2020

Abington Art Center Zoom Training Participants Guide

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Contents

Welcome

About this Guide

This guide developed to give the learner a visual representation of what we address in each lesson. We include an image of the slide, a brief description of what is covered, plus a copy of the text.

We have also included an action point, the suggested action you should take while viewing each slide. We recommend you not complete all the lessons in one setting that you do one lesson at a time and take a break after each lesson.

We also suggest you open Zoom and follow through with the proposed actions throughout the guide. We also recommend that you conduct one or two practice sessions at a minimum with some friends or your family; this will give you the confidence you need to be a skilled presenter.

We hope you enjoy these short but informative lessons, thank you for taking part in these lessons.

Slide 1: Introduction to Zoom Lessons
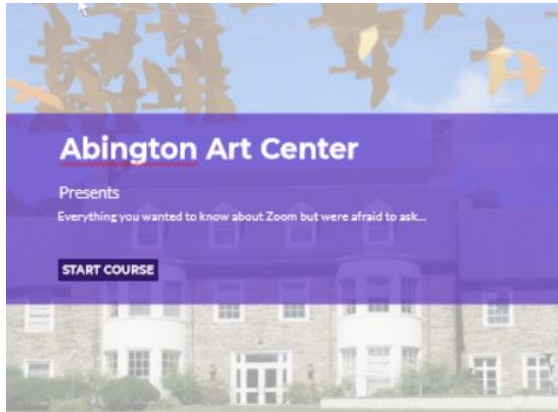
Figure 1: Opening scene for training

Welcome to the Abington Art Center training for Zoom. In this series of lessons, you will be learning about how to use Zoom, our web conferencing application effectively. Zoom will help you take what you usually teach in a face to face environment to an online environment. We hope you enjoy this training, and if you have any questions, please do not hesitate to contact us regarding teaching your class. If you have technical questions regarding Zoom, please contact Zoom directly at support dot zoom dot u s forward-slash h c forward-slash e n hyphen u s. Thank you click on the start course button to start your learning session.

ACTION: View the slide and click start to start the course.

Slide 2: Lessons included in the training.
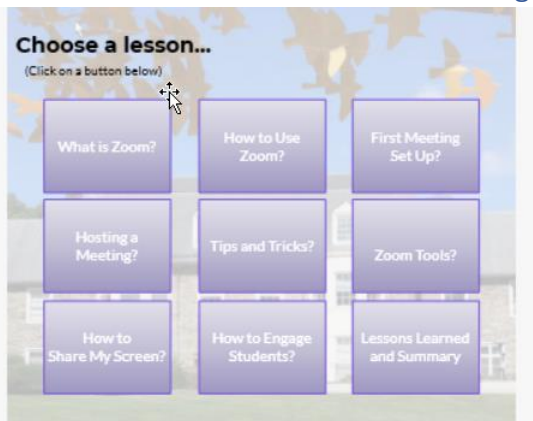
Figure 2: Choose a Lesson to view

Welcome to the opening page for this series of lessons on Zoom. If you have previous experience such as you, have already hosted a set of meetings, you might want to skip a few sessions, or you may want to go through all the courses just to learn about any gaps you might have.
The lessons are set up to coincide with the accompanying participant's guide that corresponds to each lesson. In each lesson, we strongly recommend you set up a practice meeting in Zoom and then follow along, trying the new tools and learning more about Zoom.
Lesson 1 What is Zoom is a summary of what is Zoom.
Lesson 2 How to use Zoom talks about some of the different ways in which you can use Zoom

Lesson 3- Setting up your first meeting talks about setting up that first meeting.
Lesson 4- Hosting a meeting talks about the nuances of hosting a meeting and the tools that are available for you to use.
Lesson 5- Tips and tricks talk about some of the tips and tricks you can utilize in teaching an online course.
Lesson 6 – Zoom Tools talks about some of the tools zoom offers you to use when teaching online
Lesson 7- How to share my screen- talks about sharing your screen and some of the tools you can use while sharing your screen.
Lesson 8 – How to engage students talks about some of the ways you can engage students in your lessons.
Lesson 9- the final lesson summarizes some of the important things you learned throughout the lessons and even gives you some lessons learned in taking a traditional face to face setting to an online setting. We hope you enjoy each of these lessons, so let us click on your first lesson to get started in learning about Zoom.

ACTION: Click on the lesson you would like to view.

Lesson 1 What is Zoom

Slide 1: What is Zoom
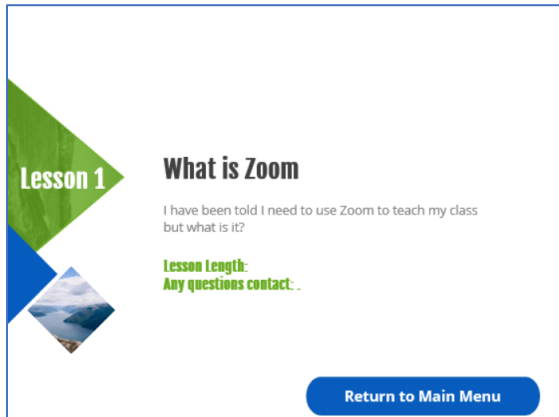
Figure 3: Welcome to What is Zoom Lesson 1

In this first lesson, we are going to introduce you to what is Zoom. What zoom is intended to give you an overview of Zoom and video conferencing? So, let us get started click on the next arrow to start the lesson or click on the return to the main menu button to go to another lesson

ACTION: View Slide and click on next to continue the lesson

Slide 2: Learning Objectives
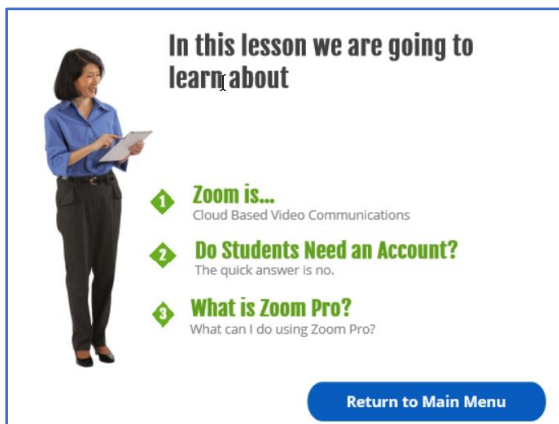
Figure 4: A few basic questions answered

What is Zoom?
Zoom is a cloud-based video communications software. It allows you to set up a virtual video and audio-based conferences, webinars, live chats, and screen sharing. In other words, an online collaborative, engaging environment.
No, your students do not need to have an account to attend your zoom class. The participant can use either a Mac Computer, a Windows-based computer, or a Linux based computer. They can also use their smartphones, whether it is IOS based or Android-based.
Zoom is part of the video conferencing applications that are available and is similar to Skype, Web-Ex, Cisco, and Google Meet. Here at Abington Art Center, we chose to use Zoom as our application for teaching in an online environment. The meeting conducted in Zoom is encrypted, which means they are

safe and secure. Zoom is simple to use, and in the following lessons, we are going to demonstrate how you can use it to teach an interactive, engaging learning environment for you and your participants. We are using Zoom Pro; it will allow you to Set up class sessions that can last from zero to twenty-four hours in duration. You can create a single ID for recurring meetings. You can set up recurring meetings. You can record your sessions to the cloud and then make them available for your participants to view at a later time. It also develops reports where you can see participant usage etcetera. Our Zoom account will not only assist you in delivering an engaging learning environment, but it will also help your student to enjoy the learning experience you are providing.

ACTION: View Slide and click on next to continue the lesson

Slide 3: What is Zoom?
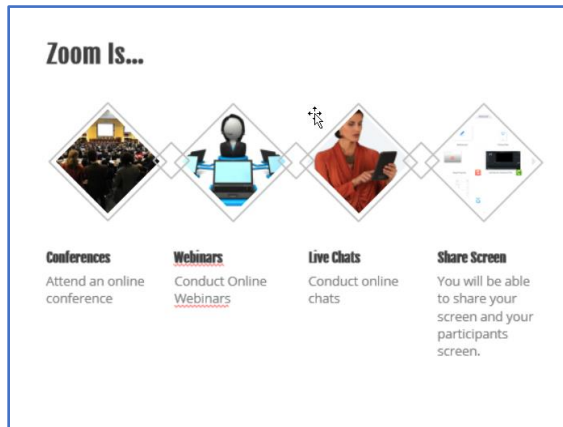
Figure 5: Zoom is...

What is Zoom?

Zoom is a cloud-based video communications software. Zoom allows you to set up virtual video and audio-based Conferences, Webinars, Live Chats, and Screen Sharing

ACTION: View Slide and click on next to continue the lesson

Slide 4: Zoom Allows you to…

Figure 6: Zoom Video Conferencing logo and what it will allow you to do.

We are using Zoom Pro.

Zoom Pro will allow you to: Set a session that can last from zero to 24 hours, although we suggest you set it for the allotted time of your course plus any extra time you might want to allocate for after-class questions. Create a single ID for reoccurring meetings. In Zoom, you can record your classes to the cloud for later review by your students. These are just some of the features of our Zoom video conferencing tool. We will go into these in detail in the following lessons.

ACTION: View Slide and click on next to continue the lesson

Slide 5: What do my students need to attend?

Figure 7: What do my students need to view my learning session?

Your students do not need to have a Zoom account to attend a Zoom Meeting. We will talk later about how a student without a Zoom account gains access to your meeting.

A participant attending your Zoom meeting can have one of the following to access your session A Mac Computer, A Windows Based Computer, Linux Based Computer, IOS Operation System, in other words, their iPhone, iPad, etcetera.

Or their Android Operating system, also known as their Galaxy Phone, their Samsung, their Surface, Chromebook, etcetera.

Pretty much any device, your students may have to attend your course.

Zoom is part of the video conferencing applications available today. Skype, Cisco Web-Ex, Google Meets. We chose to use Zoom as our application for teaching in an online environment.

The calls made through Zoom are encrypted.

It is simple to use, and in the following lessons, we are going to demonstrate how you can use it to teach an interactive, engaging learning environment for your participants.

ACTION: View Slide and click on next to continue the lesson

Slide 6: End of Lesson 1

Figure 8; End of Lesson 1

You have now completed lesson 1, click on return to the main menu to go to the next lesson. BUT FIRST TAKE BREAK, then click on the return to the main menu button.

ACTION: TAKE A BREAK, then click on return to the main menu to go to lesson 2.

Lesson 2 Install Zoom

Slide 1: Intro
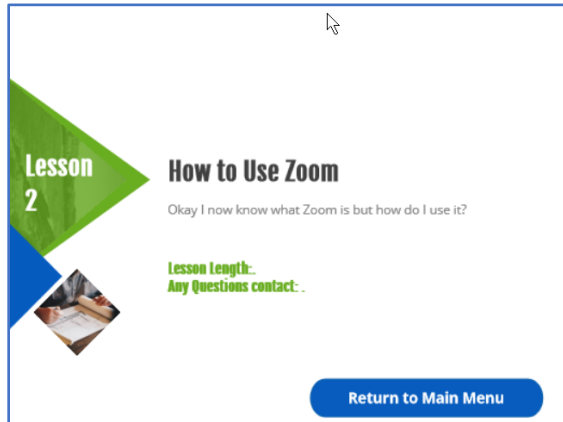
Figure 9: Opening scene for Lesson 2

Welcome to Lesson 2 of this series on Zoom Web Conferencing.
In this session, we are going to learn about how to download the Zoom software that will enable you to conduct your course via zoom.
Click on Next to continue.

ACTION: Click on Next to continue with the lesson. Or click on the return to the main menu to go to another lesson.

Slide 2: Zoom Web Site Address
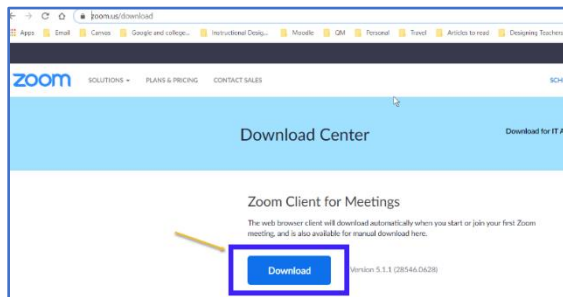
Figure 10image of zoom download page

The First Step is to go to Zoom and download the software. You can either search for Zoom software download or type h t t p s colon, backslash, backslash, z o o m dot u s, forward slash, download

Action: Type in http://zoom.us/download. After the website, uploads click on download.
NOTE: If you use the Outlook calendar, you can also download the Outlook plugin that works in conjunction with zoom.

Slide 3: Downloading Has Started
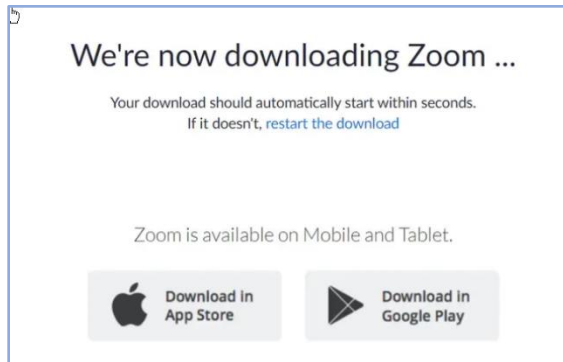
Figure 11: Download Message Indicating Start of Download.

Step 3, after selecting download, you should see the following message.

ACTION: Wait for Zoom to download Zoom. If it does not download, click on restart download.

Slide 4: Allow Zoom to Download
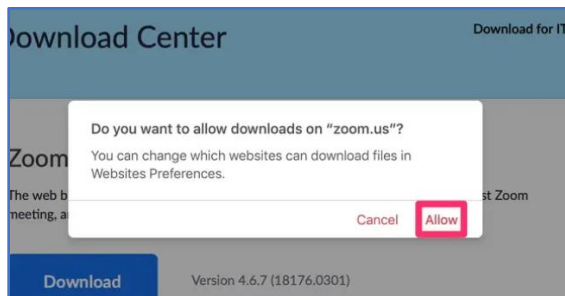
Figure 12 Image-Allow Zoom to make changes to your computer.

