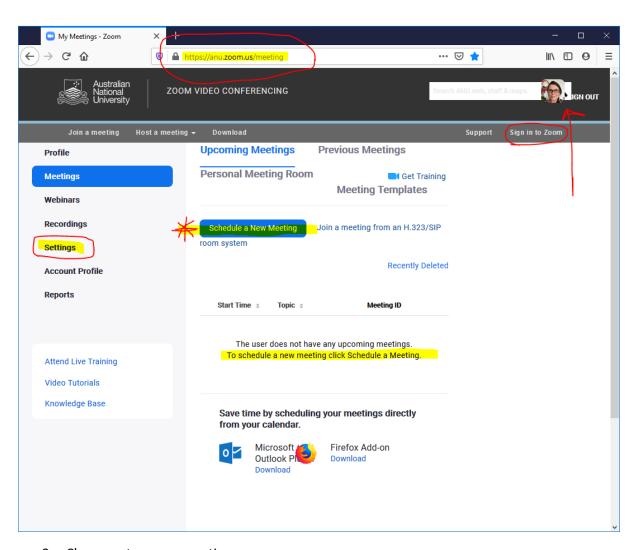
### ZOOM

Using Zoom- long but filled with screen shots! Zoom can be a great tool for enabling personal, interactive communication and there are lots of options to choose. Your version of Zoom might look slightly different, but the functionality will be the same.

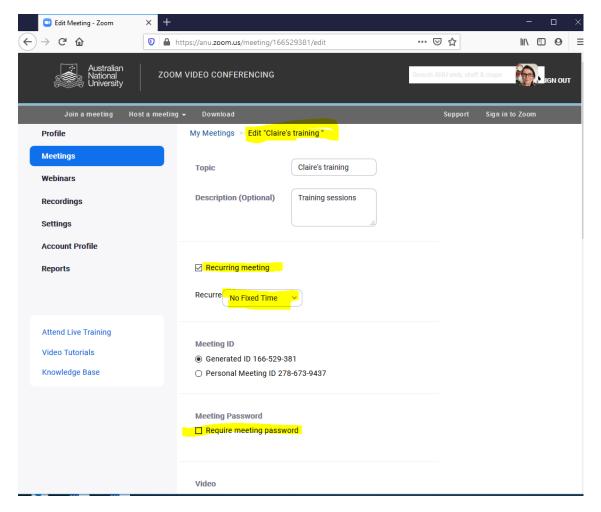
There are many tutorials available.

### https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

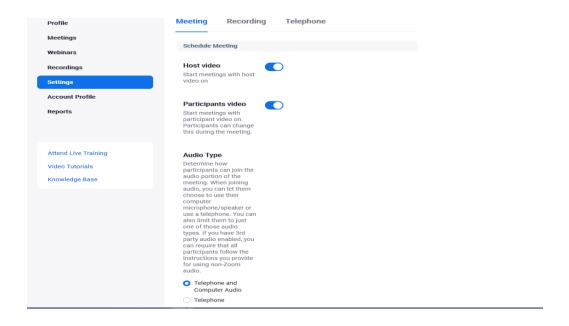
1. Set up: go to <a href="https://anu.zoom.us/meeting">https://anu.zoom.us/meeting</a> Bookmark this page on your browser- using either chrome or firefox.



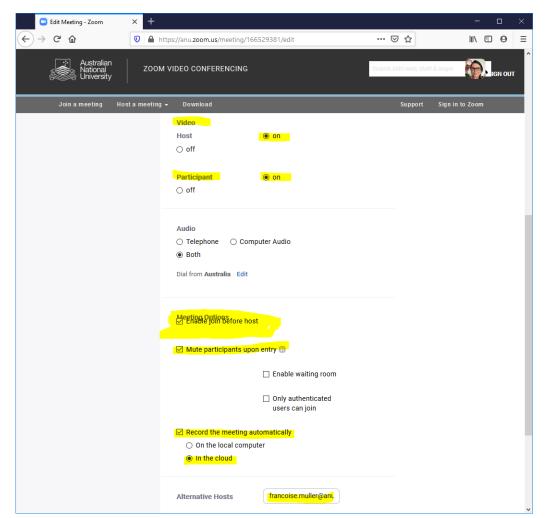
- 2. Choose set up new meeting.
- 3. Add your photo to your profile.
- 4. There are multiple Settings options to select. Screen shots follow with settings I recommend.



