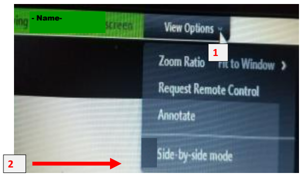
# *How to  Share Screen when Hosting a Zoom Meeting*

FALL 2020

NYS-MEP TECHNICAL ASSISTANCE & SUPPORT CENTER

## Participant View – Problem Solve

- Have you been in meeting or workshop, and the filmstrip of pictures cover up part of the PowerPoint or document?
- You have a “problem solving” handout to help you show your students/ families how to fix this.


- Name-
screen
View Options
1
Zoom Ratio
Fit to Window
Request Remote Control
Annotate
Side-by-side mode
2

## Learning Targets

- What to Prep Ahead of Time
- How to Share Screen
- Practice!
- *Bonus: Annotate Feature*

## Review Handouts ~ Poll

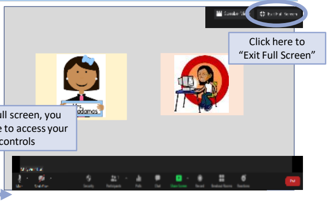
- Problem Solving: When the strip of pictures covers some of the document or video
- Notes copy of today's PowerPoint

## Prep Ahead of Time – *Show Computer Taskbar*

**1.**

**When the Zoom screen has the choice to "Exit Full Screen," then it is currently using your whole screen.**

**You cannot see the time or access the volume or "start" for your device.**



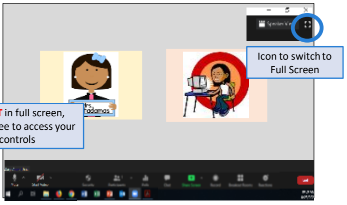
Click here to "Exit Full Screen"

When in full screen, you *cannot* see to access your computer controls

## Prep Ahead of Time – *Show Computer Taskbar*

2.

When the Zoom screen has the ICON to switch to Full Screen, then you can see the time and access your computer's task bar.



Icon to switch to Full Screen

When NOT in full screen, you *CAN* see to access your computer controls

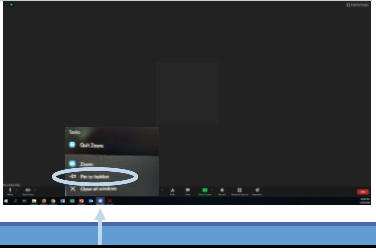
# Prep Ahead of Time – “PIN” Zoom to Taskbar

3:

Find your Zoom Icon on your computer taskbar.

*Right click* on the Zoom Icon to see choices.

If it isn’t already, select “Pin to taskbar.”


Tasks
Quit Zoom
Zoom
Pin to taskbar
Close all windows

# Prep Ahead of Time - PDF

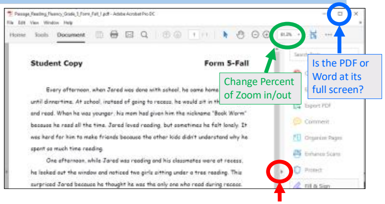
PDF or Word Doc

1.

Open document on computer ahead of time and get them ready:

*2.*

*Zoom the document so the fonts are larger. (PDF shown)*


Passage_Reading_Fluency_Grade_1_Form_Fall_1.pdf - Adobe Acrobat Pro DC
File Edit View Window Help
Home Tools Document
81.2%
Export PDF
Comment
Organize Pages
Enhance Scans
Protect
Fill & Sign

**Student Copy** **Form 5-Fall**

Every afternoon, when Jared was done with school, he came home
until dinnertime. At school, instead of going to recess, he would sit in th
and read. When he was younger, his mom had given him the nickname "Book Worm"
because he read all the time. Jared loved reading, but sometimes he felt lonely. It
was hard for him to make friends because the other kids didn't understand why he
spent so much time reading.

