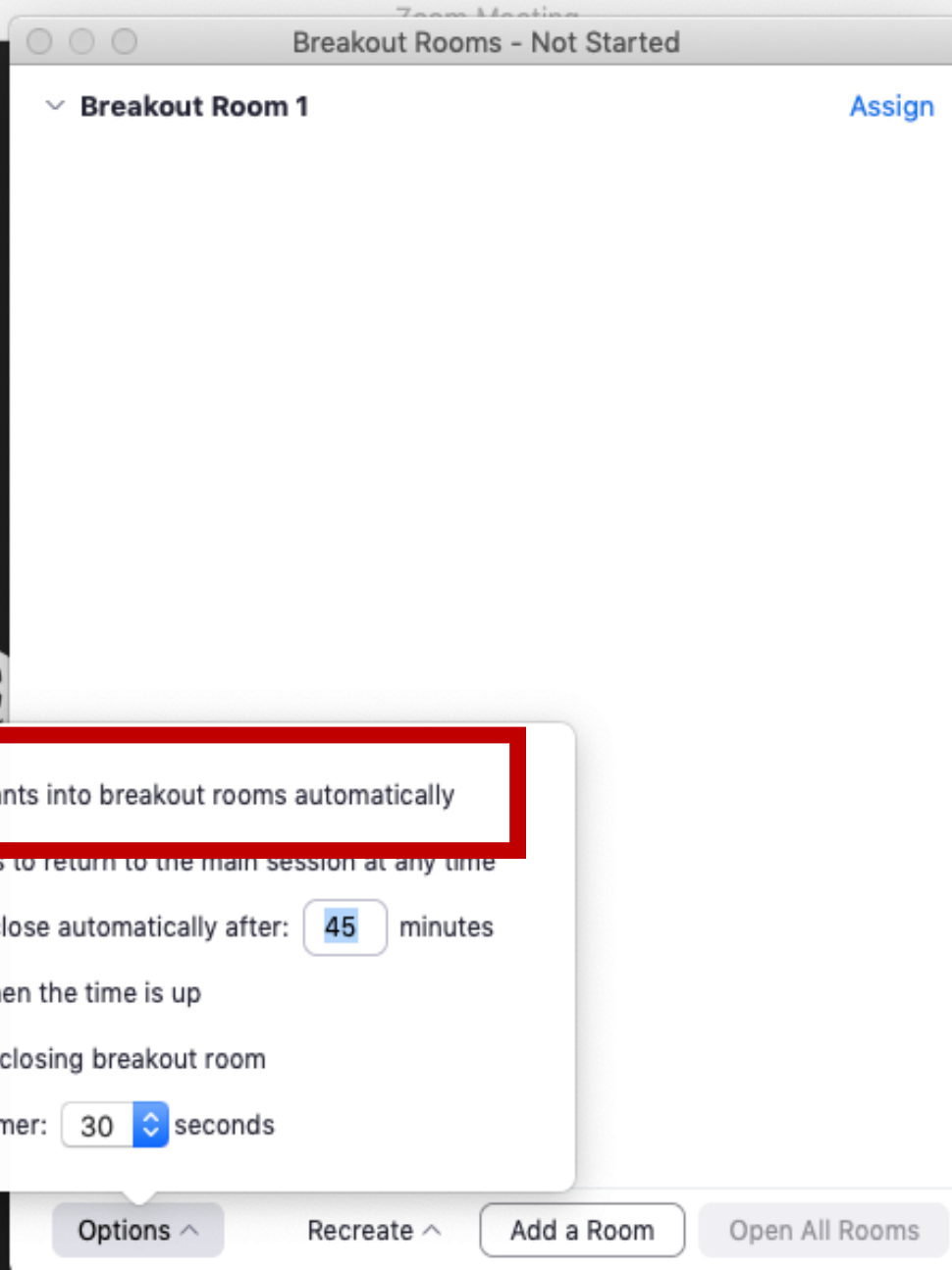
TEST

Options ^

Recreate ^

Add a Room

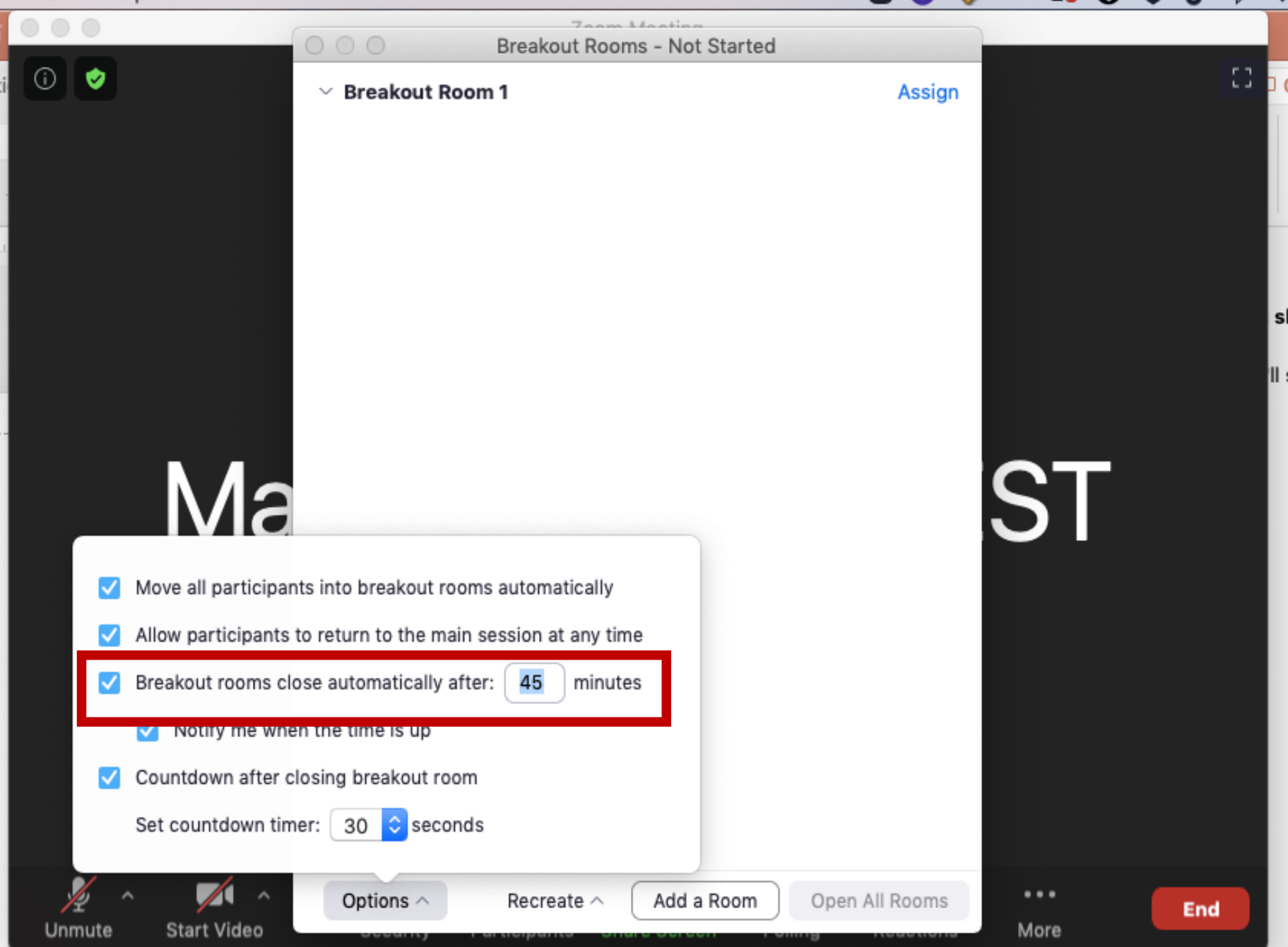
Open All Rooms