Step 4, you will see the following message from zoom asking for permission to making changes to your computer click on allow.

ACTION: Click on Allow
NOTE: You may be prompted by your browser setup, "Always open these types of links associated app."
ACTION: Click on Open Zoom Meetings

Slide 5: Security Message
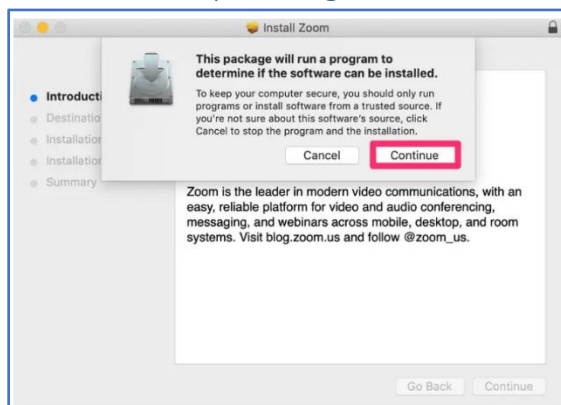
Figure 13: Security Message that may show up on your computer.

You may see this screen pop up, and your security system on your computer generates it. If you see this screen, click continue to continue with the install.

ACTION: Click on Continue

Slide 6: Sign In
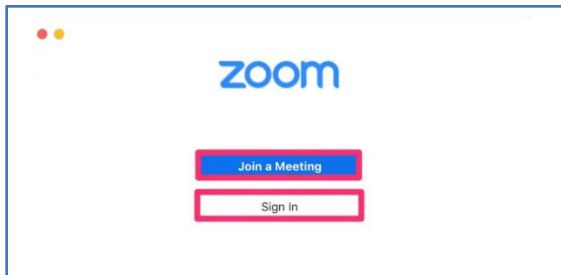
Figure 14: Zoom Sign in Image

Next, you should see a zoom desktop log in or schedule a meeting. Next, you will need to set up your sign-in information

ACTION: Click on Return to Main Menu

Slide 7: End of Lesson 2

Figure 15: End of Lesson 2

Congratulations, you have now successfully installed zoom onto your computer, and you are ready to continue to set up your first meeting.
Click on Main Menu to return to the next session on how to set up your first meeting.

End of Lesson 2

Lesson 3: Setting up your first meeting

Lesson Length: 10 Minutes Approx.

Slide 1: Introduction to the lesson
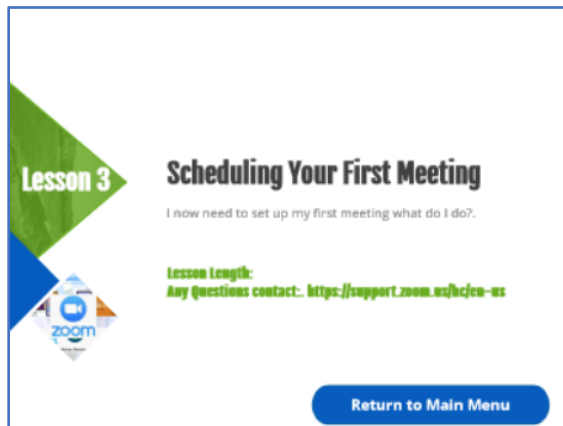
Figure 16: Lesson 3 Introduction to Scheduling your 1st meeting

In this session, we will be looking at setting up your first meeting and the steps involved.

ACTION: Click on Next to continue the lesson

Slide 2: What are my choices
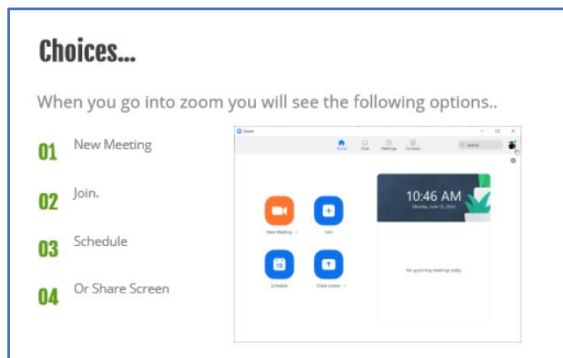
Figure 17: Image of Slide 2 includes Meeting Set-Up Options

Now that you have set up your account, you need to schedule your meetings for your courses.
When you log into zoom, you will see the following options
Option 1 New Meeting
Zoom allows you to start a new meeting.
Setting up a new meeting is helpful when you have not already scheduled a meeting and want to set up a meeting for students
Option 2 Join a Meeting
In Zoom, you can join a meeting that someone else has scheduled.
Option 3 select this button to schedule a meeting.
Option 4 is to share your screen.
Share your screen will allow you to share what is on your screen with your meeting attendants.
We will be looking at each of these options.

For this lesson, we will want to click on schedule a meeting.

ACTION: View Slide. Click the next arrow to continue.

Slide 3: Select New Meeting
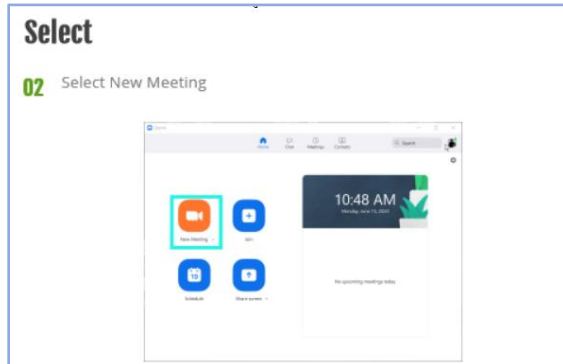
Figure 18: Click on New Meeting

For this demonstration, we want to click on schedule a new meeting.
During this demonstration, we suggest you bring up zoom and follow these steps.

ACTION: Click on NEW MEETING ICON

Slide 4: Meeting Schedule -Form to Fill out
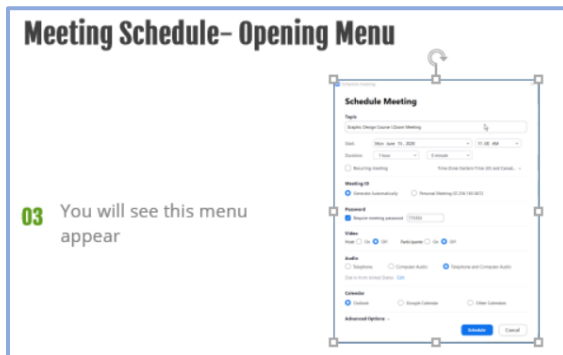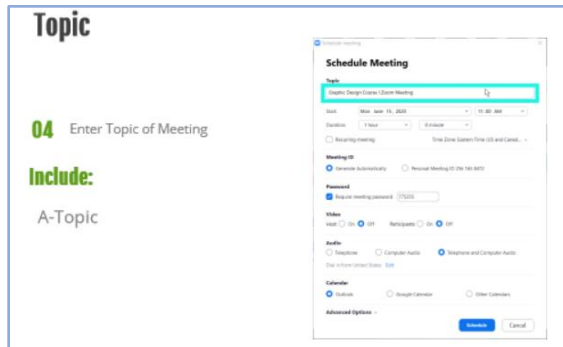
Figure 19: Schedule Meeting Form

Once you click on a new meeting, this menu will appear.
You will need to fill this out, let us go through the options click on next to continue.

ACTION: View slide

Slide 5: Topic of Session
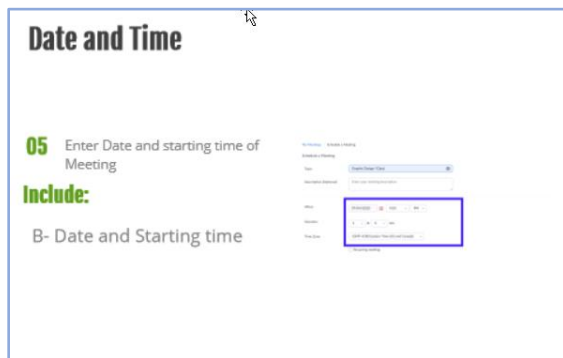
Figure 20: Indicate Topic of Meeting

Starting at the top of the form, the first item to fill in is the topic.
We suggest you put in a topic, for example, Graphic Arts Class, this will make it clear to your participants what the meeting is set up for and will be more likely to accept the invitation to the meeting.

Action: Type in the Topic of your Session, for example, Graphic Design 1

Slide 6: Indicated date, time and duration of Meeting

Figure 21: Fill in the date and time of the session

Next, you will need to indicate the date and starting time of your meeting.
You will also need to indicate the number of hours your class should take. The default is 1 hour.

ACTION: Select Date of Meeting, Select Starting Time of Meeting, and then Select Meeting duration.

Slide 7: Is this a recurring meeting?
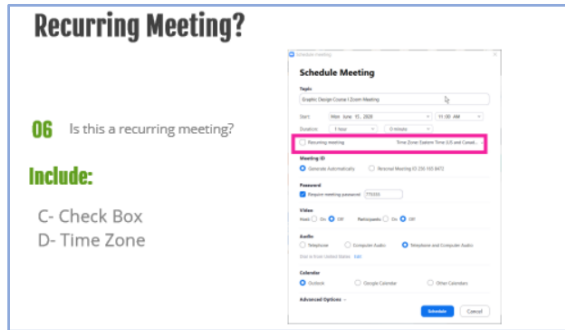
Figure 22: Set up a recurring meeting

Zoom has a checkbox that will allow you to set recurring meetings.
If your course occurs every week on the same day and at the same time, you can set it up by checking this box.
We suggest you do this rather than setting up meetings individually; this will help your participants to set aside the dates and time for each session.
Also, make sure you select the time zone for the meeting because some of your participants may be in another time zone.
The default is Eastern Time Zone

ACTION: If you have more than one session to teach, click the recurring meeting. Check the time zone to make sure you indicate the correct time zone. Default is Eastern Standard Time Zone.

Slide 8: Setting up Session Permissions
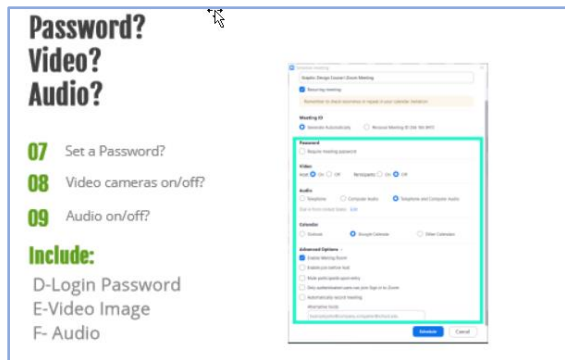
Figure 23: Insert Password

You can check this box and set up a password or uncheck it if you do not want your participants to have to enter a password to get into your classroom.
We suggest you check this box, which is the default, and you can use the password Zoom has auto generated for you.
I know you are thinking, why should my participants have to put in a password to enter my courses.
Since Zoom is a widely used web conferencing tool, hackers have learned how to hack into courses and meetings that are not password protected. It even has a term called Zoom Bombing.
Adding a password can help you keep zoom bombing from occurring.

The video option sets up whose video can be shared when the meeting first starts.
We suggest you set it for your camera as the host to display, and your students turn this off initially.
We suggest you have the students turn on and off their cameras when they ask questions, demonstrate a technique, or share their projects with the class.

Next set the audio do you want your students to be able to call in during your zoom meeting?
Your initial response might be no; I do not want them to be able to call in because this is an art course, and they need to see what I am projecting.
But what if your student is in the meeting on their computer, they can see you, but they are having audio issues. They tell you in the chat session they are having trouble with their audio, the participant cannot speak, or they cannot talk by allowing them to call in. You can instruct them to call into the meeting, and now they can watch the video imagery on their computer and participate in using their phone. If a participant does use the audio feature using their phone reminding them to mute their microphone.
The options for audio by default, allowing participants to use both their telephone and computer to attend the meeting, we suggest you leave this as the default.

ACTION: Set Up your Password for your course.
NOTE: Students will need to have this password to log into your class. Check the video if you want your participants when they enter the meeting will share their image using their webcam. Check audio if you wish your participants to be able to call via their phone to participate in your course.

Slide 9: Advanced Setting
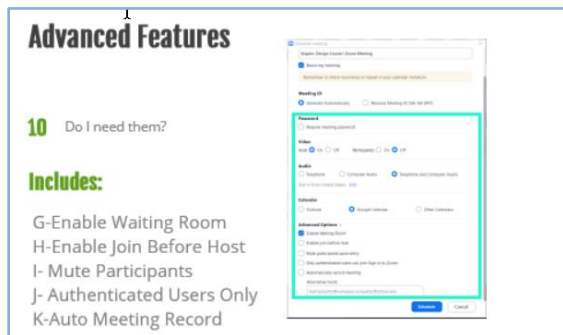
Figure 24: Advanced Features

You can select any of the advanced settings; for example, enable waiting room is a default that is automatically set up for you.
It allows your participants to come into your session before it starts and wait for you to start your class. We suggest you leave this default checked.
Other Advanced features include
Enable to join before the host; this will allow your participants to join the session before you join. The participants will be able to communicate with each other if you have set it to enable them to talk at the start of the meeting and allow them to use their microphones upon entering the meeting. If you do not set these up, they will still be able to use the chat feature.
Mute participants upon entry-this feature will mute the participant's ability to talk upon entering the session. We suggest you do not mute them so you can say hello as they enter, and they can respond without you having to unmute them.

Allow only authenticated users to join. We suggest you do not check this because users would have to have a zoom account and sign into that account before they could participate.

The final advance option automatically records the meeting. Setting up this feature is useful if you always want to record your classes. You can also manually turn this on in your courses. We suggest you manually turn this on because you will be able to turn on and off the recording as you teach the class. For now, we suggest you leave allow participants the default to be checked and leave the others unchecked

ACTION: Check to make sure enable waiting room is checked. Note this is the default. Check any of the other advanced options you would like to use for your course.