One afternoon, while Jared was reading and his classmates were at recess,
he looked out the window and noticed two girls sitting under a tree reading. This
surprised Jared because he thought he was the only one who read during recess.

Change Percent of Zoom in/out

Is the PDF or Word at its full screen?

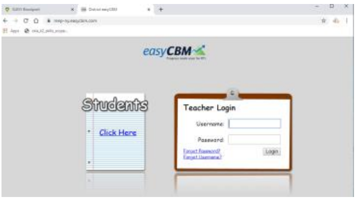
Click arrow to close the tool section

# Prep Ahead of Time - Website

**Website**

**1.**

**Open the website. For easyCBM, enter the STUDENT PROTAL.**

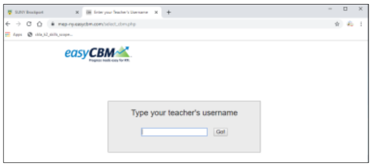

District easyCBM
easyCBM
Students
Click Here
Teacher Login
Username:
Password:
Forgot Password?
Forgot Username?
Login

## Prep Ahead of Time - Website

2.

Enter your user name

And then…

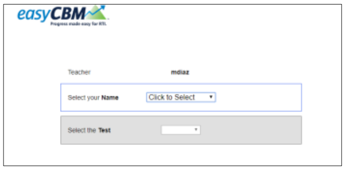


Type your teacher's username

## Prep Ahead of Time - Website

3.

Select the student you are meeting and pull up the CCSS Reading or Math assessment you plan to use.



Teacher mdiaz

Select your **Name** Click to Select

Select the **Test**

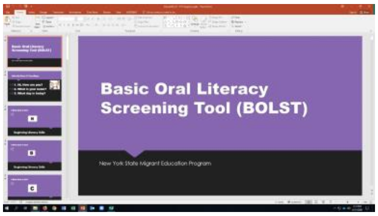
## Questions

## Prep Ahead of Time - PowerPoint

PowerPoint

1.

Open the power point on your computer ahead of time, and then…

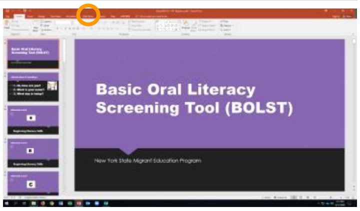


Basic Oral Literacy Screening Tool (BOLST)

New York State Migrant Education Program

## Prep Ahead of Time – *PowerPoint*

**2. Select “Slide Show”**

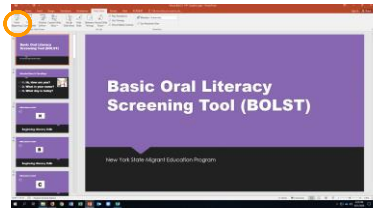


Basic Oral Literacy Screening Tool (BOLST)

New York State Migrant Education Program

## Prep Ahead of Time – *PowerPoint*

3. Select “From Beginning” or Highlight a slide partway through and then select “From Current Slide” to start the slide show.



Basic Oral Literacy Screening Tool (BOLST)

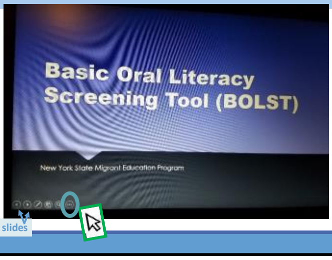
New York State Migrant Education Program

## Prep Ahead of Time – *PowerPoint*

**4.**

**Use the Slide Show controls to access your computer's control bar/task bar.**

***Use your cursor to make the Slide Show controls reappear.***


Basic Oral Literacy
Screening Tool (BOLST)
New York State Migrant Education Program