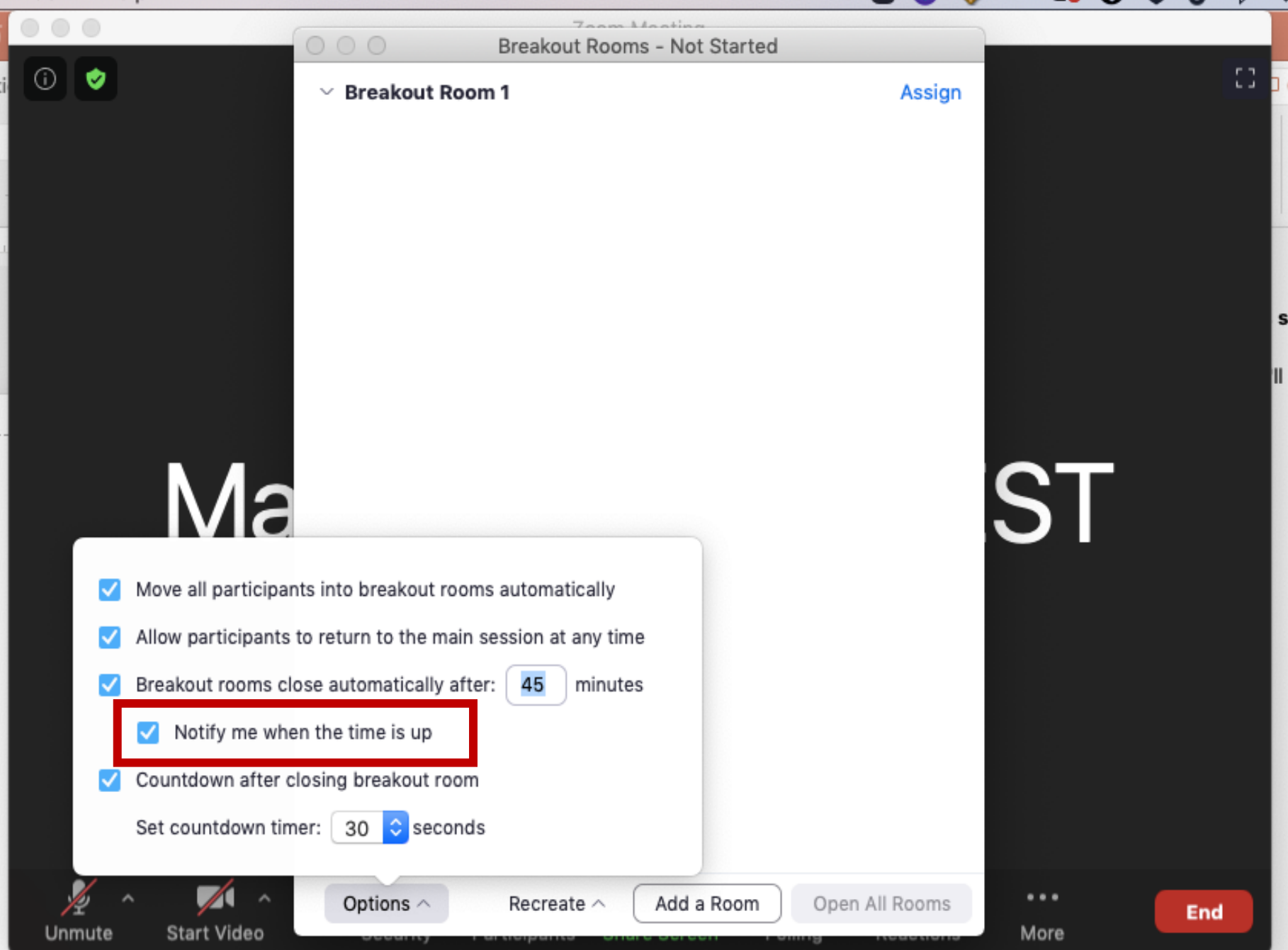
Checking this box, means when you hit “Open All Rooms”, participants will be automatically moved into their breakout room.