Slide 10: Example Meeting, Room Form Filled In.
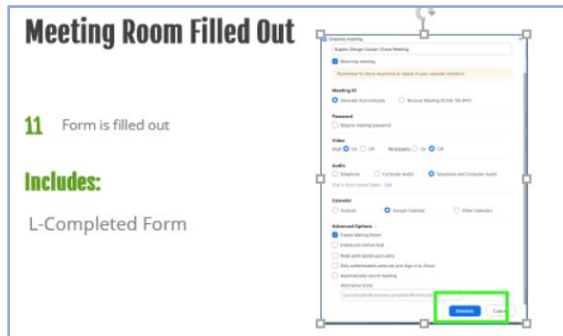
Figure 25: Filled out Meeting Schedule Form Example

Here is an example of a meeting session form filled out with the suggested parameters set. Click on schedule to complete setting up your session.

ACTION: View slide and compare with your filled-out session form

Slide 11: Example Meeting Log in Details
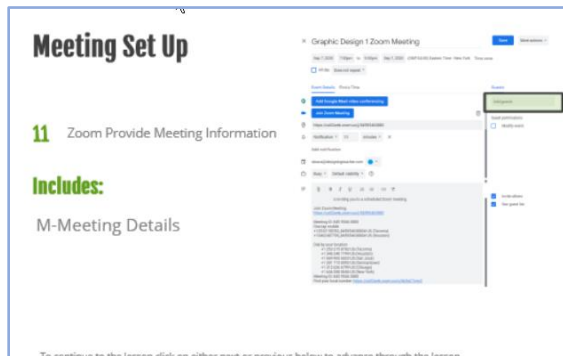
Figure 26: Example Meeting Information

Here is the invitation that Zoom Creates for you.
In the right-hand column, you will see Add Guests.
If you know your participant's email address, you can click on this and enter their email address.
Once you enter all their email addresses, Zoom will automatically send this notification to all the participants you included in your list.

Make sure you include this information because it is the information that your participants will need to have to log into your Zoom session.

ACTION: Review information presented on slides. Enter your guest (Attendees) emails for your class. This will allow Zoom to generate an email that sends an invitation to the course with the login information.

Slide 12: Log Information for Participants
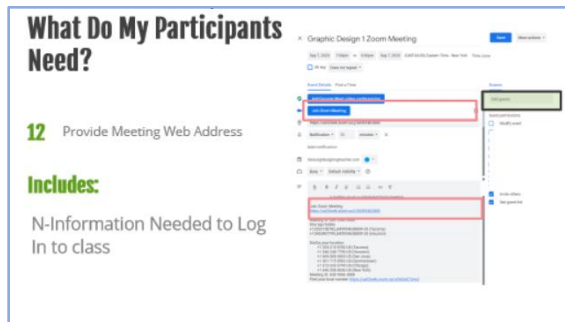
Figure 27: Information participants need to participate in your class.

What do your students need to join your class in Zoom online?
If you send them the Zoom invitation created by Zoom shown on the previous slide, the students will be able to click on either the Join Zoom Meeting indicated in the highlighted square in the left-hand column.
Or they can simply click on the H T T P address provided in the invitation. Both will take them directly to your session. Remember, they do not have to have a Zoom account, just the web address.

ACTION: View Slide, click next to continue

Slide 13: Calendar Integration
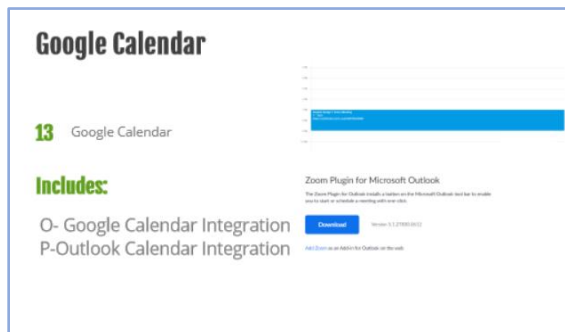
Figure 28: Zoom and Outlook Calendar Integration

Here is what Zoom would look like on your calendar if you downloaded the Outlook Zoom Plug-In.
If your participants download this plugin, the meeting invitations will be integrated with their outlook calendar.
This is great because all you have to do is click on the calendar meeting to open the Zoom meeting.
You have now set up your meeting and invited your participants.
Please click on return to the main menu to go onto the next lesson How to Host a Meeting.

If you or your students use Google Calendar, the Zoom meeting scheduler will integrate with your Google Calendar and set up the appointment in your calendar.

ACTION: Download Outlook Plugin from Zoom to integrate your scheduled class with your outlook calendar.

Slide 14 End of lesson 3

This ends lesson 3. Thank you for viewing. Click on the return to the Main Menu Button to go onto the next lesson.

Click Return to Main Menu to continue with the next lesson.

END of Lesson 3

Lesson 4: Hosting a Meeting-The Menu

Slide 1: Introduction
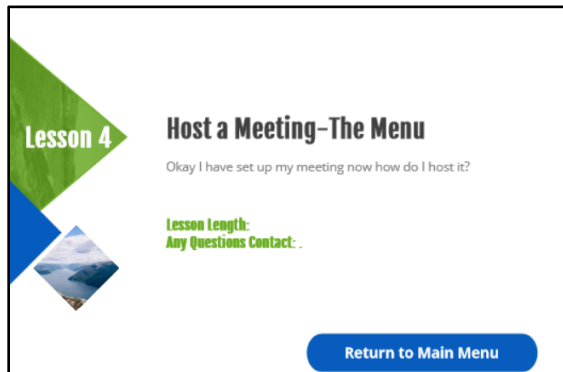
Figure 29: Host Meeting-The Zoom Menu Lesson 4

In this session, we are going to look at the host meeting menu. We will go into details of each of these features in a later lesson. This lesson is designed to give you an overview of the features you will use to teach your classes using Zoom Web Conferencing.
Press Next to continue.
ACTION: View slide and click on next to continue lesson or click on Return to Main Menu to return to the main menu.

Slide 2: Host Menu
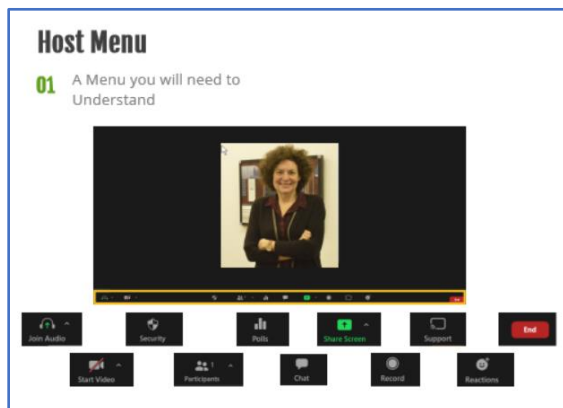
Figure 30: Image of host control icons and Zoom Screen

At the bottom, you will see the host menu. You will use these to conduct your session.
The options include; join check the audio, Check Video controls, set security settings, Invite participants, create a poll, conduct a chat, share your screen, record your session, support, show your reaction and end your session.
We will go into each of these features in other lessons; this lesson is just a general overview of this lesson.
Press Next to continue.
ACTION: Open your Zoom account and set up a test meeting so you can follow along with this course.

Slide 3: Audio
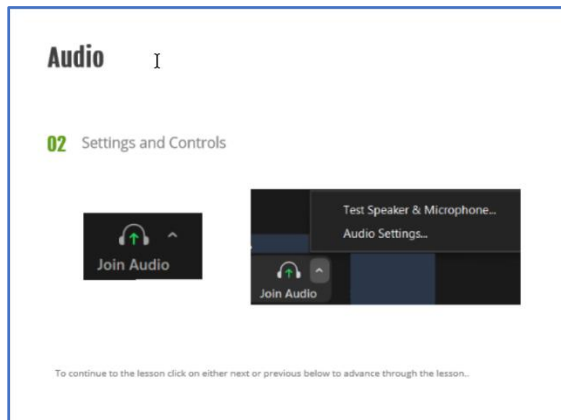
Figure 31: Check Audio

Let us quickly look at the options; we will talk in detail later in this video.
The Join Audio button allows you to mute and unmute your microphone or change the microphone that zoom uses for you to communicate while you are in your Zoom session.
If you are having problems communicating with your students or a student is having trouble communicating with you. Click on the up arrow and test your microphone for your Zoom meeting or to mute your microphone.

Slide 4: Video
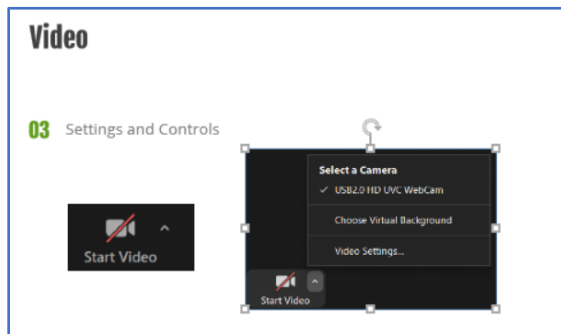
Figure 32: Turn on and off Microphone and Camera

The Start video option allows you to turn on and off your camera, set up a second camera, or just check to make sure Zoom is recognizing your camera. On any of these controls, if you see a red line through it, that means that option is muted or not working. In this case, the camera is not displaying your image. If you have put a still image in your profile, your students see that image plus your name. Be careful using video because it takes up a lot of bandwidth, which could make your session look like an old Japanese video where the lips move, but the voice does not match. It was long thought that students enjoy seeing their instructor in what we call the floating head, but pedagogically speaking, it can be distracting for students, so make sure you use it sparingly.

ACTION: Turn on and off your camera to see what it looks like when you turn off your camera. The image above shows this participant's webcam is turned off. The other participants will see either an

image or the participant's name displayed versus their live image. Also, test your settings; this will help you to troubleshoot a participant who may be having trouble with their webcam.

Slide 5: Security Settings
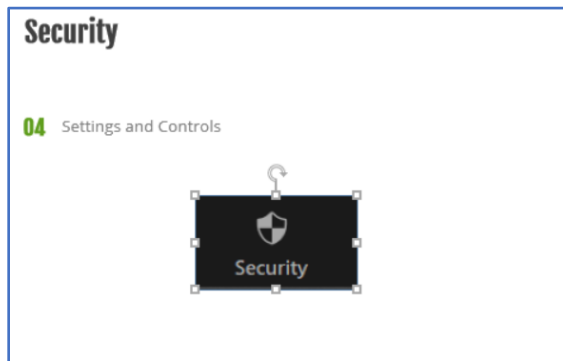
Figure 33: Zoom Security settings icon

The security settings allow you to set the security levels during the meeting; typically, this left in the default setting.
ACTION: Click on this to check the security settings you can set up.

Slide 6: Participants
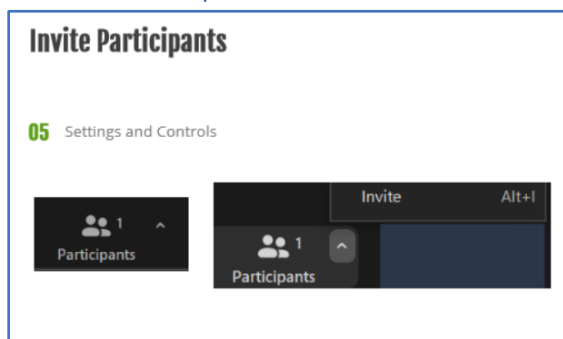
Figure 34: Zoom Invite Participants Icon

Invite participants will allow you to invite people to your meetings. If you have already invited the participant to a previous meeting, you can click on here, and it will show you their name, and all you have to do is click on their name and invite them to the meeting.
ACTION: Click on your test session and invite a participant.

Slide 7: Share Screen
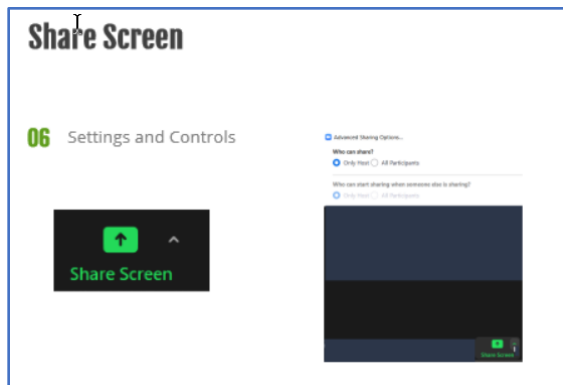
Figure 35: Zoom Share Screen Icon

Share your screen allows you to set the setting of who can share their screen.
By default, it will enable you to share your screen, but you can also set it up so that your participants can share their screens.

ACTION: Click on your test session and click on share screen up arrow to view the options and try changing these settings.

Slide 8: Polls
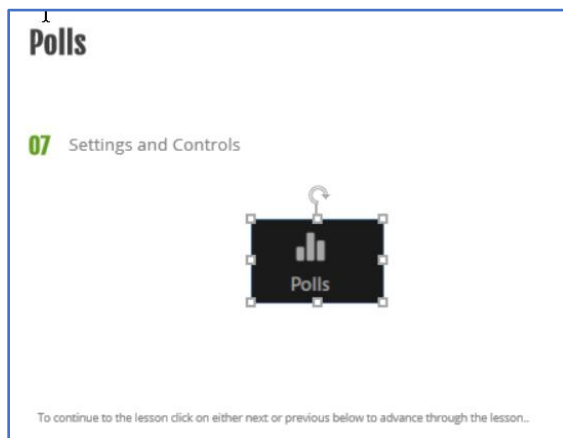
Figure 36: Zoom Polls Icon

Polls work with the setting up of a survey where you can ask students a question. For example, Van Gogh's artwork is overrated. Do you agree or disagree? In this poll, you would have the question; Van Gogh's artwork is overrated. Followed by two boxes indicating Agree or Disagree. The participant will see the question and then will choose one of the two boxes. You can display the results once the poll has been designated completed by you. It can be a great way to stimulate discussion in your class. We will go into this great tool in another session.
ACTION: Review this slide, and when we go into the poll in detail in another session, try setting up a Poll and see how this tool can be utilized in your class to encourage student engagement.