Move slides

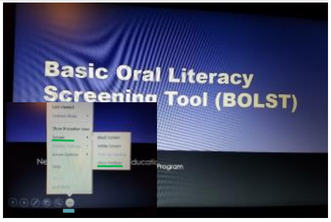
## Prep Ahead of Time – *PowerPoint*

**5.**

**The "dot-dot-dot" circle has more choices. Select -**

- **"Screen," then**
- **"Show Taskbar"**

- ***And then…***


Basic Oral Literacy
Screening Tool (BOLST)

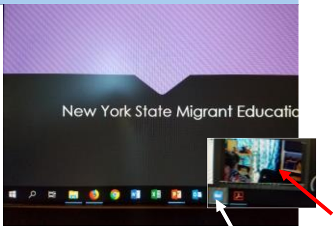
## Prep Ahead of Time – *PowerPoint*

**6.**

**Click on the Zoom Icon.**

**Then click on the picture of your zoom room.**

**Now you can see what is happening in your zoom room, and share the power point.**


New York State Migrant Educatio

## *PowerPoint FYI*

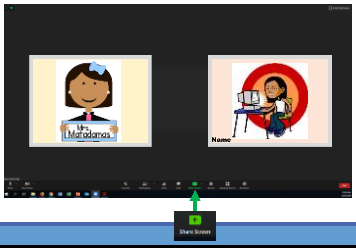
**FYI - To end the slide show, press your computer's ESCAPE key or move your mouse to show the bottom. Click on the "…" and select "End Show."**

Basic Oral Literacy Screening Tool (BOLST)
Migrant Education Program

## Questions

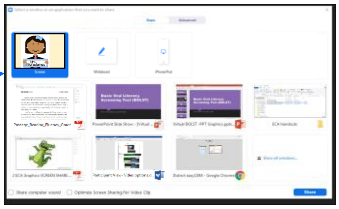
## How to Share Screen

1\.
Select the Green Icon
To Share Screen


Mrs. Matadamas
Name
Share Screen

# How to Share Screen

- This box shows what is open and available to share.
- The blue frame highlights what is currently selected to share.
- You can select a different file.
- For the Virtual BOLST, Select "share computer sound."
- When have selection, click on the SHARE button.


Basic
Advanced
Screen
Whiteboard
iPhone/iPad
Basic Oral Literacy Screening Tool (BOLST)
ECA Handouts
Share computer sound
Optimize Screen Sharing for Video Clip
Share

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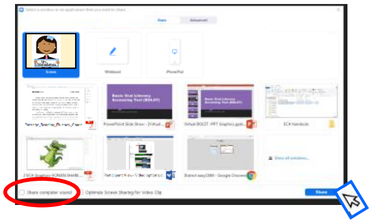
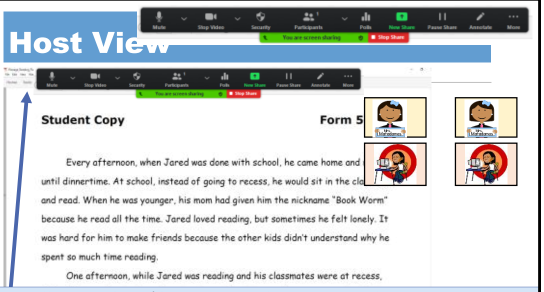

Basic
Advanced
Screen
Whiteboard
iPhone/iPad
Basic Oral Literacy Screening Tool (BOLST)
ECA Handouts
Share computer sound
Optimize Screen Sharing for Video Clip
Share

# Host View


Mute
Stop Video
Security
Participants
Polls
New Share
Pause Share
Annotate
More
You are screen sharing
Stop Share
Mrs. Matadamas

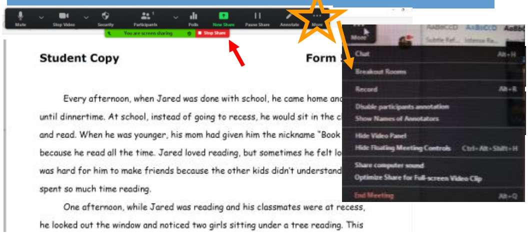
**Student Copy** **Form 5**

Every afternoon, when Jared was done with school, he came home and until dinnertime. At school, instead of going to recess, he would sit in the cla and read. When he was younger, his mom had given him the nickname "Book Worm" because he read all the time. Jared loved reading, but sometimes he felt lonely. It was hard for him to make friends because the other kids didn't understand why he spent so much time reading.

