Zooming Forward

bit.ly/cuezoom2
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Quick reminder...
THERE ARE TOO MANY BUTTONS.
Tips and Tricks

Unstable wifi? Turn off your camera.

Be kind...mute your mic when you aren’t speaking

Click here to view participant guide
Think and share in chat...

Have you hosted a zoom session? If so, what challenges did you face?
Hosting a Meeting: Set-Up Tips

Multiple devices allow you to view the meeting and other resources (backchannel, sliddeck, etc.) Co-hosts can be helpful too!

Email tech tips to participants ahead of time. Click here to view participant tips for Zoom

House all resources in a single location (Google Classroom, website, doc with hyperlinks, etc.)

Set up a backchannel for participants to communicate and collaborate during the session. (chat, padlet, doc, etc.)

@kat_goyette
Tips for Starting a Zoom Meeting

Orient attendees to the features of zoom by introducing:

- Chat feature, including ability to “pop-out” window
- Click & drag corners of window to make it smaller
- Open participants section to raise hand, answer yes, no, etc.
- If your wifi is unstable, turn off video
- Mute feature - stay muted unless speaking

This applies to zoom being viewed on a laptop or desktop.
Zooming with Students?

HOW TO SET UP ZOOM
FOR PARENTS AND STUDENTS

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Need translation? It’s built into YouTube!
Zoom with a DIY Doc Cam!

The Set-Up
(use a phone or tablet)
Synchronous DIY Doc Cam!

Join Zoom on computer, also join the meeting with phone or tablet (same account is fine), share screen of phone or tablet to project DIY doc cam to the video.

TIP: To avoid feedback, turn off sound on phone/tablet & be sure to mute.
What is the difference between a webinar and meeting?

<table>
<thead>
<tr>
<th>Description</th>
<th>Meeting</th>
<th>Webinar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom meetings are ideal for hosting more interactive sessions where you’ll want to have lots of audience participation or break your session into smaller groups.</td>
<td>Think of webinars like a virtual lecture hall or auditorium. Webinars are ideal for large audiences or events that are open to the public. Typically, webinar attendees do not interact with one another. Though Zoom provides options for you to get more social with your attendees, your average webinar has one or a few people speaking to an audience.</td>
<td>Paid version only</td>
</tr>
</tbody>
</table>
Let’s try something…

- Rename yourself
- Share a reaction
Schedule Meeting, Settings Options

[Image of Zoom interface with highlighted elements: Meetings tab and Schedule a New Meeting button]

Upcoming Meetings:
- Tomorrow (Recurring) 05:00 PM: Tech 290 Session 1, Meeting ID: 828-799-379
- Tue, Apr 28 08:00 AM: Leverage Video to Connect with Students - K-5, Meeting ID: 941-3053-2950
- Tue, Apr 28: Google Classroom Best Practices: K-5, Meeting ID: 964-1101-6909

[Links: bit.ly/cuezoom2]
## Start a Scheduled Meeting

### Upcoming Meetings

**Schedule a New Meeting**

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Topic</th>
<th>Meeting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tomorrow (Recurring) 05:00 PM</td>
<td>Tech 290 Session 1</td>
<td>828-799-379</td>
</tr>
</tbody>
</table>

[Start](bit.ly/cuezoom2)
Security Features

Registration

- Required

Meeting ID

- Generate Automatically
- Personal Meeting ID 670-099-5117

Meeting Password

- Require meeting password

Password box is automatically checked & random password generated for free accounts
Access security features in more than one location
Screen sharing options

- One participant can share at a time
- Multiple participants can share simultaneously (dual monitors recommended)
- Only Host
  - All Participants

Who can start sharing when someone else is sharing?
- Only Host
  - All Participants
Time to break out!
Adjust settings to allow breakouts

Breakout room
Allow host to split meeting participants into separate, smaller rooms
- Allow host to assign participants to breakout rooms when scheduling

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
Create randomly assigned breakouts
Pre-assigning breakout rooms. The fine print...

During the meeting

- Participants are required to use Zoom Desktop Client/Mobile App to join breakout room
- If a participant joins before you (the host), they will be automatically assigned to the breakout room you specified when scheduling the meeting.
- If a participant joins after you (the host), they will not be automatically assigned to the breakout room you specified when scheduling the meeting. Select “Recreate” > “Recover to pre-assigned rooms” to revert to pre-assigned breakout rooms to assign participants to their pre-assigned breakout rooms.
What’s Next?

● Customized names
● Virtual backgrounds
● Recording your meeting
● Livestream to social media
● and more!

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Goodbye for now, Zoom