Slide 9: Chat
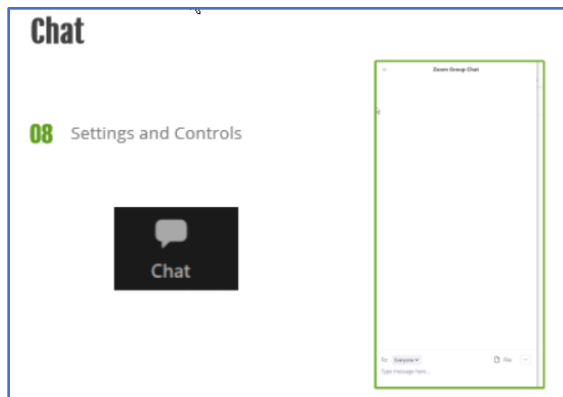
Figure 37: Zoom Chat Icon

Chat allows you to expand the chat window. This is an excellent tool for students to ask questions. If you chose to use chat, make sure you monitor it or have a student act as the moderator and monitor the conversation. If you run out of time to answer all the questions, take time after the session is over to respond via email to the entire group. It is a great way to continue the course long after it has completed.
ACTION: Click on chat to see the chat box open and start a conversation with your test participant.

Slide 10 Record
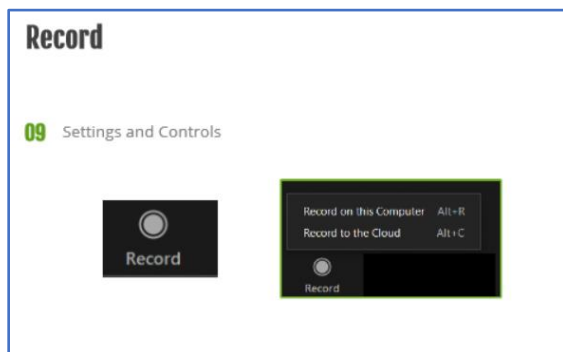
Figure 38: Zoom Record Icon

The record option will allow you to record your session.
We will go into recording your course in another lesson and how you can make that available to your participants to review after your session.
You can record your session on either your computer or to Zoom's web application.
To save it to Zoom's web application, you will need an account.

ACTION: Record your test session and see how you can make it available to your participants.

Slide 11: Support
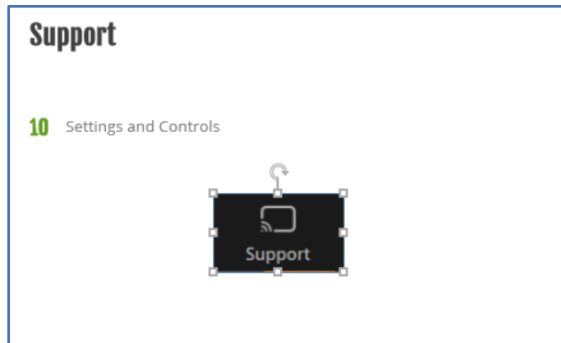
Figure 39: Zoom Support Icon

This option can be turned on and off in your main settings. If you choose to put it into your course, it allows the students to get support from you. I often have in my opening chat session a link to Zoom support and let them know that they can contact Zoom regarding technical issues. And use this to get assistance from you.

ACTION: Click on support to see the support menu.

Slide 12: Reactions
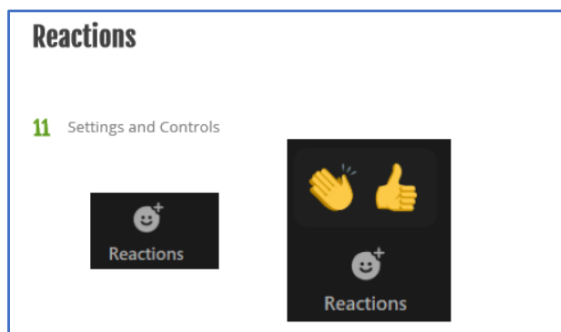
Figure 40: Zoom Reactions Icon

This is a fun optional item I like to put on my Zoom toolbar. It allows me to give reactions to the other person who is presenting. It is another way of engaging your participants.
ACTION: Install it from the advanced options menu in Zoom. We will go into the advance options in another lesson. Try using this in your practice session to see how it works.

Slide 13: End Meeting
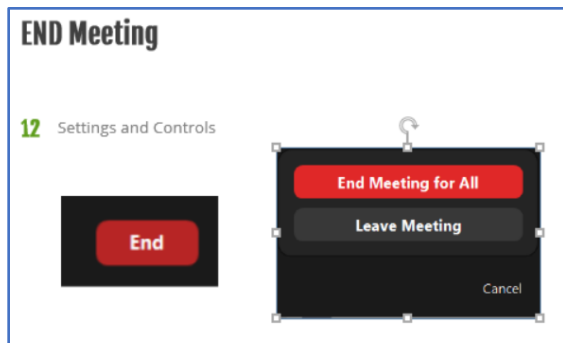
Figure 41: Zoom End Meeting Icon

Click on this button to end your meeting. You will be given a choice to end the conference for all your participants. Or you can leave the meeting temporarily and rejoin if you push this by accident, click on cancel.

ACTION: Click on end in your practice session and then click on leave the meeting to see how to rejoin the meeting. Next, click on the end meeting to see how to end a meeting for your test session.

Lesson 5 Tips and Trick for Teaching Online Using Zoom

Slide 1: Intro

Figure 42: Lesson 5 Tips and Tricks

In this lesson, we are going to give you some suggestions on how to teach a successful Zoom session. We are going to cover some of the tips and tricks we know will help you create an engaging online environment.

ACTION: View slide and click on next to advance to the next slide.

Slide 2: Set aside time
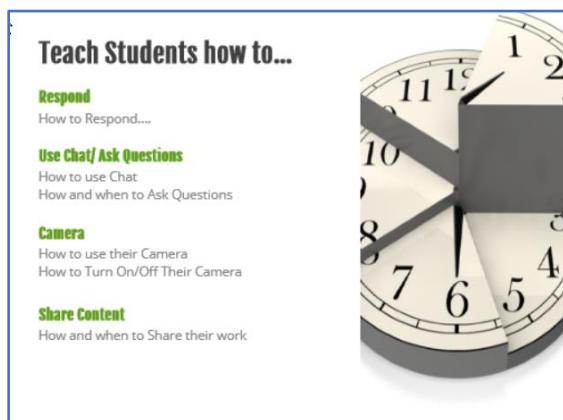
Figure 43: Teach Students How to Use Zoom

In your first session, you want to set aside time to teach your students some of the simple navigational tools they will need to use in Zoom. For example, demonstrate responding using their web camera and built-in audio and how to mute each of these items. We suggest students know how to mute their microphones when they are not speaking, because Zoom looks for the active speaker and if their children come into the room and ask a question. Zoom is going to go away from your image and goes to their image and audio. Zoom looks for the active participant, which will interrupt your session. We also suggest you have them turn off their camera when they are not presenting this will cut down on the bandwidth of your meeting. It will help to keep the recording to stop looking like an old Japanese Godzilla Movie.

ACTION: Set up a test meeting and ask a friend or family member if you can meet with them, and you can demonstrate to them these handy housekeeping tips for Zoom.

Teach them what would be the best way to respond, by either using their camera and their microphone or by using the chat feature in Zoom. And how do they get your attention to ask a question or respond to an item you have posed.

Teach them how to use the chat and when to use the chat. How will you respond to the student's chat question? Will you assign a participant to monitor the conversation and let you know of the questions you need to address? Or if you will answer questions at a certain point in time during your meeting? How will you respond to the questions you did not get to during the session and how you will share it with the members of the class.

Teach them how to turn on and off their cameras. I do this in the first session by calling roll where I initially turn off their cameras after I start the class, and then I ask them to reply and tell us a little bit about themselves and why they are interested in taking the course. Getting them to respond to both verbally and using their image is a great groundbreaker, and it gives you a chance to identify with your participants.

Teach them about sharing their screen and how you are doing it so they can see how they could share their screen.

Slide 3 Ensure All Participants are Connected
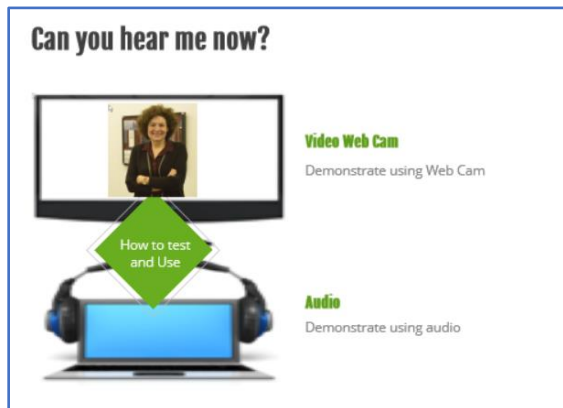
Figure 44: Can you hear me now, setting up audio

When you first start your meeting, you need to ensure that your students can communicate and hear from you. I like to have them introduce themselves. I flash up questions such as tell us why you are taking this class? Tell us a little bit about yourself? Tell us a funny story or something you would like to share with the class, for example, your favorite city? I would like you to turn on your camera and unmute your microphone when you respond to my questions. This way, I can make sure you can enjoy and participate in our class.
ACTION: In your test class, have your participant reply to questions ask them to turn on and off their camera and to mute and unmute their microphone. Asking your participant to do this will help you to see what it looks like when they complete each of these actions.

Slide 4: Create an Agenda

Each meeting you want to set up a plan for your participants will help them to know what you are going to cover.

In showing your plan, you are demonstrating to your students how to share your screen. Let them know they can share their projects by sharing their screen or through the usage of their web camera once you have created your agenda use Zooms screen sharing to share your plan.

Share this slide or document at the beginning of each class. I like to send a copy of it to the participants in the course for them to view.

I like to send a copy of it to the participants in the course for them to view so they will be able to follow the progression of the class.

You can also inform your participants of the activities they will be participating in or any assignments you will be asking them to complete during the course.

A plan will also help you in the organization of and the teaching of your class.

ACTION: For your test session, create a PowerPoint slide, a word document, or some sort of material that is going to allow you to show the agenda for the class. Practice sharing your screen and sharing the agenda with a practice participant.

Slide 5: Discuss Online Etiquette

We suggest that you discuss online etiquette that you expect from your participants while participating in your class.

You can cover such items as making sure they mute their audio when they are not speaking; explain to them that Zoom looks for the active participant, and if their microphone is on and not muted, the student might say something they did not want the class to hear. Let us look at an example here.

Some simple basic rules I like to follow are know when their microphone and web camera is on.

Let us look at some pretty amusing examples Progressive Insurance put in their commercials.

Slide 6: Video Microphone on

ACTION: Click on the link below to play the video.

Unmuted: https://youtu.be/vxtnahnJpa4

Slide 7: Video: Distracted Participant
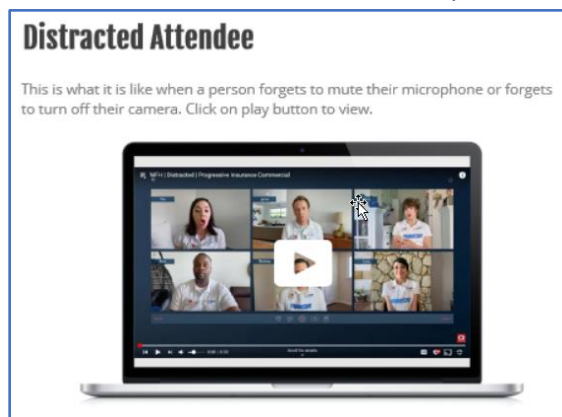
ACTION: Click on the link below to play the video.

Distracted participant: https://youtu.be/WjctpBcAEAg

Slide 8: Netiquette Continued

As you can see in these examples given to us by Progressive Insurance, we see a participant who has forgotten to mute their microphone or doing something other than following the meeting. Demonstrating is why it is crucial to set up your expectations regarding participant etiquette.

Some other areas you might want to cover is when should the participants share and how will they share.

Have they muted their microphone or turned off their web camera? When should the participant unmute or turn on their web camera? Remember, if you have 20 participants, that may cause a lag in your webinar because it takes up a lot of bandwidth.

Are their comments appropriate, especially in an art class? Ask them to ask themselves before they comment on how they would feel if they received such a comment before making it.

And finally, yielding. Yielding can be hard because students may want to interject while you or another participant is speaking. Ask them to limit their comments while a presentation is occurring, but make sure you allow time for them to discuss the information presented to them.

Remind the participants this is just the same as participating in a face to face discussion. Only we need to remember Zoom is looking for active participants, and they may be on camera when they may not want to be.

Slide 9: Utilize Tools-Screen Share
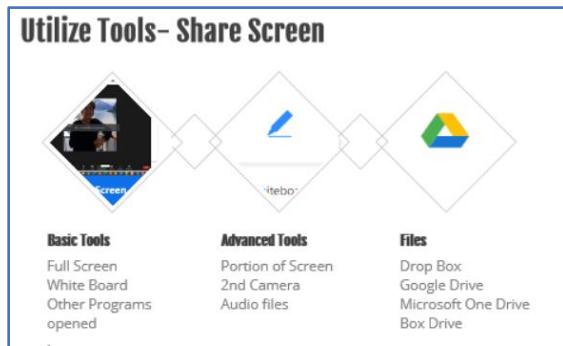
Figure 45: Example of screen share tools

Screen Share is a perfect tool that allows you to share your screen. Your viewers will see what you show them. We will go through the steps of sharing your screen in another tutorial. Here we are going to talk about sharing your screen briefly.

The basic tools consist of sharing your full screen, using a whiteboard, or other programs you have open on your computer. Such as I demonstrate how to use software programs frequently, so I might choose to share that program.

Advanced tools let you share a portion of your screen. For example, if you did not want your team to see your notifications. You could just share the part of your screen you want your participants to see. Or some of you may have a second camera that you want to focus on your demonstration. Or you have an audio file that you would like to share.

You can also share files with your participant.

Often, I will put all my presentation materials into a file, for example I will load the file of materials onto my Google Drive, and then share the items in that file.