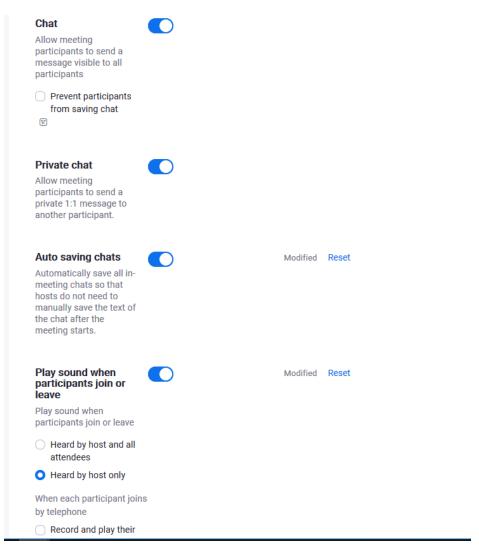
5. Set meeting as Recurrent with no fixed time. This means you can use it at any time. I don't use a meeting password. Note the generated ID is the one that you can send to students to enter. DO NOT USE PERSONAL MEETING ID.



- 6. Review Settings for the meeting
- 7. Enable video. This may need to be turned off during Zoom session as it consumes lots of bandwidth, but it is nice to have an early video to create rapport.
- 8. Use Telephone and computer

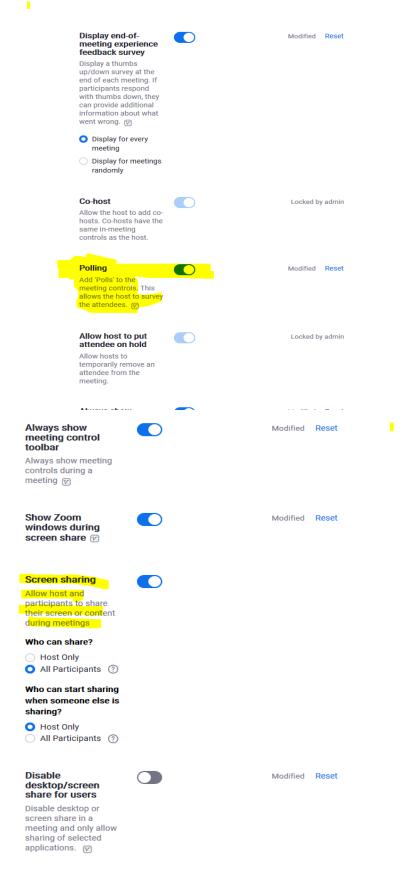


- 9. Enable join before host, mute participants on entry- and you can decide if they can unmute themselves or if they need to wait for you to do it in the meeting.
- 10. Best to set to auto record- you can then stop or pause it when you want to. It is easy to forget to record. Excess recordings can be deleted from cloudstor.
- 11. An alternative host can be useful for a scheduled class if something happens and someone else needs to go in a check on students.
- 12. See below for addition setting options. Chat is a text based chat and there is a choice to enable participants to talk privately with others. HOST CAN SEE PRIVATE CHATS so warn students about this- can be embarrassing!

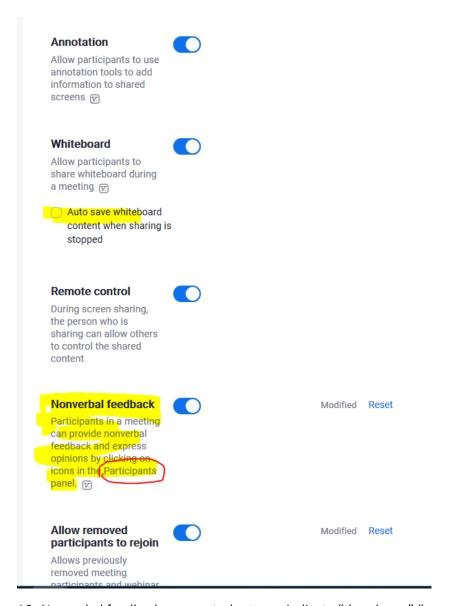


13. I think the sound chime is useful- if people are repeatedly dropping in and out you can turn it off.

14. Poll is an extremely easy and useful way of enabling participation, and can be fun. You could ask for questions in chat, or create your own on the fly.



15. Screen sharing can be very helpful- ensure that if possible, your computer is prepared for screen sharing eg turn off email alerts, close email, close any programs you are not going to use, prepare powerpoints, spreadsheets, documents and minimise beforehand. You can choose what to share- screen, whiteboard, etc.



- 16. Nonverbal feedback means students can indicate "thumbs up" "away" etc in the chat paneand you can view when you select the "participants" button. Quick and easy way to get feedback and minimal participation.
- 17. Option to autosave whiteboard.

#### In Meeting (Advanced)

### Breakout room



Allow host to split meeting participants into separate, smaller rooms

Allow host to assign participants to breakout rooms when scheduling

V.

Save

Cancel

### 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

### **Save Captions**



Allow participants to save fully closed captions or transcripts





Allow boot to opping

18. Break out room- what the name says- divide students into smaller groups to talk amongst themselves. Can be done manually or automated. 19. I have never used the remaining options ☺

## Identify guest participants in the meeting/webinar

Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests.