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”

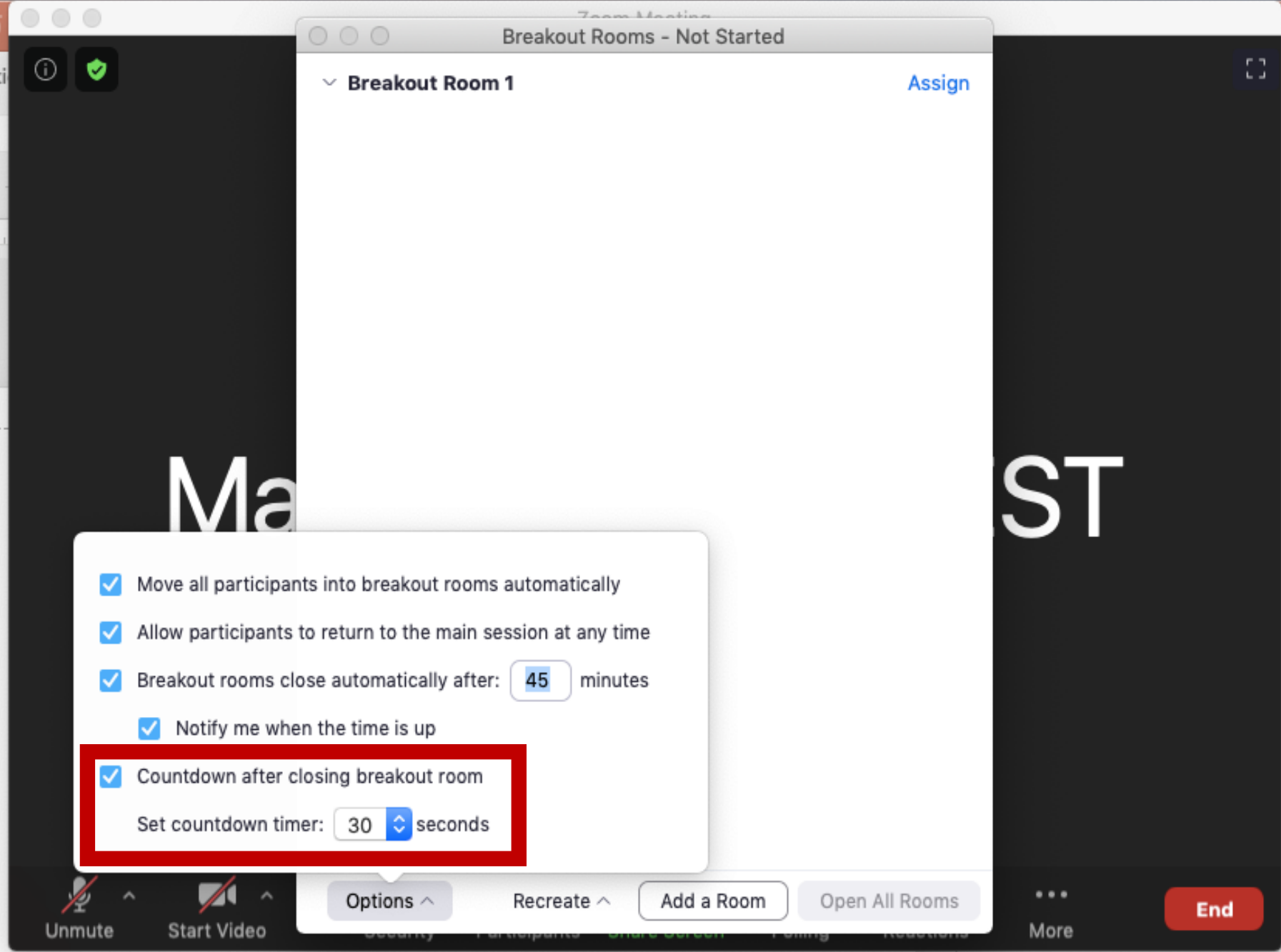


This allows you to set a timer for the breakout room session. Participants will also be able to see this clock and know how much time is left.