It saves a lot of time and keeps you from having to find the materials each time.

ACTION: Click on Screen Share and look at the various features. Our video on screen share will demonstrate these more in detail.

Slide 10: Promote Discussion

Figure 46: Communication Options

You and your students have several ways to communicate in Zoom.

The first is either through using just their audio; if this is chosen, you will see the student's name and their image they have selected for their portfolio. You will also see the microphone does not have a line through it, indicating to you the student has not muted their microphone. If you hear sound or comment coming from someone other than who is presenting, ask the students to mute their microphones.

The second way to communicate through chat allows the student to type in comments, ask questions, etc. If you allow chat, just make sure you monitor it.

Participants can also communicate using both their camera and audio. Using their cameras and audio should be encouraged for students who are asking questions or sharing content. If you see someone display and you are not using the multiple presenters setting image, ask students to turn off their cameras.

In both the audio and video features, Zoom is looking for active users of both. I like to ask them to turn them off while I am presenting, and there will be plenty of time for discussion and questions throughout the presentation.

Finally, as with anything, make sure you allow time throughout your presentation for questions and discussion.

ACTION: Review slide and become familiar with how these tools work

Slide 11: Presentation Tips
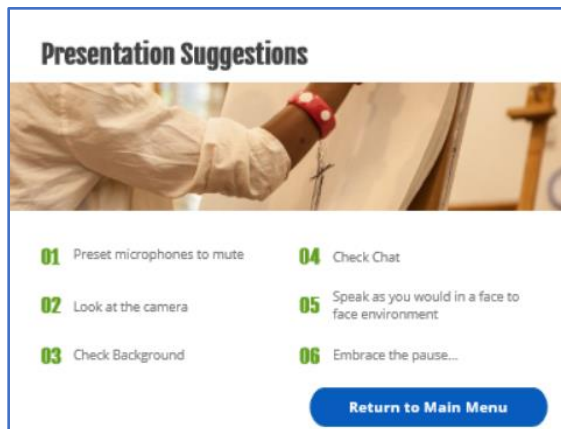
Figure 47: Presentation skills for teaching online

Here are some skills that we suggest you use when presenting your course online.

The first is to set the participant's microphone to mute upon entry. All mute of the microphones upon entry can be set up by going to my account, settings, and click on schedule meetings. Scroll down until you see "Mute Participants Upon Entry." It is on if the blue box is shaded, or it is off if the gray box is shaded. Muting all participants upon entry is useful if you have a large class. Otherwise, I leave this off.

The second tip is to look at the camera. Have you ever been in a meeting where it seems like someone is looking down on you, or the presenter keeps looking off to the side? You must look into the camera; it is as if you are looking into someone's eyes when you speak.

Third, check your background. If it is hectic such as a filled bookcase or is too minimalist such as a blank wall, this could distract your viewers as well. Zoom comes with backgrounds that you can use, or you can use a picture. I like to use an image and change it every session, depending on the subject. If you insert a background, it will also keep your cat or dog from bombing your presentation.

Fourth, check the chat. Many times, presenters forget about the chat. If this is hard for you to do, have a participant keep track of it and ask any questions that have shared in the chat. But make sure you check the chat and follow up on any items you did not get to during the presentation.

Fifth, speak as you would if you were delivering the same presentation in a face to face classroom. Make sure your students can hear from you. Do not yell into your microphone, speak with a normal voice level. Remind them if they cannot hear you that they can always adjust their speakers. And finally, do not forget to take a breath, give them time to absorb the materials you have been presenting.

This brings us to our sixth point to embrace the pause. Take a moment after you present something, or you make a comment. Allow the participants to engage, and to let the materials showed sink in.

Throughout this lesson, we have tried to present some of the tips and tricks that will help you to be a successful online instructor. We could go on and on, on this subject. But the best thing is to ask yourself, does this help my students to understand, or does it confuse them more?

ACTION: View slide; practice your presentation techniques. Set Web camera to ideal height and practice presenting. Click on return to the main menu to go onto the next lesson.

Slide 12: End of Lesson
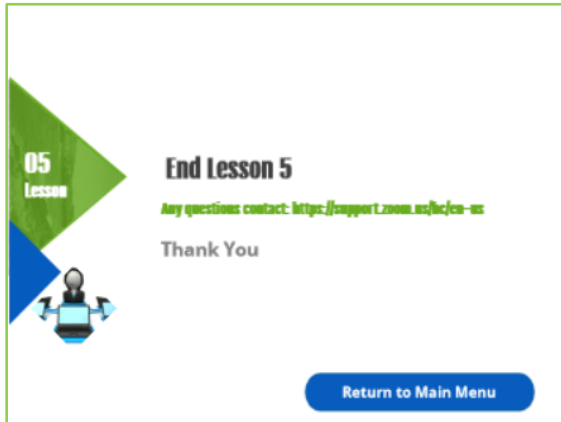
Figure 48: End of Lesson 5

Thank you for viewing this lesson on tips and tricks, click return to the main menu to continue with the next lesson in our series on Zoom.

ACTION: Click on return to the main menu button and choose the next lesson.

Lesson 6- Creating a Poll

Slide 1: Introduction to Polling
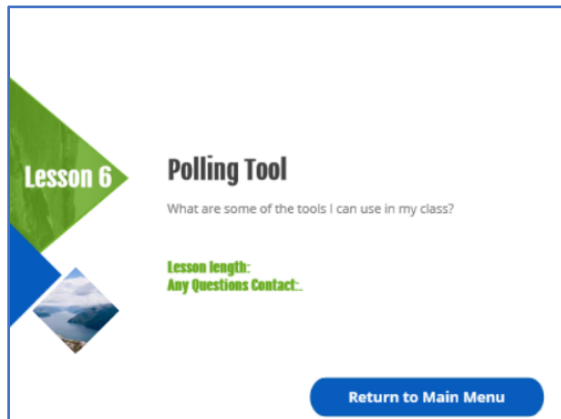
Figure 49: Introduction to Lesson 6 Polling Tool

Welcome to Polling. In this tutorial, we are going to talk about what polling is, how to set it up, and demonstrate using a poll in a live Zoom Session.
Let us get started.

ACTION: Advance to next slide

Slide 2: Section 01: What is Polling in Zoom
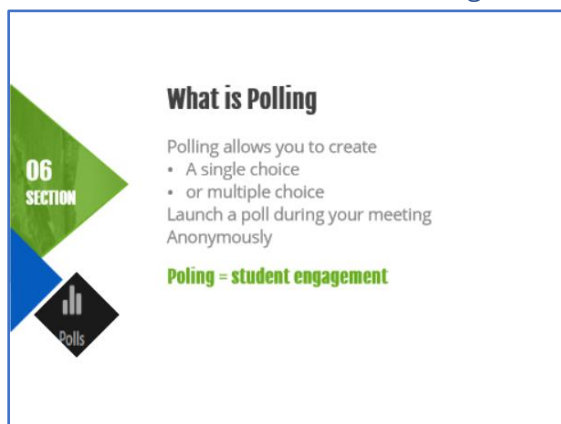
Polling is an interactive tool that allows you to determine whether your participants understand the materials you are presenting and helps you to engage your students.

You can ask the participants single choice questions, such as yes or no, or agree or disagree—the participants choose one of two possible answers.

Or you can ask a multiple-choice question such where the participant chooses the answers that best matches their response to your question.

Polls are great because you can create them before your meeting and then launch them at your session. You can also show the results to the participants, which can lead to discussion in the course.

You can also allow students to post their responses anonymously. Enabling the participants to post their answers anonymously allows the participants to become engaged in the discussion who are not comfortable in responding via chat or via their web camera.

Slide 3 Step 1: Set Up Polling
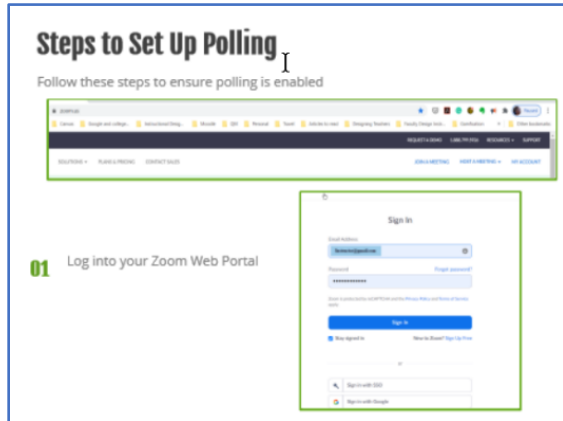
Figure 50: Step One: Setting Up Polling

Before we can demonstrate how to create a poll, we need to ensure your version of Zoom set up to allow polling.

Step one is to log in to Zoom

Action: Go to Zoom.us and sign into your account. If my account does not appear to go up to the upper right-hand corner under your profile image. Click on your profile picture and click on my account.

Slide 4: Step 2: Set Up Polling (cont.)
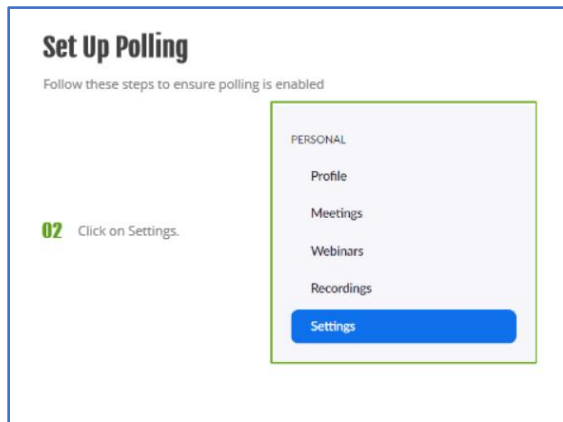
Figure 51: Click on Settings

To the left of your meeting set up, you should see the above list of options, highlight, and click on settings.

ACTION: Click on Settings

Slide 5: Step 3: Set Up Polling (cont.)
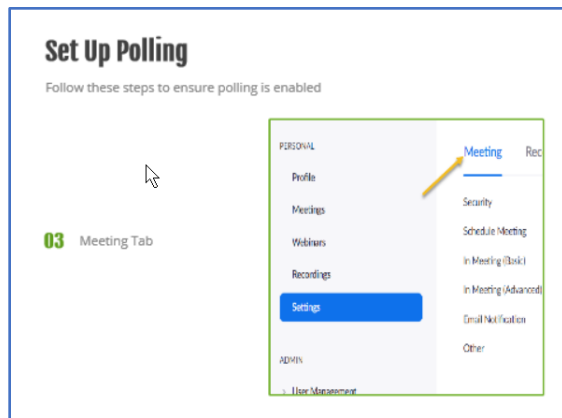
Figure 52: Select Meeting

Next, make sure you have the Meeting tab highlighted (it will be blue)

ACTION: Check to make sure the Meeting tab is highlighted. Note: by default, it is highlighted in blue.

Slide 6: Step 4 Set Up Polling (cont.)
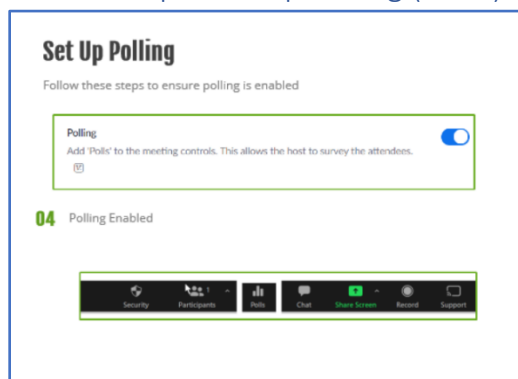
Figure 53: Polling is enabled

Scroll down to where you see Poling. You need to check to see if the toggle switch on the right is toggled, so the blue indicator is showing. The blue indicator will let you know polling is enabled, and you will be able to set up polls for your session.

When you log into a meeting session in the bottom tool menu, you should see the polling symbol indicating you can use it.

Next, let us look at setting up your first poll and how it looks in a live session.

ACTION: If not toggled to blue, click on the toggle switch to change it from grey to blue.

Slide 7: Section 02: Setting up a Single Choice Poll
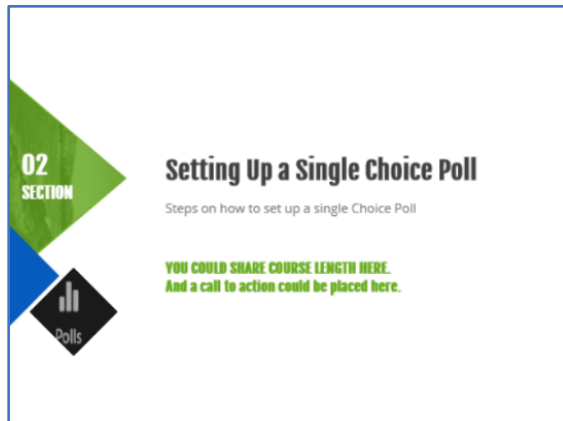
Figure 54: How to set up a single choice poll

In this section, we are going to look at setting up a single choice Poll and how it displays to your participants.

We suggest you open Zoom and follow these steps as we demonstrate them. We also recommend you set up a meeting and invite friends so you can test the polling tool.

ACTION: View Slide and Click Next.

Slide 8: Single Choice Poll
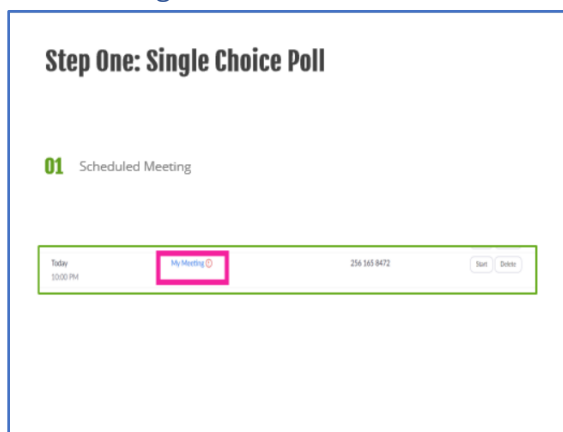
Figure 55: Go to meetings and click on the meeting title

Now that you have set up the option of allowing polling, select your meeting title, and left click on it to open the meeting information tab.

