


Hosting Zoom Meetings

*NYS-MEP Technical Assistance & Support Center
Mary Anne Diaz and Jenny Verdugo
April 30, 2020*


Housekeeping

Handouts	Agenda
<ol style="list-style-type: none"> 1. Agenda 2. Zoom Settings 3. Power Point Notes 4. School Administrators Guide to Rolling out Zoom 5. Zoom and FERPA Compliance 6. Zoom Links and Information 	<ul style="list-style-type: none"> • Theory of Action • Objectives/Learning Targets • Security Settings Before the Meeting • Feature: Screen Sharing • Security During the Meeting • Co-Host and Breakout Rooms • Polling • Profile and Virtual Background


Theory of Action Connection



SUBJECT CONTENT AND INSTRUCTION



ADVOCACY TO SELF-ADVOCACY



IDENTITY DEVELOPMENT

Enhance learning experience by planning time for participants to learn how to use platform controls themselves.

Enhance learning experience by planning time for participants to make choices – in the instruction and in the use of platform features.

Theory of Action Connection



Today's Learning Targets/ Objectives

1. **Before the meeting:** Use SETTINGS to control the access to the Zoom room
2. **During the meeting:** Use SECURITY settings inside the Zoom room
3. Use Zoom FEATURES to **enhance the learning experience**

POLLS: Ice Breaker and Pulse-Check

About the Zoom Invitation

- Mary Anne Diaz is inviting you to a scheduled Zoom meeting.
- Topic: Practice Time
- Time: May 1, 2020 09:00 AM Eastern Time (US and Canada)
- Join Zoom Meeting
- <https://zoom.us/j/91843082893?pwd=MTYwNkhuTlUvVWJTYzJlMkZlUzQyQz09>
- Meeting ID: 918 4308 2893
- Passcode: 403440
- One tap mobile
- +16462769923,,1883082893@US (New York)
- +13126266799,,1883082893@US (Chicago)
- Dial by your location
- +1 846 876 9923 US (New York)
- +1 312 626 9999 US (Chicago)
- +1 301 715 8592 US (Baltimore)
- +1 253 215 9782 US (Tacoma)
- +1 346 248 7999 US (Houston)
- +1 609 900 8833 US (San Jose)
- Meeting ID: 918 4308 2893
- Find your local number: <https://zoom.us/j/ucYENOH>

What you type under "topic" is what participants will see in the waiting room.

New Security: The actual password isn't visible in the URL link.

When calling in, these numbers are not Toll Free and are not local calls.

No problem if participant has phone plan with flat fee for long distance.

The link (find your local number) at the bottom is for international calls.

Article about purchasing Audio conferencing options, like a toll free number: <https://support.zoom.us/hc/en-us/articles/201362833>

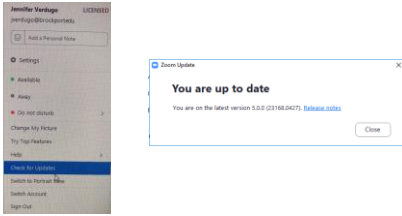
Security Measures Before the Meeting

#1 - Do not post connection information in a public place

Meeting Invitations: Security Considerations for K-12 Students

- Have permission from parents to meet via Zoom
- Create a new Meeting ID for every meeting, even for repeating (recurring) students/families each week
- Send the connection information to parent's email/phone (ages 13 and under)

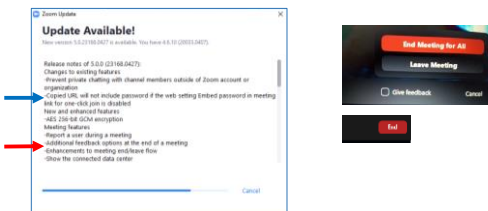
Check for Updates within your Desktop Client App