One afternoon, while Jared was reading and his classmates were at recess,

Your Zoom control bar moves to the top of the screen. Participants do not see it. It is not in their way.
Sometimes the bar covers something you need. You can drag and move the control bar out of your way.

# Host View


Mute
Stop Video
Security
Participants
Polls
New Share
Pause Share
Annotate
More
You are screen sharing
Stop Share
More
Chat Alt+H
Breakout Rooms
Record Alt+R
Disable participants annotation
Show Names of Annotators
Hide Video Panel
Hide Floating Meeting Controls Ctrl+Alt+Shift+H
Share computer sound
Optimize Share for Full-screen Video Clip
End Meeting Alt+Q

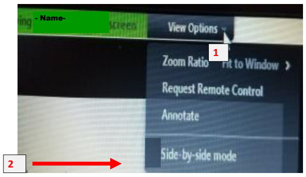
**Student Copy** **Form**

Every afternoon, when Jared was done with school, he came home an
until dinnertime. At school, instead of going to recess, he would sit in the c
and read. When he was younger, his mom had given him the nickname "Book
because he read all the time. Jared loved reading, but sometimes he felt lo
was hard for him to make friends because the other kids didn't understand
spent so much time reading.

One afternoon, while Jared was reading and his classmates were at recess, he looked out the window and noticed two girls sitting under a tree reading. This

# Participant View – Problem Solve

- Just like I started the workshop above, you will want to check with students to see if the strip of video pictures is covering any writing.
- Handout with workshop to help walk students through it.


- Name-
View Options
1
Zoom Ratio
Fit to Window
Request Remote Control
Annotate
Side-by-side mode
2

# Practice

***ON YOUR MARKS…***

***Questions before you go into breakout rooms to practice?***

## Practice

***GET SET…***

Can you see your zoom icon at the bottom?

*Do you have a document open, that you can share?*

## Practice

**BREAKOUT ROOMS**

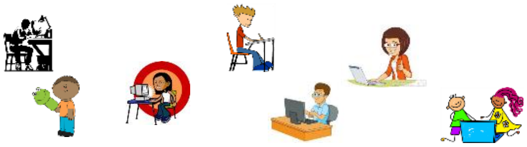
1. Everyone introduce and share your birthday (Month and Day)
2. Person with birthday closest to January goes first
3. Everybody take a turn to share the screen

***GO!***

*Look in the breakout box for directions to join*

## Reflection

***Volunteers Share Out***



## Are You Ready to Practice on Your Own? Would you like a Practice Buddy?

## Questions? Evaluations. Thank you!

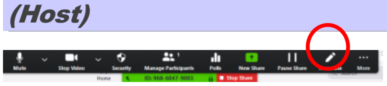
**EMAIL**

Mary Anne
mdiaz@brockort.edu

Jenny
jverdugo@Brockport.edu

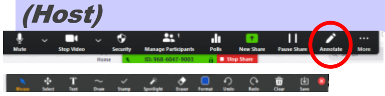
*The clipart used in this presentation was found at http://clipart-library.com/*

## Bonus: *Share Screen and Annotate (Host)*


Mute
Stop Video
Security
Manage Participants
Polls
New Share
Pause Share
More
Home
ID: 968-6047-9003
Stop Share

- As the HOST, you can annotate any time you share a document or if you share the Whiteboard.