ACTION: If you have not already set up a test meeting, set one up. Once the session is set up, click on the title of the meeting under your meetings tab. Clicking on the title will open the meeting information tab.

Slide 9: Display Meeting Notification
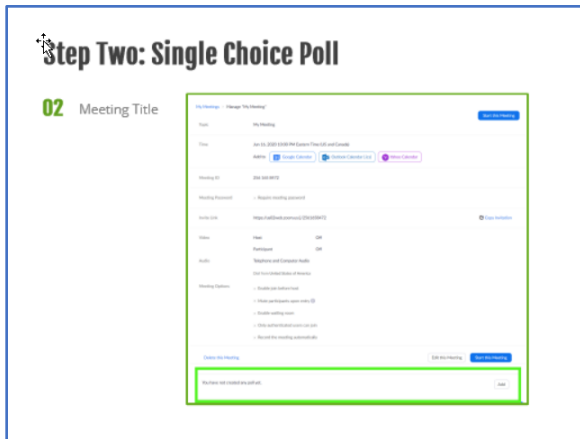
Figure 56: Add a poll from meeting notice

First, we are going to demonstrate how to set up a single choice poll. A single choice poll is a yes/no answer, a true/false answer. Scroll down to the bottom of the meeting information page, and there you will see, add a poll. Click on Add.

ACTION: Meeting information is open, scroll down and click on add poll

Slide 10: Click on Add
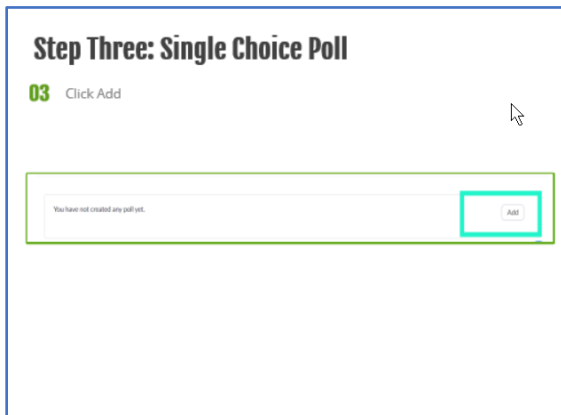
Figure 57: Click on Add Poll

Here is the same information from the previous slide enlarged for better viewing, click on add.

ACTION: View Slide

Slide 11: Select single poll question
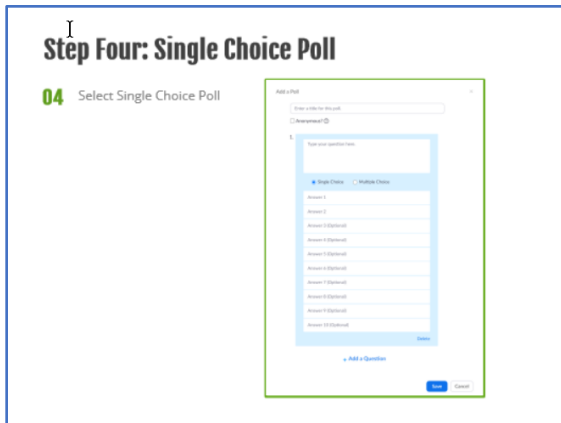
Figure 58: Select Single Poll Question

Select Single poll question from the form by clicking on single choice poll.

ACTION: Click on single poll
NOTE: Single Choice Poll is the default

Slide 12: Fill out Poll information
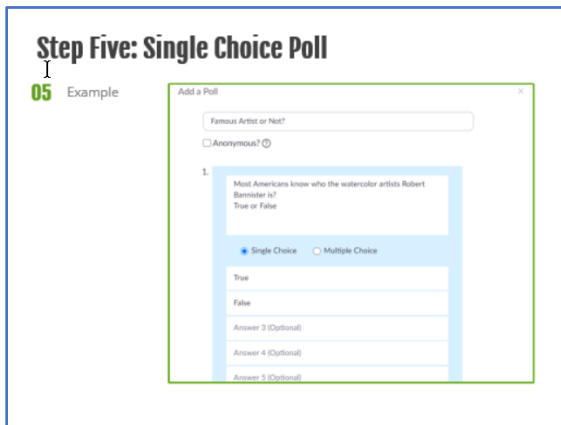
Figure 59: Fill out the form with Poll Information

Fill out the form. First name the poll typically the title is based on the subject of the poll. Type the question in the box provided.
Provide the answers in the case of this form we chose to let the answer to the question the participant will choose to be either true or false.

ACTION: Fill out the title, the question, and the possible answers. Note each item will give you a maximum character amount of around 255 characters maximum.

Slide 13: Save Poll

Figure 60: Save Poll

Once you have completed filling out the poll, including the title, the question, and the possible answers, you will need to save your poll. Scroll down until you see save. Click on save to save your poll.

ACTION: Click on Save

Slide 14: Displayed in Zoom
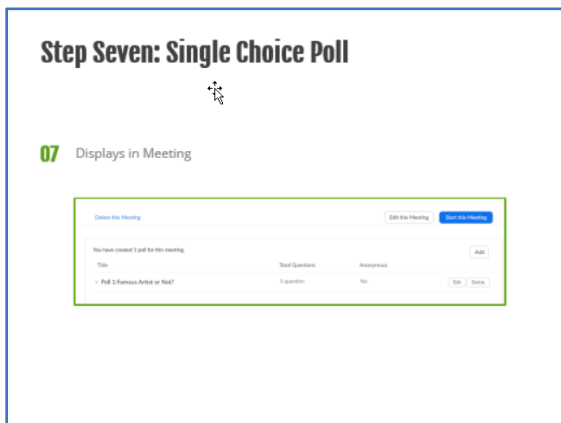
Figure 61: Meeting displayed poll in Zoom

The example above is how Zoom displays on your meeting page that you have a poll associated with the meeting. Later, in this demonstration, we will show how to display the poll for your participants. For now, let us go onto a multiple-choice poll.

ACTION: View the slide, look for the poll to display in your meetings, and click next to go onto the next section.

Slide 15 Section 3 Multiple Choice Poll and Launching/Ending a Poll
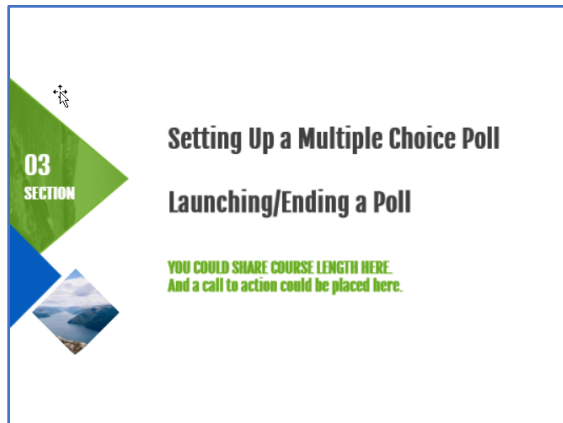
Figure 62: Section 3 Multiple Choice Poll and launching/Ending Poll Instructions

In this section, we are going to talk about multiple-choice polls. Click on the next button to start this section.

ACTION: Click on the next arrow to continue.

Slide 16: Steps 1-4 same as Single Choice Poll. Step 15 select multiple-choice poll

Figure 63: Steps 1 through 5 for creating a multiple-choice poll

A multiple-choice is where a participant can select more than one answer. In this question, we are asking them to choose the primary colors utilized in computer imagery coding. The participants can click on all answers that apply to the question. Note we also put in incorrect answers. In developing such a question, you can obtain your participant's level of knowledge and determine how much you need to cover this concept. It is a great way to start a discussion. I like to use the poll before and after I give a presentation to ensure learning did take place.

ACTION: Click on multiple, so Zoom knows the participant can choose more than one answer. Next, fill out the title, question, and possible answers. NOTE: Do not forget what the correct answer is to your questions. I like to keep a sheet with all the questions, and the correct answer on a separate piece of paper or I might display the correct answer in a PowerPoint presentation.

Slide 17: Save Poll
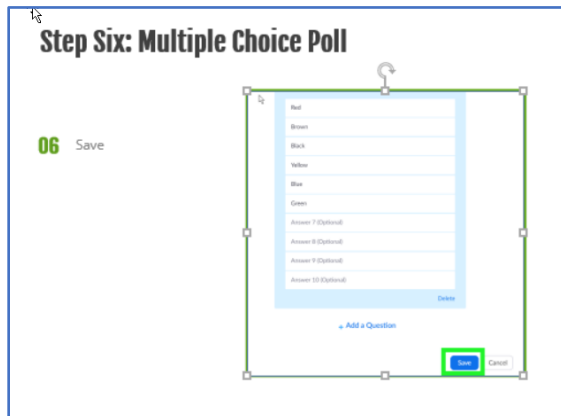
Figure 64: Save your poll

Step six click on save to save the poll

ACTION: Click on Save

Slide 18: Displays Poll in Meeting Information
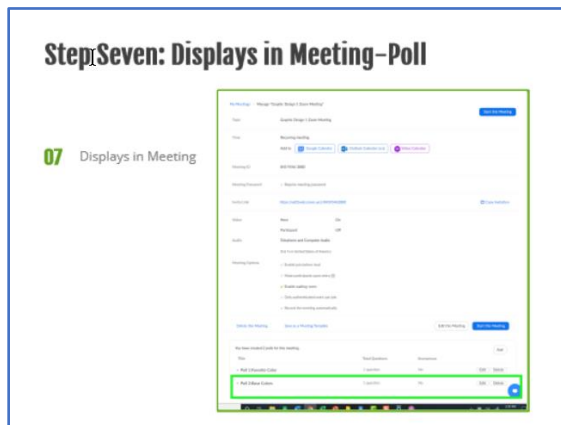
Figure 65: Displays Poll in your Meeting Information

Step seven displays the poll in your meeting information. Note the Students do not see this display.

ACTION: View the poll in your meeting information

Slide 19: Step One: Launch Poll
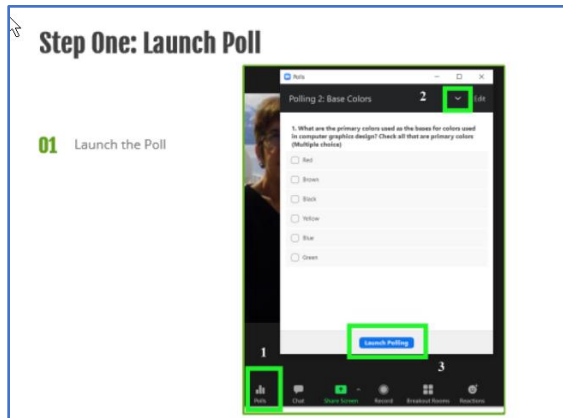
Figure 66: Launch Poll

To launch the poll is similar to the single poll. Go into an active meeting, click on poll as indicated in step one above. Next, if the poll you want to use is not displayed, go up to the down-pointing arrow as highlighted with the number two next to it, and your poll choice should show. I clicked on this poll. Next, to launch the poll, this will allow the participants to see it.

Action: In your practice meeting, ask your participants if they see the poll and what poll they see Follow these steps to launch your poll [1 Click on Polls. 2. If your poll does not appear because you have more than one poll, click on the down arrow and select your poll and three launch polls.

Slide 20: Step Two: Launch Poll and End the Poll

Figure 67; Launch Poll and End Poll

Now your poll is launched. As your participants click on their answer, you will see the number and percentage after each answer go up. I would probably also allow participants to answer this poll anonymously because it does not matter who responded to what just how many select the correct answers compared to the wrong answers. Once all the participants have replied, end the polling.

ACTION: View how the poll results change as your participants enter their answers. Once all the replies have been collected, click on end poll to end the polling. The poll question will go away from the participants when you end the poll.

Slide 21: Step Three: Share the Results and Discuss the Results
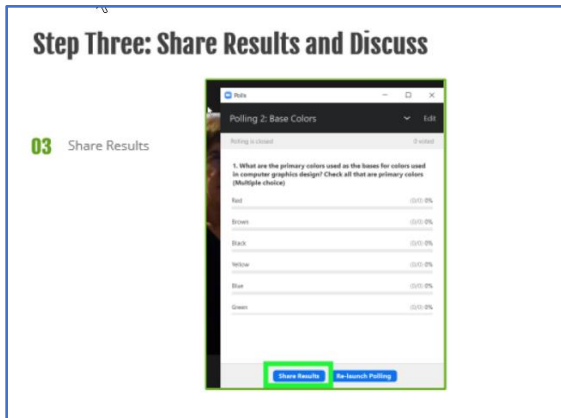
Figure 68: Share results and discuss results

On your computer, you now see the results, but it is good to share the results for everyone to see.

ACTION: Click on share results.

Slide 22: Step Four: Stop Share

Figure 69: Stop Share and display results to participants

Once you have discussed the results and presented on the RGB color scale for computer software usage, you can now choose to stop sharing your polling results.

ACTION: Discuss the results and then stop sharing the results. The poll will now go away from your participant's screen. But you will still see it.

Slide 23: Step Five: End Poll
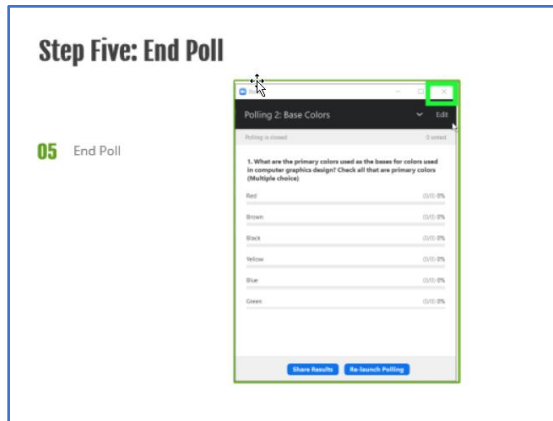
Figure 70: Polling End Display Poll Image

To stop the poll from showing on your screen, exit out of it by selecting the X in the upper right-hand corner. The poll is now closed.