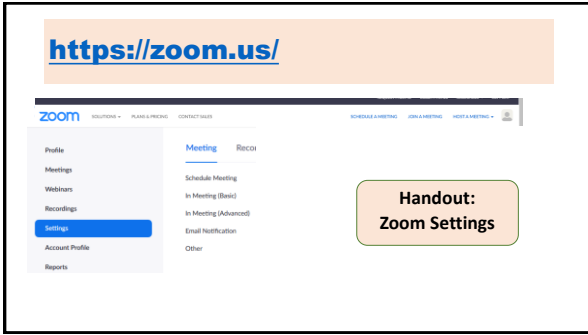


Check for Updates from Website



Check for Updates within your Desktop Client App





Zoom SETTINGS – BEFORE MEETINGS
Security Checklist

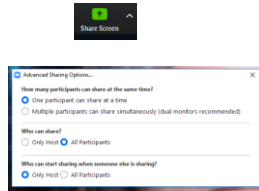
- Use personal meeting ID when scheduling meetings **OFF**
- Require a password when scheduling new meetings **ON**
- Require Encryption for 3rd Party Endpoints **ON**
- Play sound when participants join or leave **ON**
- Allow removed participants to rejoin **OFF**
- Waiting Room **ON**

ZOOM SETTINGS – BEFORE MEETINGS
Security Considerations for Choices to Enhance Engagement

- Chat **ON**
- Screen Share **ON**
- Annotate **Your choice**
- Allow participants to rename themselves **Your choice**

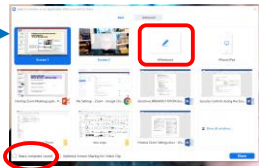
Feature Break: *Share Screen*

- The green SCREEN SHARE feature on the Control Bar
- The arrow beside Screen Share has choices for changing screen sharing options for participants.



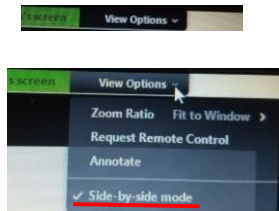
Feature Break: *Share Screen*

- Select the green SCREEN SHARE feature on the Control Bar
- Select highlighted screen or the whiteboard
 - You can see other windows open on your computer/device. Can screen share, but have to start over if change windows
- Select "share computer sound" if sharing a game or video

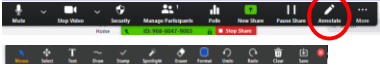


Feature Break: *Share Screen – Side by Side*

- To enhance the view for participants, they can select "view options" at the top of their screen.
- Then select "Side-by-side mode" so the row of pictures is always beside what is being screen-shared, instead of covering part of it.



Feature Break: *Share Screen and Annotate*

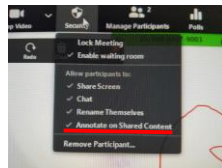


- When sharing screen the HOST has a choice to Annotate.
- Write TEXT... draw... stamp... erase
- Mouse (to get cursor back)

Feature Break: *Share Screen and Annotate*

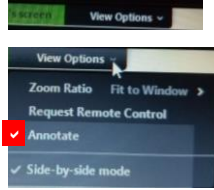
Feature Break: *Share Screen and Annotate*

- If you allowed participants to annotate, in settings, your SECURITY feature will let you turn this feature on and off for participants during individual meetings.



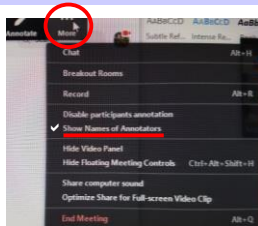
Feature Break: *Share Screen and Annotate*

- Participants can activate during screen sharing, under “view options”



Feature Break: *Share Screen and Annotate*

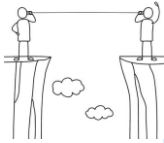
- The host can see who is ready to “annotate.”
- Using the tool bar at the top, click on the three dots for “more.”



Practice in Breakout Rooms

- In your breakout room, One person share screen first – **try the white board!**
 - The white board starts with the “annotate” bar open for the person sharing screen.
 - The people watching can make sure “annotate” is checked “view options” at the top of the screen.
 - Switch! Stop Share (red button at the top) and take turns sharing screen.
- Talk about ways you might use the Share Screen and Annotate features.