### Auto-answer group in chat



Enable users to see and add contacts to 'auto-answer group' in the contact list on chat. Any call from members of this group will be automatically answered.

#### Only show default email when sending email invites



Allow users to invite participants by email only by using the default email program selected on their computer

#### Use HTML format email for Outlook plugin



Use HTML formatting

### Show a "Join from your browser" link



Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

### Allow live streaming meetings



- Facebook
- Workplace by Facebook
- YouTube
- Custom Live Streaming Service

Save

Cancel

#### **Email Notification**

# When a cloud recording is available



Notify host when cloud recording is available

Send a copy to the

### When attendees join meeting before host



Notify host when participants join the meeting before them

### 20. Potentially useful options.

### When a meeting is cancelled



Notify host and participants when the meeting is cancelled

#### When an alternative host is set or removed from a meeting



Notify the alternative host who is set or removed

# When someone scheduled a meeting for a host

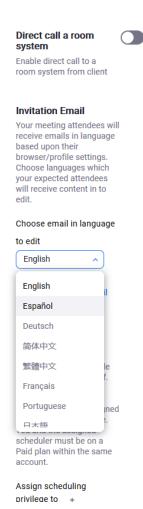


Notify the host there is a meeting is scheduled, rescheduled, or cancelled

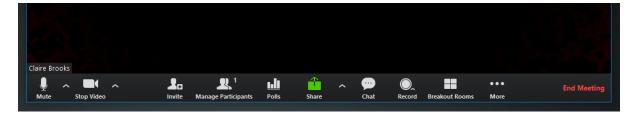
# When the cloud recording is going to be permanently deleted from trash



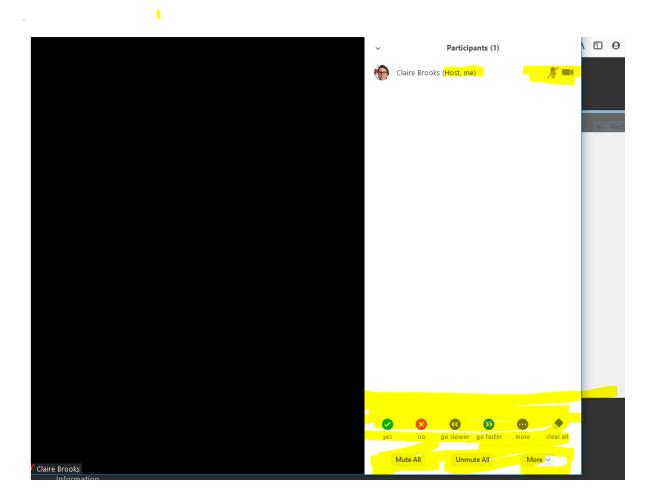
Notify the host 7 days before the cloud recording is permanently deleted from trash

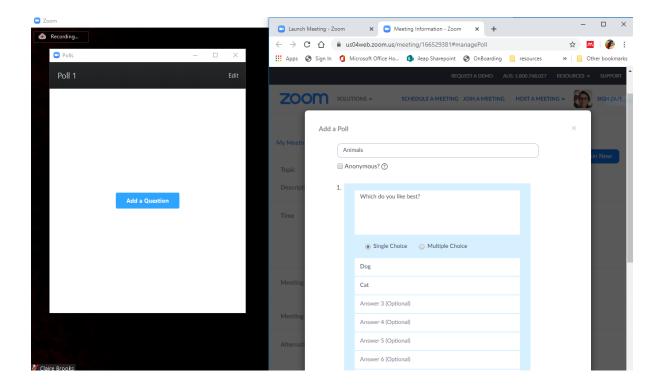


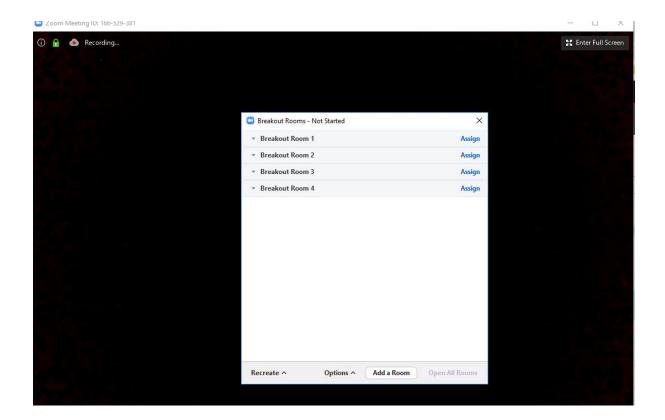
21. Might have some value during the coronavirus crisis? Not personally used.



- 22. Image of the HOST options using this set up. CHECK RECORD.
- 23. Below images of using the poll tool and other functionality.







- 24. I suggest that if you are working with a large group (20+) you might need an additional person to handle the chat stream while you present. Preparation is key.
- 25. Have fun!
- 26. Final screen shot with Canberra virtual background .......