ACTION: X out of the poll.

Slide 24: End Lesson 6

Figure 71: End of Lesson 6 Polling

This ends lesson six, click on the return to the main menu button to go onto lesson 7

ACTION: Click on Return to Main Menu and select lesson 7

Lesson 7: Share Screen and Record Your Session

Section 1: Share Screen

Slide 1: Open Meeting
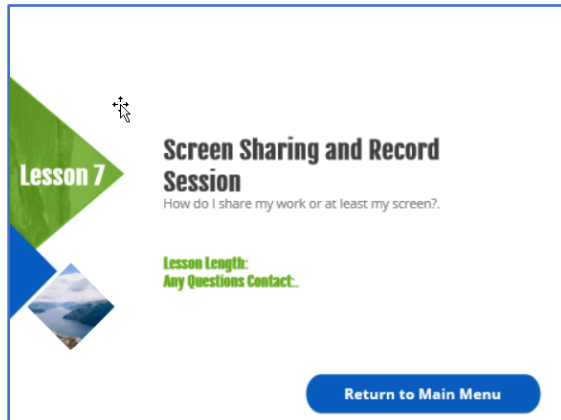
Figure 72: Lesson 7 on screen sharing and recording your meeting

Welcome to how to share your screen and record a session. In this session, we will look at these two features and demonstrate how to use them.

ACTION: Review Slide and click next to continue the session or click return to the main menu to leave the course.

Slide 2: Slide-Sharing: Getting Started
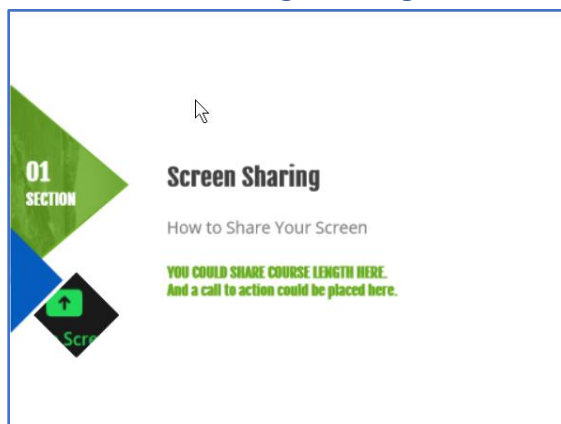
Figure 73: Section 1 Screen Sharing

Welcome to slide sharing; slide sharing allows you to share your screen, share files, and share programs.

ACTION: View Slides and click on next to continue with the learning session.

Slide 3: Open Meeting
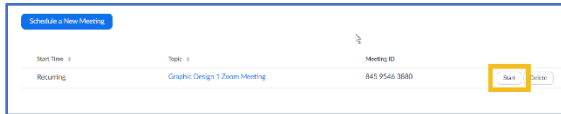
Figure 74: Start Meeting

To get started, create a test session and start the meeting. I like to keep a test session in my Zoom meetings, which will enable me to test features without having to do it in a live session where I have participants.

ACTION: Click on Start Meeting

Slide 4: Step Two: Join or Check Audio
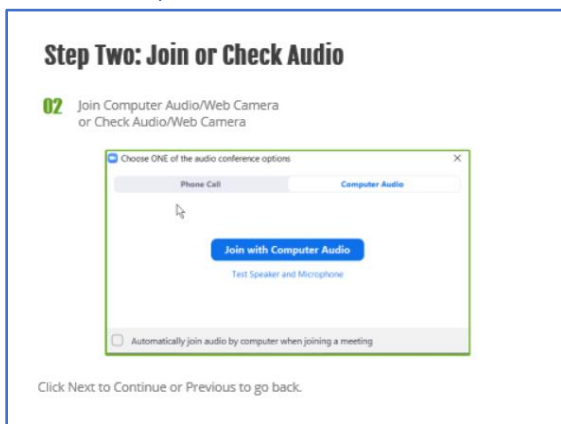
Figure 75: Check Audio settings and Join

Something we forgot to talk about in previous lessons is you should always check your microphone and speaker settings. I like to check them before each session because maybe you have a new headset, and you need to ensure it works, or you have changed some settings because of software you used recently. Click on the test, then follow the steps to complete the test of each and then click join with computer audio. You are now ready to go for your session.

ACTION: Test your audio by click on the test your speaker and microphone.

Slide 5: Share Screen Option
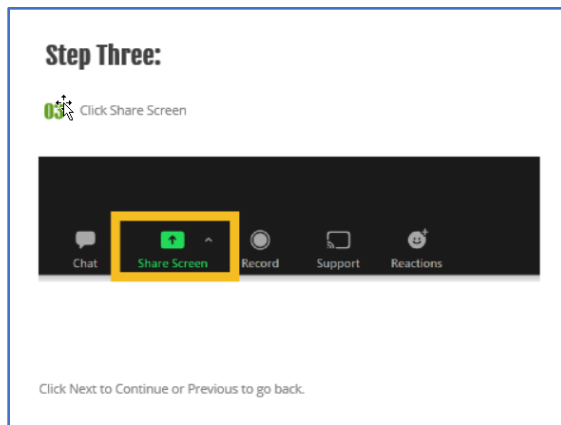
Figure 76: Click on Share Screen

Next, you need to click on the share screen button, which should display in your menu options. If it is not, you need to go to settings, meetings, scroll down to screen sharing, and then make sure the switch is toggled on to allow screen sharing. By default, set to enable hosts to share their screen.

Action: Click on share screen icon.

Slide 6: What do you want to share?
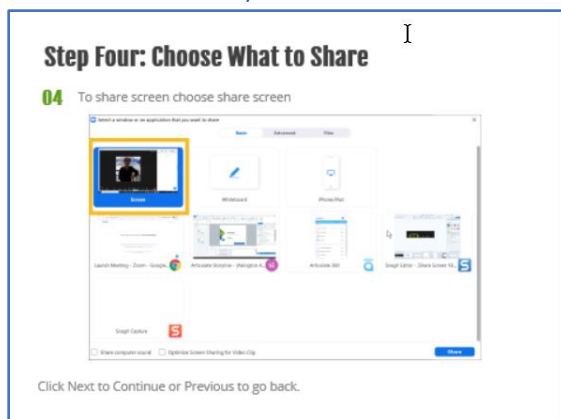
Figure 77: Choose what to share

In Zoom, you have options for what you want to share, for example, your screen, a whiteboard, a second camera, or another software you have open. There are also two other tabs located at the top; for example, file allows you to share a file from your Google Drive or other cloud drives your computer has accessed.

ACTION: Click on Share Screen

Slide 7: Menu Changes
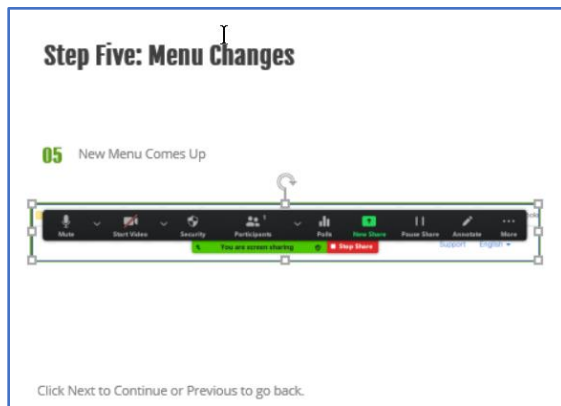
Figure 78: Zoom menu for shared screen

Your menu has now added below the screen share area a statement letting you know you are sharing your screen and stop share. You will also see instead of the shared screen icon, new share, and pause sharing. We will look at each of these features later in this presentation.

ACTION: View slides and note changes.

Slide 8: Example Screen
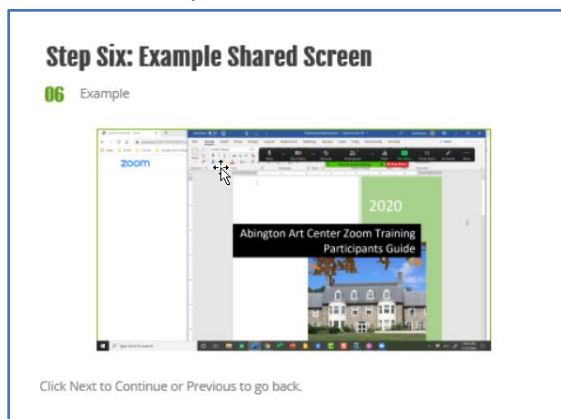
Figure 79: Example of Shared Screen

Here is an example of a shared screen. In this instance, the person wants to share this document with participants, but you could share you drawing on your computer, or images of paintings, whatever you choose to share.

ACTION: Share an item, for example, go to your documents and open a document. You will notice it does not change anything on your screen, but the participants see the same imagery that you are displaying. In the case above, I might choose to share a portion of my screen (under the three tabs when I went to select the share screen in Step 4 above.

Slide 9: Sharing once, start another share
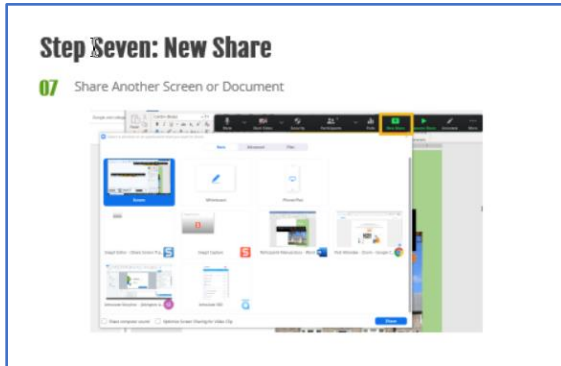
Figure 80: Image of Starting a new screen share in Zoom

New Share is not utilized very much, it allows you to share your screen. An example of this would be sharing a document, or a second screen. You could select the second screen, share that screen and then toggle back and forth between the screens. The other way is if you have a software you are demonstrating and a PowerPoint presentation. You could share each of these separately, but warning this could get confusing. Make sure you have your share set up, so you clearly understand what you are sharing and practice toggling back and forth. We suggest just share your screen and toggle back and forth between the two software's using your taskbar it will be easier.

ACTION: View the slide, test if you would like. It is an option available for you.

Slide 10: Share Controls
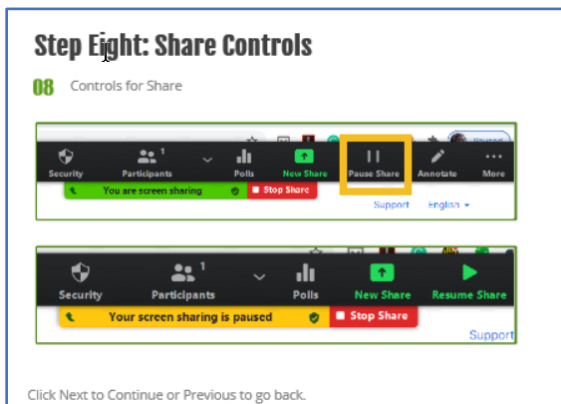
Figure 81: Image of Share Controls for Zoom Sharing

Share Screen has controls that help you while you are sharing. You can do things like pause your sharing. Note the green you are screen sharing changes to yellow and states your screen sharing is paused. Pausing your shared screen is useful when you, for example, show an image, and now you want Zoom to go back to your participants for the ensuing discussions. Remember, if you are recording your session, ask yourself all the time, what do I want displaying currently. Once you pause your share, you can click on resume share, and you are back to sharing your screen.

ACTION: Pause and unpause your screen sharing.

Slide 11: End Share
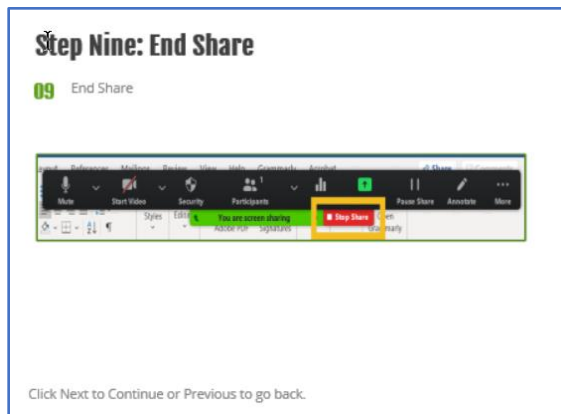
Figure 82: End Share Session Command

Finally, you are finished sharing your screen, and you want to click on end share. Clicking on end share will stop your screen from sharing with your participants.

ACTION: Click on End Share

Slide 12: Allow or not allow that is the question?
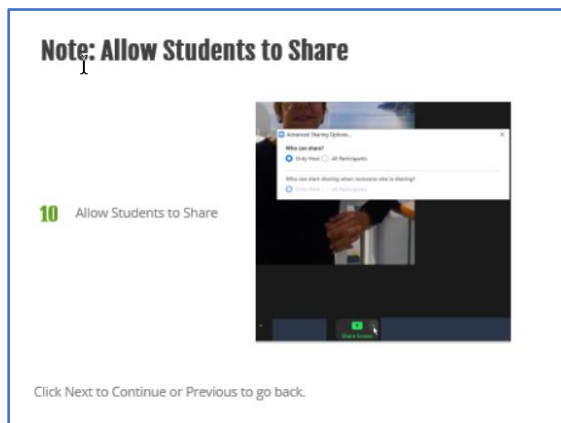
Figure 83: Allowing students to share their screen

You can allow students to share their screens as well. Selecting the up arrow after the share screen icon. The message box above will appear. By default, Zoom is set up to allow the host to share their screen. However, if you want students to share their screen, you need to click on who can share?
In this case all participants. By clicking on this, you allow not only yourself to share your screen, but your participants as well. This could be useful if a student needs to share their project with the class.

ACTION: None, just know this option is there if you have a class where you want your participants to share their screens.