Questions and Comments



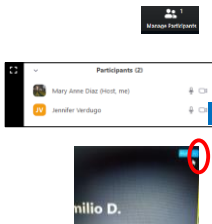
Security Controls During the Meeting

Security Feature on Control Bar



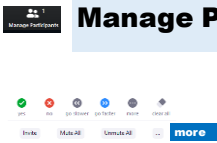
- Lock Meeting
- Enable Waiting Room (if enabled in SETTINGS)
- Allow Participant to (if enabled in SETTINGS)
- Share Screen
- Chat
- Rename Themselves
- Remove Participant
 - (2-step process)

Manage Participants



- Select “Manage Participants” from the Control Bar
- Hover mouse on individual participant’s name and click on the 3 dots for choices
- *Mute, ask to unmute, ask to show video and more*

Manage Participants



- Group choices at the bottom of the Manage Participant box**
- Mute Participant on Entry
 - All Participants to unmute themselves
 - Play Enter/Exit Chimes
 - Enable Waiting Room
 - Lock Meeting

✓ the check means it is enabled

Feature Break: Assign a Co-Host

- The Co-Host can everything the Host can do during the meeting, *except*
 - Allow a participant to record
 - Make a participant a host or co-host
 - Enable the waiting room
- Why a co-host?
 - Watch while host is presenting
 - During a larger meeting

Feature Break:
Host and Co-Host can...

- Mute participants
- Ask participant to unmute
- Stop a participants video
- Ask participant to start video
- Prevent Participant's Screen Share
- Rename participant
- Put participant on hold (if enabled)
- Choose to play an enter or exit chime
- Lock the meeting to prevent anyone new from joining
- Waiting room (if enabled)
 - Admit participants to meeting
 - Move participants back to waiting room

Practice
Host and Co-Host can...

In your breakout room, take turns to practice these!

- Mute participants
- Ask participant to unmute
- Stop a participants video
- Ask participant to start video
- Prevent Participant's Screen Share
- Rename participant
- Put participant on hold (if enabled)
- Choose to play an enter or exit chime
- Lock the meeting to prevent anyone new from joining
- Waiting room (if enabled)
 - Admit participants to meeting
 - Move participants back to waiting room

Questions and Comments

Feature: **Breakout Room – just the Host**

In SETTINGS–

- Enable so you see the Breakout Rooms feature on the Control Bar.



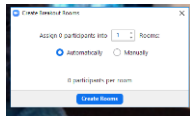
- Can also enable ability to pre-assign breakout rooms
 - Have to do this when you create the meeting
 - Have to use email addresses
 - Can add/delete inside the meeting

Feature: **Breakout Room – just the Host**

- Click on Breakout Rooms to set up the rooms



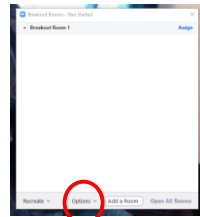
- **Decide how many rooms**
 - **Automatic** – the program assigns
 - Good for speed
 - Good for mixing people up
 - **Manual** – the HOST assigns
 - Good for grouping participants by categories, when appropriate to the question



Feature: **Breakout Room – just the Host**

Options - Set the defaults

- Move all participants into rooms automatically
- Allow participants to return to main session anytime
- Breakout rooms close automatically after ___ minutes
- Countdown after closing breakout room – set timer to ___ minutes



Feature:
Breakout Room – with Participants

Review Task/Guiding Questions for the Small Groups

Enter the Task/Guiding questions into the Chat box, so they go with the participants into the breakout rooms

Feature:
Breakout Room – with Participants

Assign Rooms

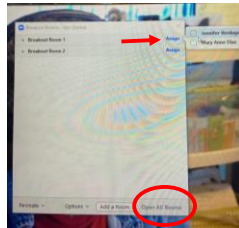
- Automatic or Manual

Example of Manual

- Click on Assign and select from the list
- Host can edit/reassign

Are the directions in the Chat box?

Open rooms



Feature:
Breakout Room – with Participants

After the rooms are open

- Set your timer!
- You can broadcast a message
 - This is tiny, is often not seen by participants...
- You can enter a room when you want to, and participants can send a message to join them.