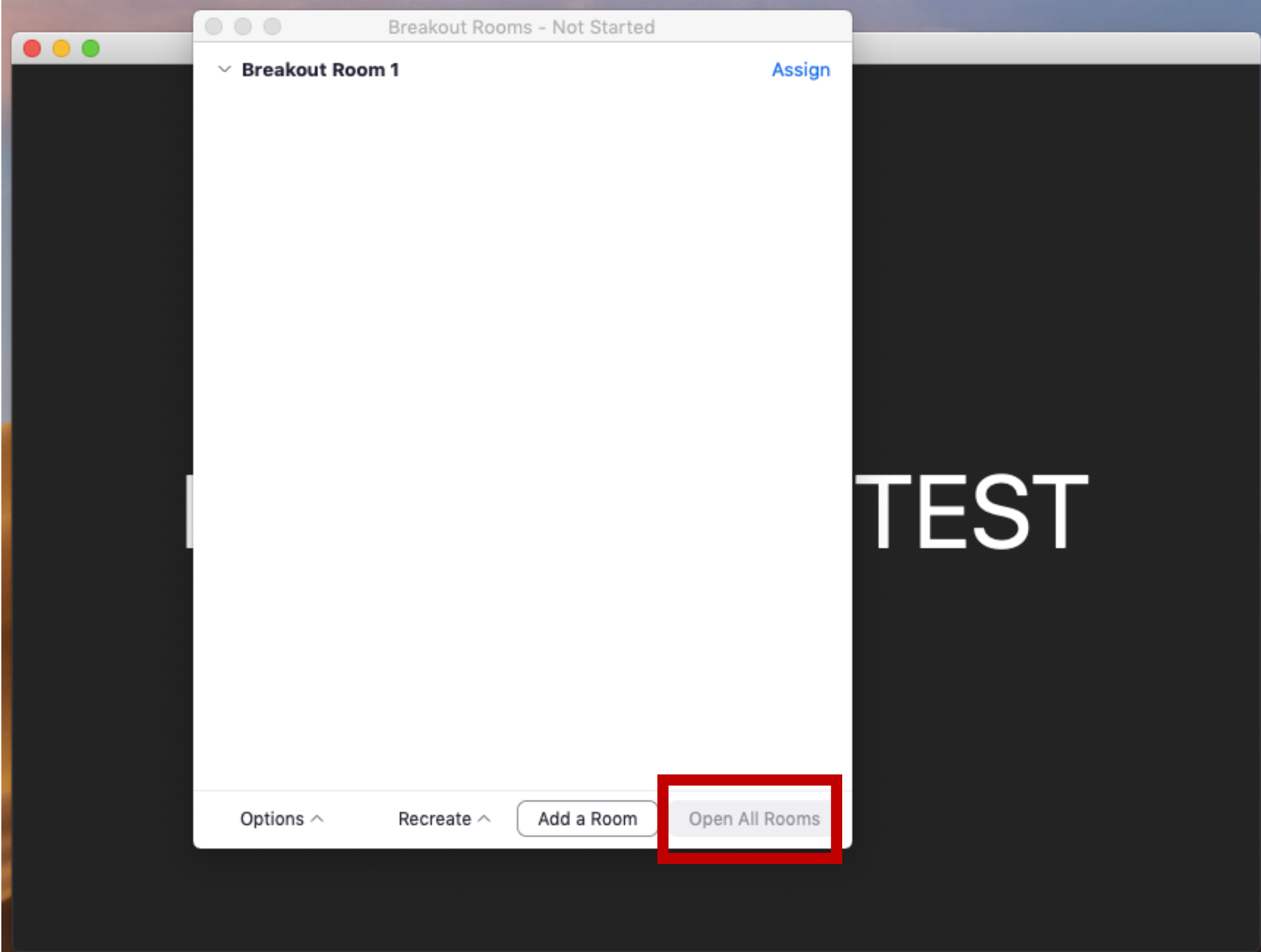
This means that the host will receive a notification that time is up.

At this point they can pull everyone back or allow rooms to close according to the countdown timer, if it has been set.