## Bonus: *Share Screen and Annotate (Host)*


Mute
Stop Video
Security
Manage Participants
Polls
New Share
Pause Share
Annotate
More
Home
ID: 968-6047-9003
Stop Share
Mouse
Select
Text
Draw
Stamp
Spotlight
Eraser
Format
Undo
Redo
Clear
Save

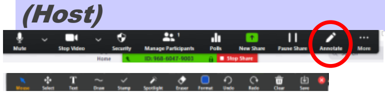
Text – create a text box to type in

Draw – choose curvy lines, straight lines, arrows, shapes

Stamp – Choice of 6 shapes to stamp on

Spotlight – Chose a “laser” to move around, or an arrow stamp with your (video) name written in it

## Bonus: *Share Screen and Annotate (Host)*


Mute
Stop Video
Security
Manage Participants
Polls
New Share
Pause Share
Annotate
More
Home
ID: 968-6047-9003
Stop Share
Mouse
Select
Text
Draw
Stamp
Spotlight
Eraser
Format
Undo
Redo
Clear
Save

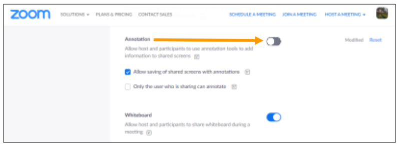
Format – Change colors and width/size of what you are writing or coloring with

Mouse – Get your mouse back so you can stop sharing, or change pages

Clear – The drawings will stay up if you don’t “clear all”

## Bonus: *Share Screen and Annotate (Your Participants)*

**FIRST -** You have to go to SETTINGS and make sure you turned this feature ON.


zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING
Modified
Reset

Annotation

Allow host and participants to use annotation tools to add information to shared screens

☑ Allow saving of shared screens with annotations

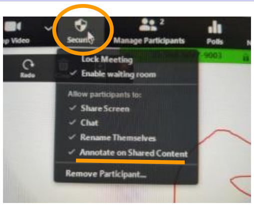
☐ Only the user who is sharing can annotate

Whiteboard

Allow host and participants to share whiteboard during a meeting

## Bonus: *Share Screen and Annotate (Your Participants)*

***Then*** your SECURITY feature will let you turn this feature on or off during your zoom meeting.


Video
Security
Manage Participants 2
Polls
Lock Meeting
✓ Enable waiting room
Allow participants to:
✓ Share Screen
✓ Chat
✓ Rename Themselves
✓ Annotate on Shared Content
Remove Participant...

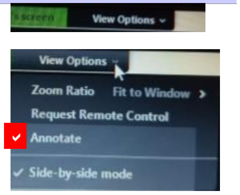
## Bonus: *Share Screen and Annotate (Your Participants)*

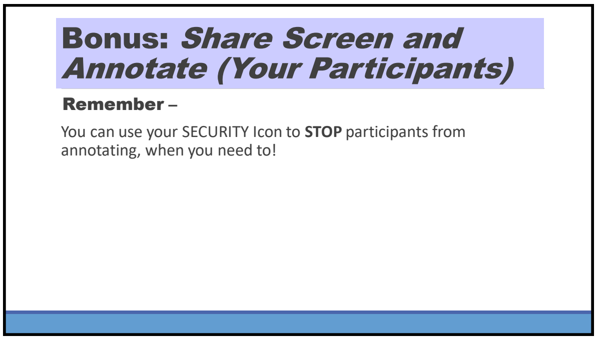
**Next,** you might want to demonstrate one type of writing, drawing, or stamping, so your participants know what to expect.

## Bonus: *Share Screen and Annotate (Your Participants)*

**Finally,** you can have participants activate it when you are screen sharing.

Tell them to Select "View Options," and then Select "Annotate"


View Options
View Options
Zoom Ratio
Fit to Window
Request Remote Control
✓ Annotate
✓ Side-by-side mode



## Bonus: *Share Screen and Annotate (Your Participants)*

**Remember** –

You can use your SECURITY Icon to **STOP** participants from annotating, when you need to!