Feature: **Breakout Room – with Participants**

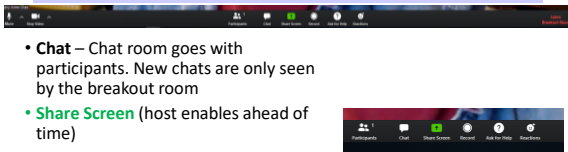
If you "Join" a breakout room...

- use your Breakout Room feature to return to the main session or join a different room



- (Ignore the big red button to close all rooms unless your timer is going off!)

Feature: **Inside Breakout Rooms**



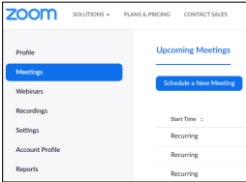
- **Chat** – Chat room goes with participants. New chats are only seen by the breakout room
- **Share Screen** (host enables ahead of time)
- **Record** (asks host for permission)
- **Ask for Help** (sends message to host)
- **Leave Breakout Room** on own (if host enables ahead of time)

Feature: **Breakout Room – with Participants**

- Close Breakout Rooms
 - Recommend having the 60 seconds for participants to finish and be pushed back to the main session, ready or not!
- Great time to have volunteers to share out

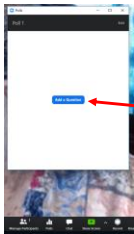
Questions

Feature: *Polling Set up and Creating*



- Enable in SETTINGS so HOST has the POLLS feature on the Control Bar.
- Meetings – the HOST can create during meeting or ahead of time
- Ahead of time:
 - START meeting (or)
 - SELECT meeting on website and find the polls near the bottom.

Feature: *Polling Set up and Creating*

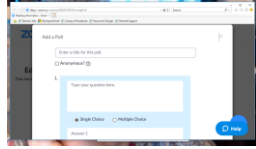


ADD

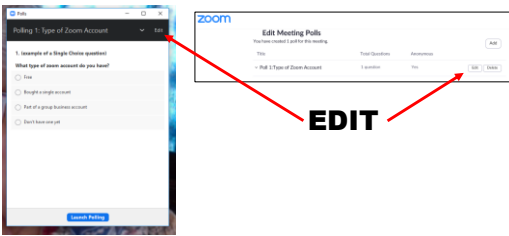
Feature: *Polling Set up and Creating*

Entering information

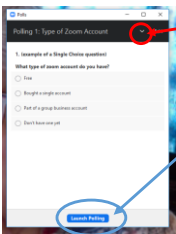
- Type Title
- Anonymous?
- Type Question
- Single Choice or Multiple Choice?
- Type the Answer choices



Feature: *Polling Set up and Creating*



Feature: *Polling in the Meeting*



- Use the dropdown arrow to select which poll you want to use.
- Tell participants about the poll and then launch.
- When the poll is running, the host can see how many people have answered to know when to **stop**.
- Then need to **SHARE results** so participants can see.

Breakout Room to Practice Polling

- This meeting has 5 polls. You have seen 2.
- In your breakout groups, as co-hosts, take turns at opening and launching a poll.
- What kinds of polls might you like in the meetings you host?

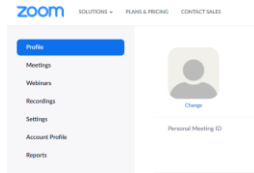
Questions

Features for the Host: Add Profile Picture

The profile picture shows in your video rectangle when your video is stopped.

Save your picture on flash drive or computer/device.

Select PROFILE in your website account.

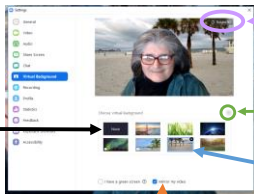


Features for the Host: *Virtual Background*

- Save picture(s) to a folder on computer/device
- Need to be in zoom
 - Use the arrow next to "Stop Video"
 - Select "Choose Virtual Background"



Features for the Host (and for participants): *Virtual Background*



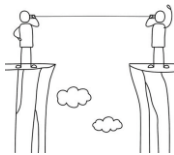
Done? Select the black, "None" box

Picture can turn upside-down

Add a new picture

Click on the picture you want to use

Do you have writing in your background? Is the writing backwards? Change your setting for "Mirror my video."



Thank You! And give us a call!

jverdugo@Brockport.edu

mdiaz@Brockport.edu