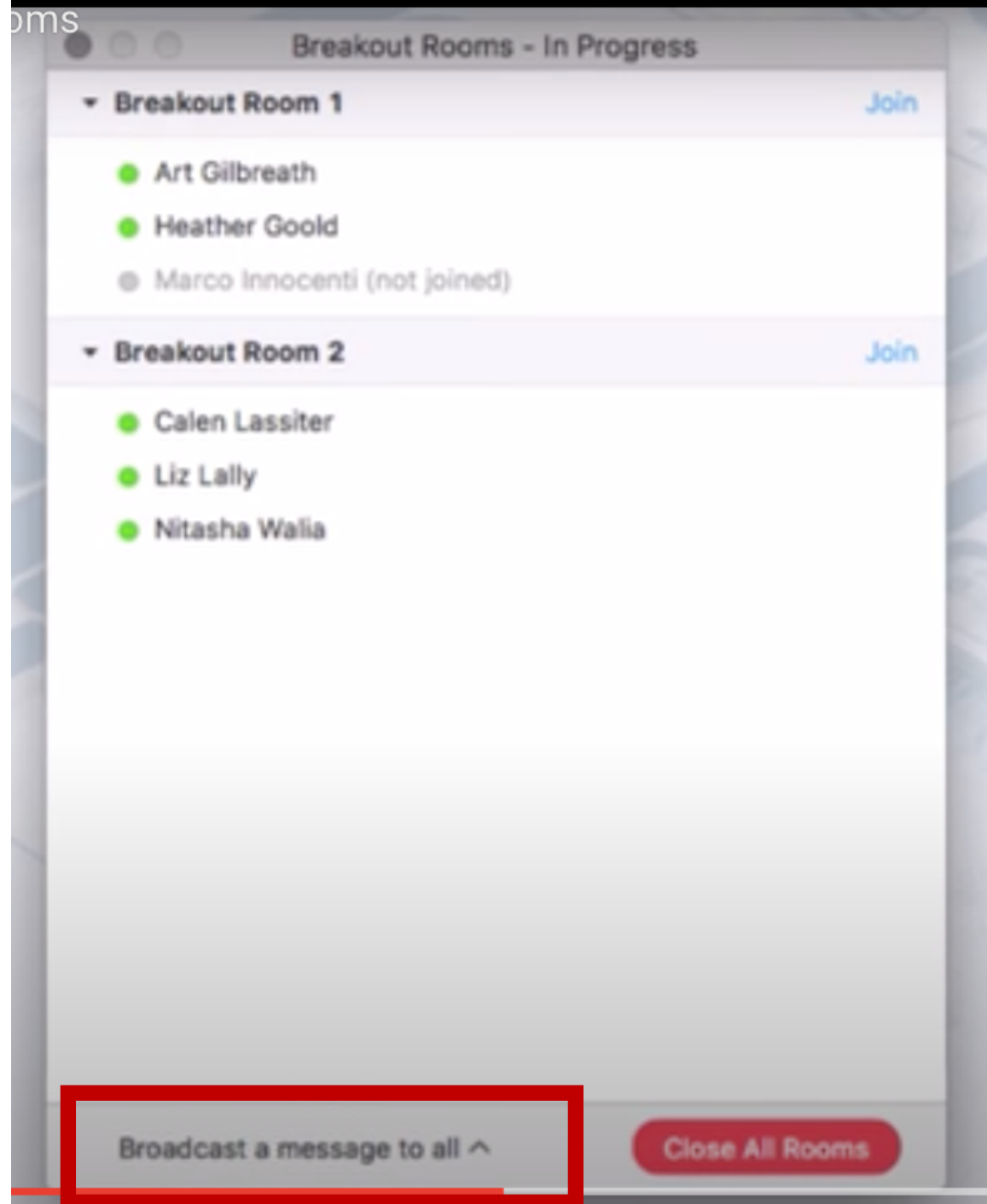


Checking this box means that participants will be automatically brought back to the main room after a selected number of seconds have elapsed after closing the breakout rooms.

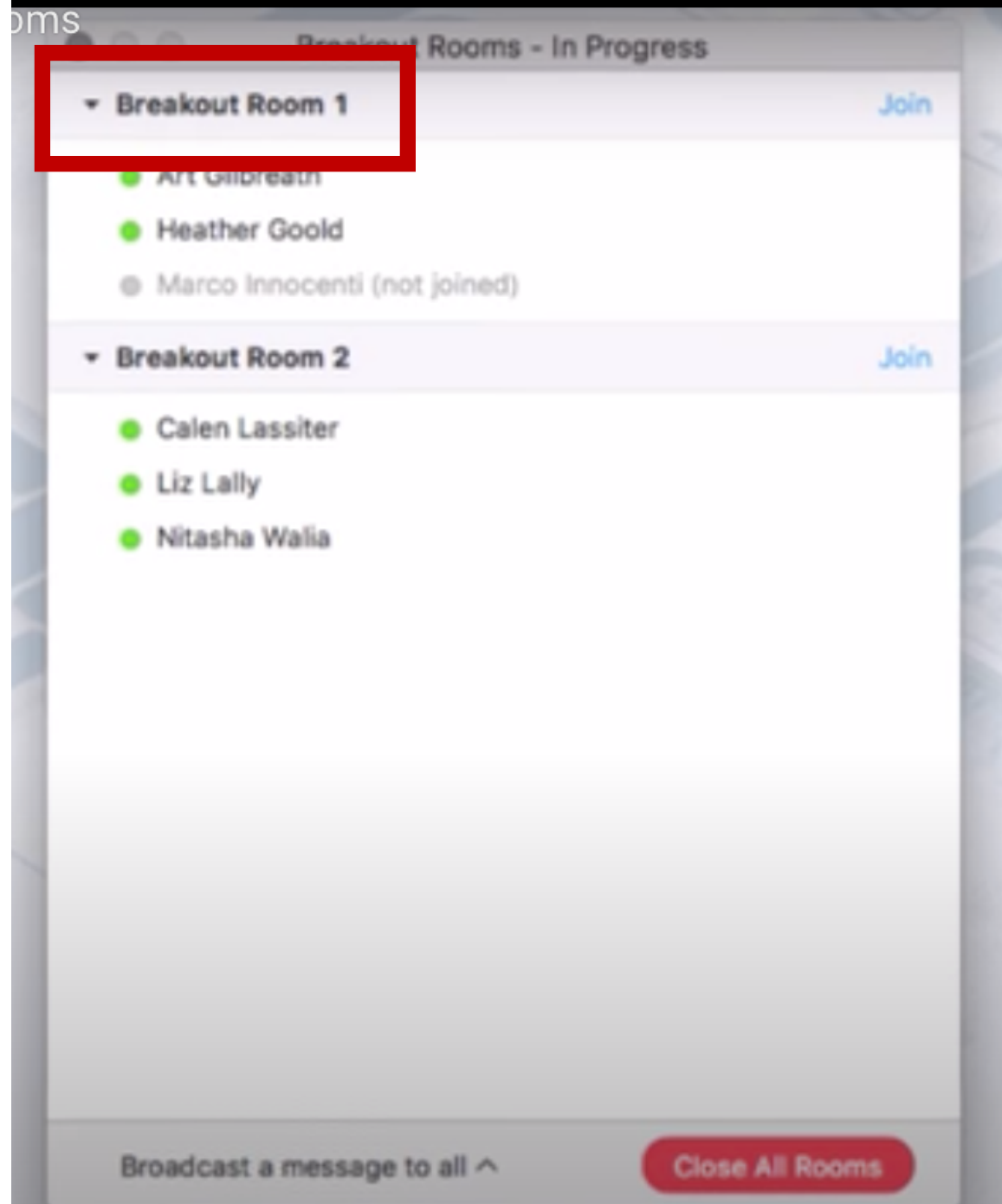
A timer will pop up for participants, indicating they have 30 seconds before they are automatically brought back to the main room.



Button will be green when you have participants in rooms



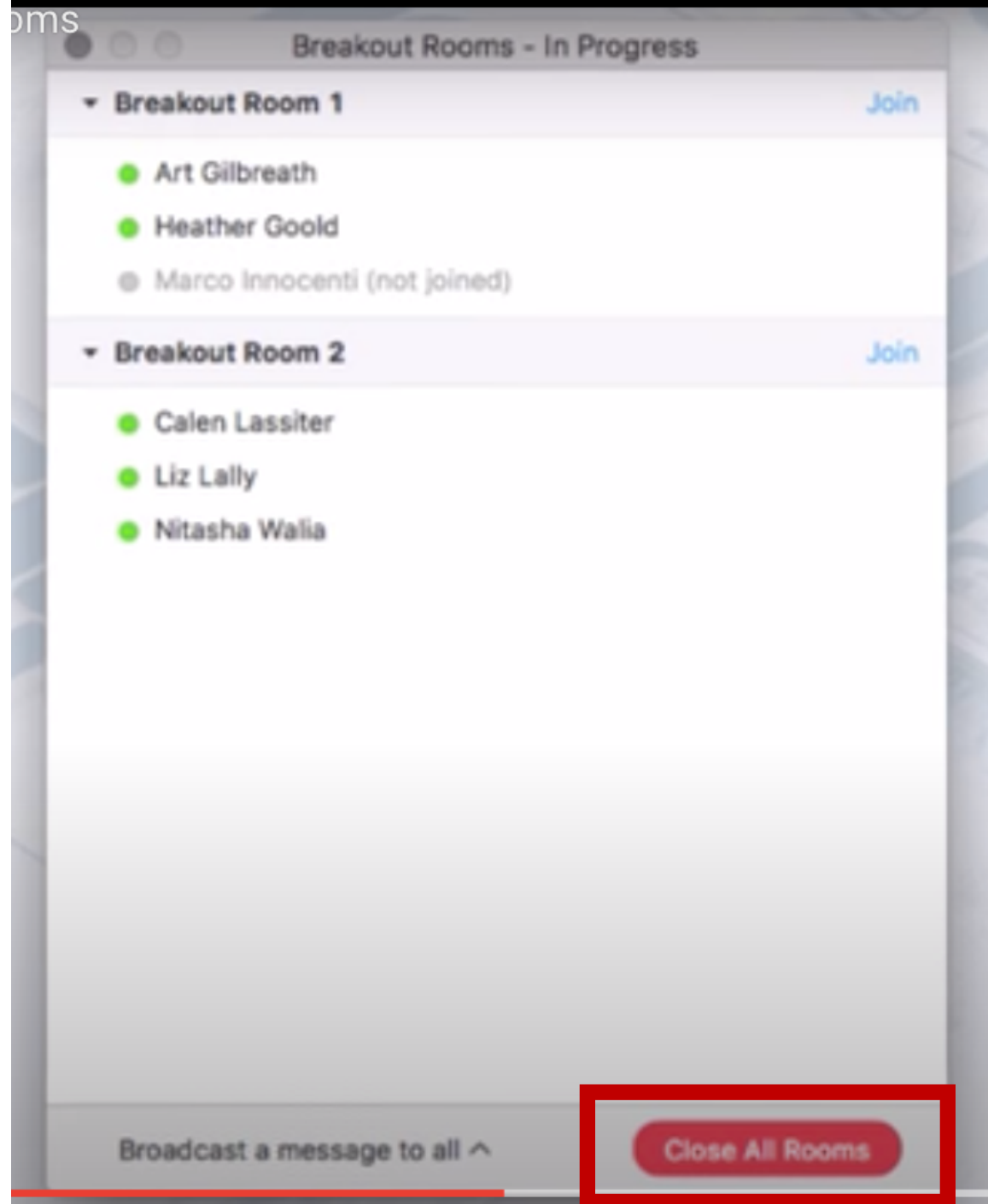
Click on this to write a message which will be shown to participants in all breakout rooms



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 accidentally leave the meeting and are rejoining



Click “Close All Rooms” to close all the breakout rooms and have participants return to the main room



Zoom Video Breakout Rooms

Ask for Help



Watch later



Share

You can invite the host to this Breakout Room for assistance.

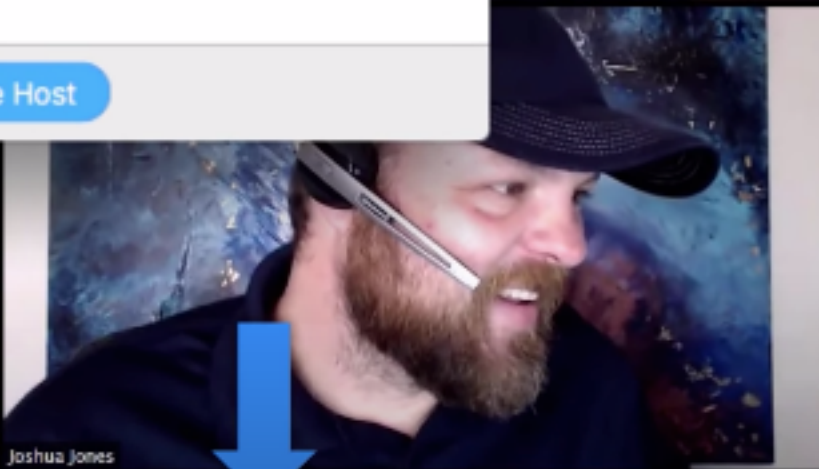
Invite Host



Art Gilbreath



Heather Gould



Joshua Jones

MORE VIDEOS

Mute Stop Video Participants 4 Share Screen Chat Record Ask for Help

Leave Breakout Room

1:46 / 2:48

CC YouTube

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



Settings

General

Video

Audio

Share Screen

Chat

Background & Filters

Recording

Profile

Statistics

Keyboard Shortcuts

Accessibility

Closed Captioning

Font Size:

Small

Large

 (17)

Captions will look like this

Chat Display Size (⌘ +/-)

100% ▾

Screen Reader Alerts

Restore Defaults

Description	Enable
IM Chat Received	<input checked="" type="checkbox"/>
Participant Has Joined/Left Meeting (Host Only)	<input checked="" type="checkbox"/>
Participant Has Joined/Left Waiting Room (Host Only)	<input checked="" type="checkbox"/>
Audio Muted by Host	<input checked="" type="checkbox"/>

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/>


Through
Powerpoint


AutoSave OFF Exploring Zoom 6-7-20 take 2 [Autosaved]

Home Insert Draw Design Transitions Animations **Slide Show** Review Tell me Share Comments




Play from Start Play from Current Slide Presenter View Custom Show Set Up Slide Show Hide Slide Rehearse Timings Record Slide Show Play Narrations Use Timings Show Media Controls



Always Use Subtitles Subtitle Settings


1  **california CONNECTED**
Keeping Our Families and Communities Healthy
COVID-19 Virtual Training Academy

2  Welcome to Exploring Zoom!
Marie Perle and Maria Ruiz-Moreno

3 **Agenda**
Introduction
How we are changing
Zoom Functionality
Changing premises
When you return
Launch Pilot
Participate as a host
Guest Experience
What
Next Steps/Preview Time

4  Why are we doing this?



5  How we will do it


 **california CONNECTED**
Keeping Our Families and Communities Healthy
COVID-19 Virtual Training Academy

Click to add notes

Slide 1 of 55 English (United States) Notes Comments 62%

Press **esc** to exit full screen

Test

Through
Google Slides

W WEB CAPTIONER

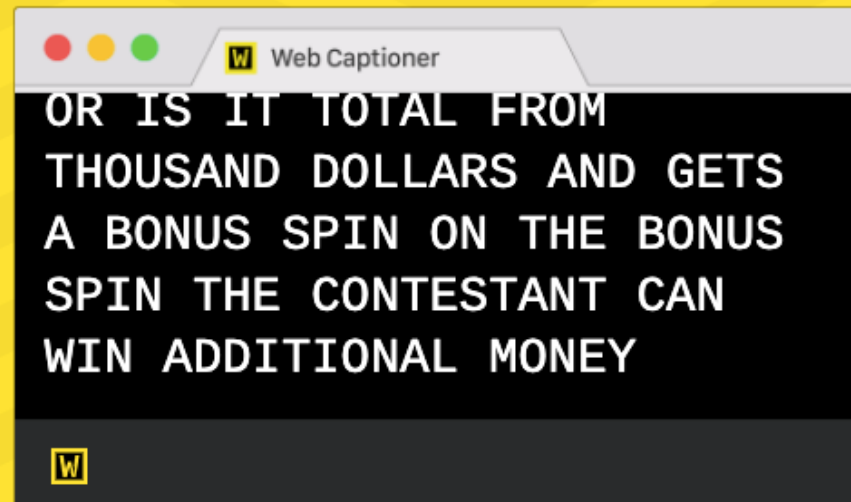
[Blog](#) [Help Center](#) [Community](#) [Donate](#)

START CAPTIONING

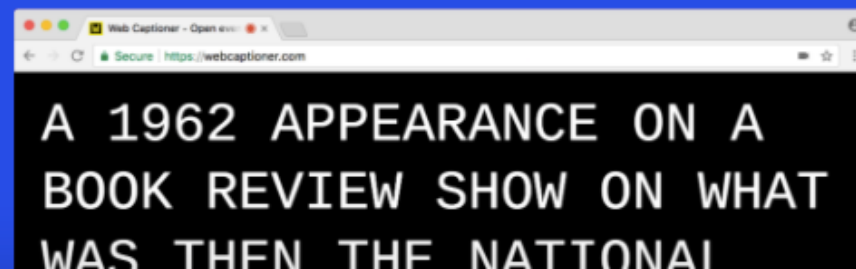
FREE CAPTIONING RIGHT IN YOUR BROWSER.

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

START CAPTIONING



 **HEAR THE DEMO**

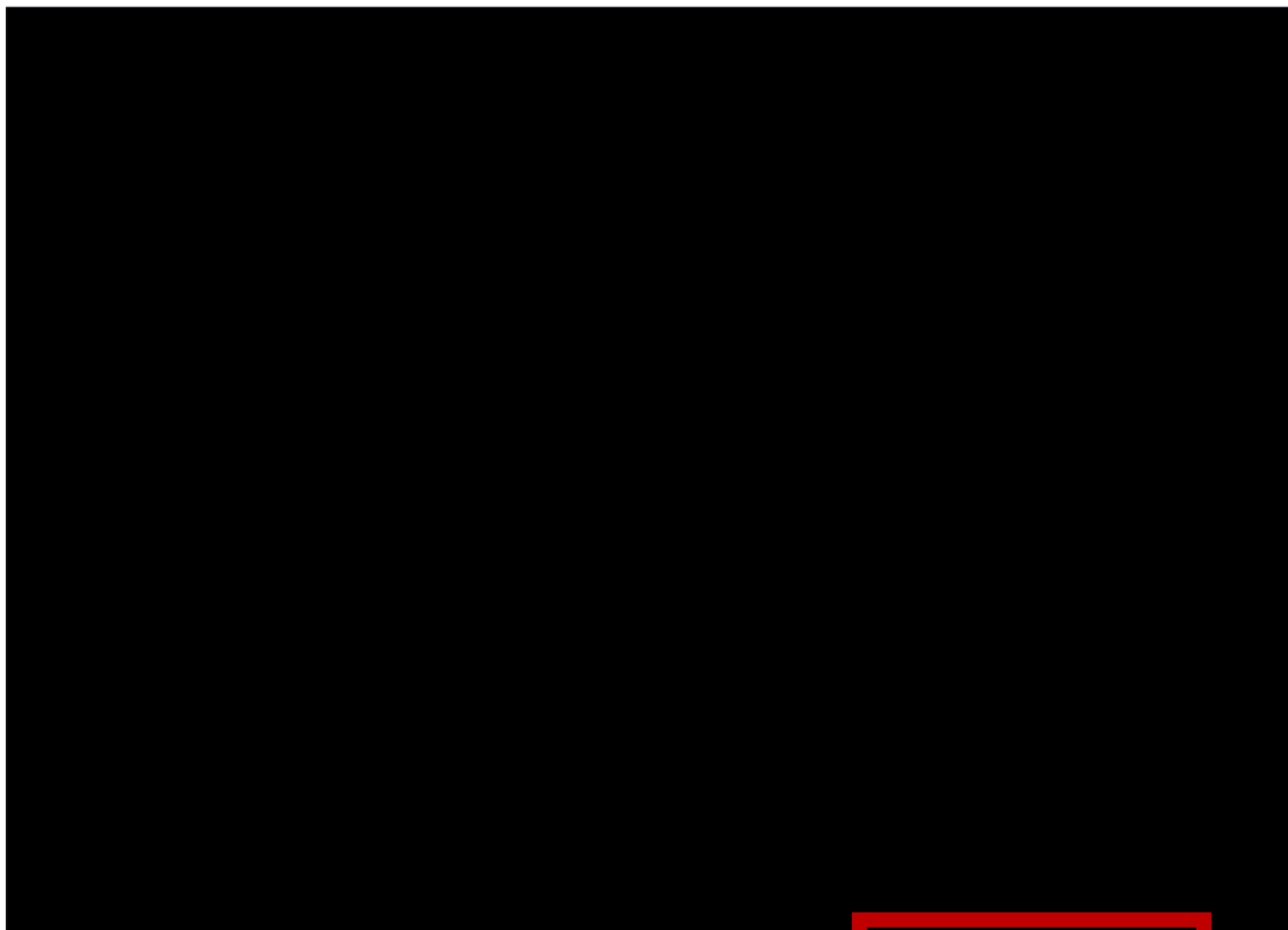


LET THERE BE ACCESSIBILITY

Accuracy

Impressively accurate speech-to-text

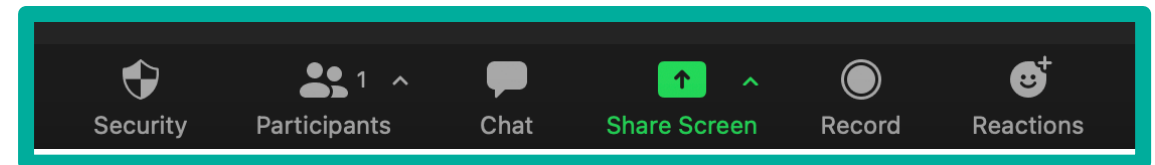
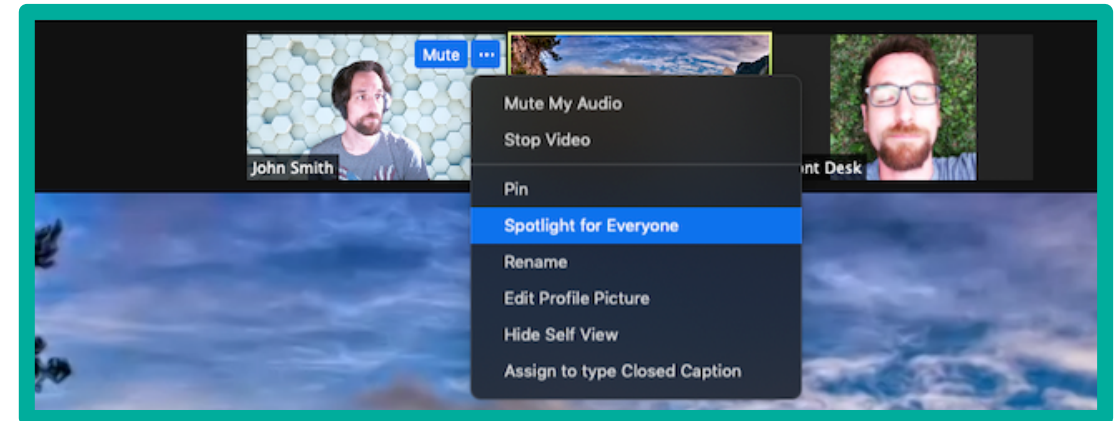
 **Help**



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>

UCLA Extension Zoom Guides: <https://unexonline.zendesk.com/hc/en-us/categories/360002829531-Zoom-Web-Conferencing>