Section 2: Record Session

Slide 1: Select Record
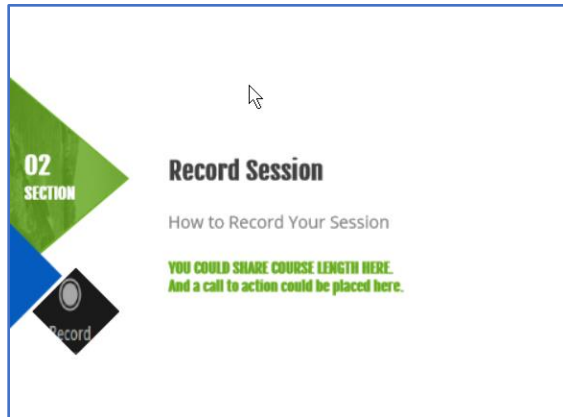
Figure 84: Section 2 How to record a session

In this session, we are going to talk about record a meeting, how to access your recording, and share it with your participants.

ACTION: Click next to go to the next slide.

Slide 2: Start Recording
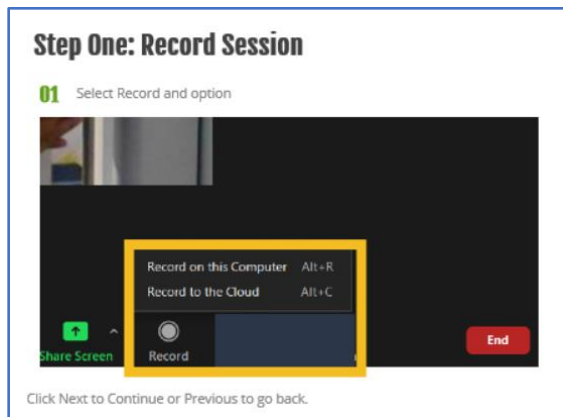
Figure 85: Click on record to this computer

The first step is to click on the record icon located in your main menu. Two choices appear; to record the meeting to your computer or to record it to Zoom's cloud storage. We suggest you record it to Zoom because it makes it easier to share with participants.

ACTION: Click on Record on this computer.

Slide 3: Recording Indicators

Figure 86: Zoom Recording Indicators

Your menu now changes to include a pause button and a stop button. Zoom recording lets you know in the upper left-hand corner that you are recording the session.

ACTION: Review status change on the computer screen

Slide 4: Controls
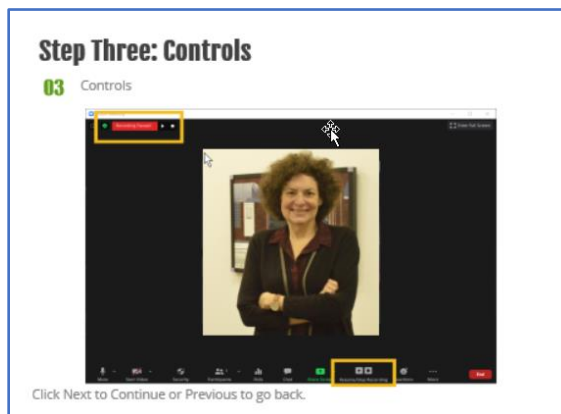
Figure 87: Zoom Recording Controls

You can use the pause and the resume button to pause and resume your recording.

ACTION: Practice pausing and restarting the recording.

Slide 5: End Recording
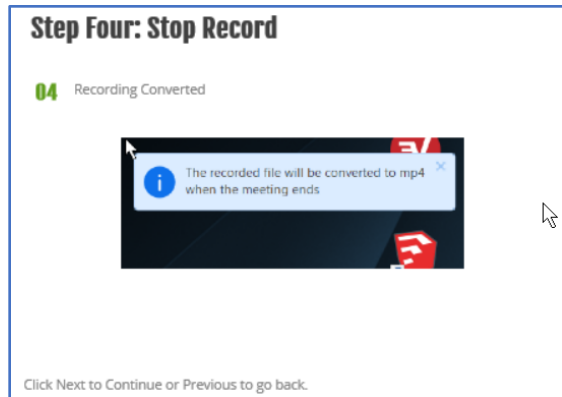
Figure 88: Stop Recording Message

You can click on stop recording, and if you have chosen to record the meeting to your computer, you will get the above message. The message lets you know it is converting the meeting recording to MP4 format and will store it on your computer.

ACTION: Click on end recording and view the message.

Slide 6: Where is the file stored?

Figure 89: Find where the file is stored

The next challenge is the meeting has been stored on my computer but where. By default, Zoom will save it under your desktop, documents, Zoom. Here you should find it listed similar to the listing above.

ACTION: Locate the file

Slide 7: Play your recording
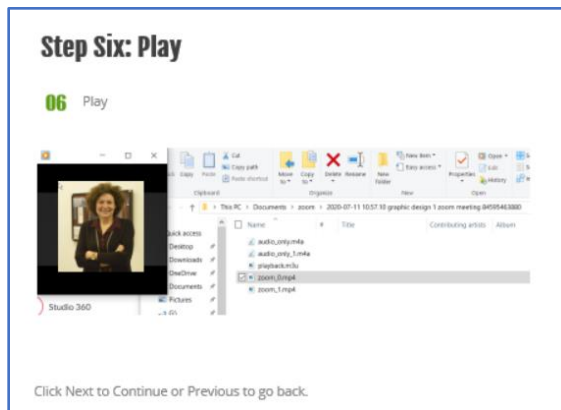
Figure 90: Play your recording-the MP4 version

Once you have located the file, click on the MP4 format, and your video player should be able to play the recording. There is one significant drawback to recording the video to your computer, to share the video you need to upload it to something like YouTube and then share the link.

ACTION: Try playing the video by clicking on the MP4 format.

Slide 8: Record to the Cloud
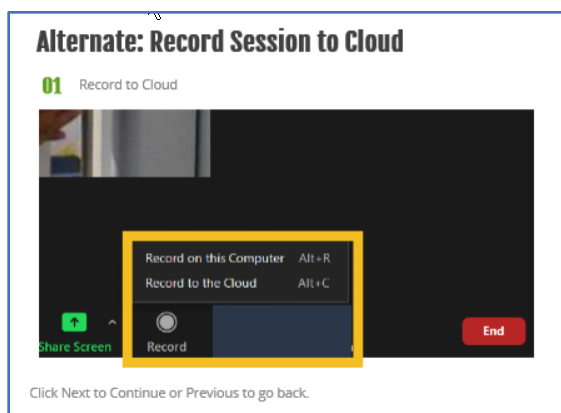
Figure 91: Select record the session to the cloud.

The second alternative is to record it to the cloud; this can be easier if you need to share the recording with participants or other individuals

ACTION: Click on record, select record to the cloud

Slide 9: Record and stop
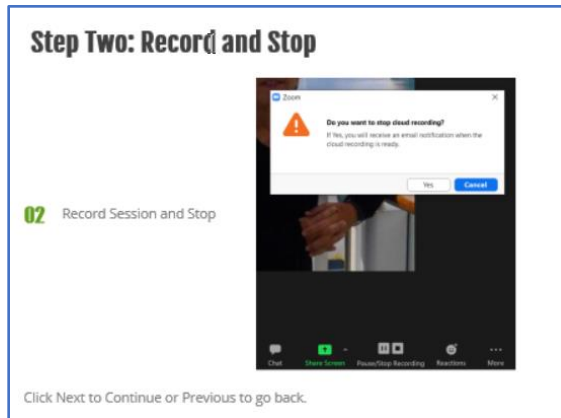
Figure 92: Message from Zoom asking if you want to stop recording.

In this step, you have indicated to record your session; now, you will stop the recording. The above message is the message you will receive from Zoom asking if you want to stop recording the meeting.

ACTION: Record a quick session and then end the recording.

Slide 10: Saved to the Cloud
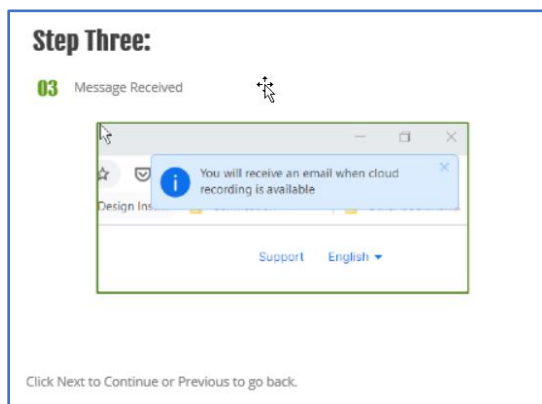
Figure 93: Image of Message saying session is being saved to the cloud

Your session is now saved to the cloud; you should see the above message.

ACTION: View Message

Slide 11: Email Message Generated

Figure 94: Image of Email Message Zoom sends for recording

Zoom will send you the above email to whatever email account you have associated with your Zoom account. Note that it provides you with two links. The first link is for yourself to view, and the second link is to share with your participants or other persons who might want to see the session. Just copy the link and provide it to your participants by sending an email with the link. Your participants can then go in and watch it at any time.

ACTION: Locate the email from Zoom and open. Try playing the link provided for the participants.
NOTE: the participants must enter a password to view the recording.

Slide 12: Participants Play Recording
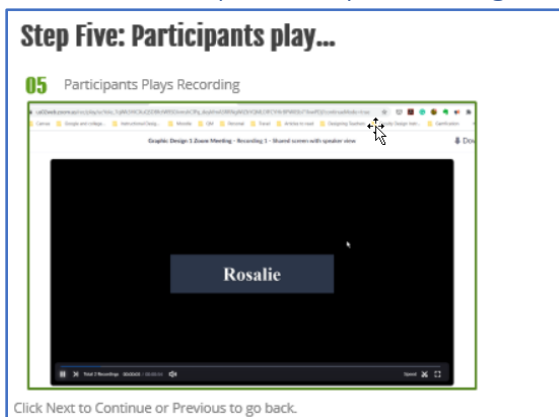
Figure 95: Recording playing

Here is what your participants should see when they play the recording. Note in this particular sharing; we were sharing our screen, which only had a picture of the host. It should show whatever you are sharing on your screen.

ACTION: View Video.

We have now completed lesson 7 on-screen sharing and recording your sessions, please click on return to the main menu and click on lesson 8 to continue with this course. Thank you.

Lesson 8: More ways to engage

Slide 1: Lesson 8 More Ways to Engage Students
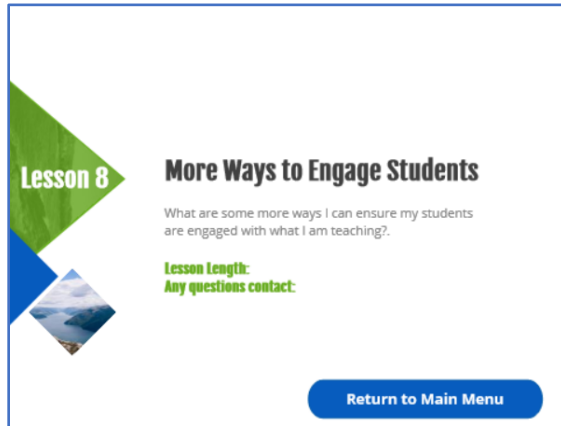
Figure 96: Lesson 8 More ways to engage your students using Zoom

If you do an internet search on ways to engage your students using Zoom. You will find a bevy of suggestions. An article I like was on a blog titled Hooked on Innovation. The author gave 25 ways to engage students using Zoom. Here are a few from that article and our experience using Zoom.

ACTION: View Slide click next to continue or previous to return to the previous screen.

Slide 2: Did I say share your screen?
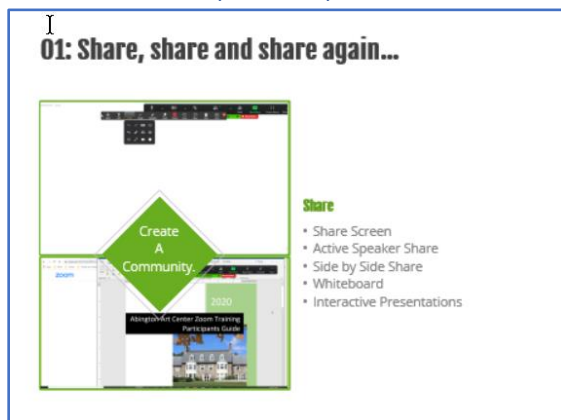
Figure 97: Share Screen and Whiteboard Screen

Share your screen. Please check our lesson in on-screen video sharing, but it is one of the great tools Zoom has built-in to it. Screen share one of the first tools I use in every one of my sessions to present or clarify questions I or my participants may have. You can set up in your settings to allow for active speaker share, side by side share or whiteboard share. All these tools are good depending on what you intend to share for your presentation. Sharing your screen and discussing with your students what you are presenting lends to an interactive learning environment. This allows your presentation to be similar to an in-class presentation. Just remember to speak normally, pause, and ask questions when sharing your presentation.

ACTION: You should have practiced already sharing your screen; for this portion of the presentation, use the whiteboard feature so you can see how to use this feature or try changing to the side by side sharing.

Slide 3 Annotation and Break Out Rooms
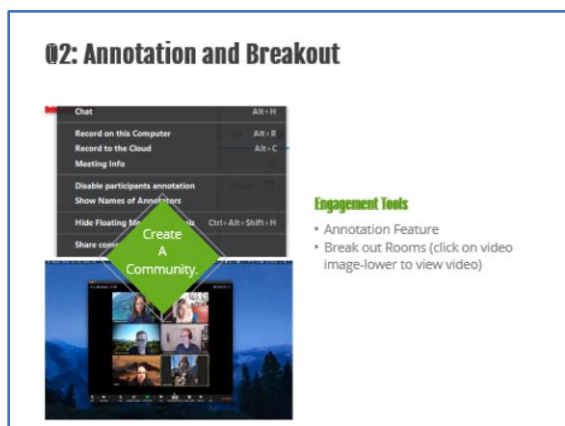
Figure 98: Annotation and Breakout Rooms

Annotation is a feature allowing you and your students, if turned on in settings, to annotate what is presented on the screen. You can set it to only the host can annotate, or all can annotate. Annotate can be a great tool if you are presenting something incredibly detailed, and you need to highlight something in the image.

If you have annotation available, you will either see; a pencil with the word annotate below. Or you will have to go more options. Indicated by the three dots after your last menu item, and click on annotate to turn it on and off.

Another feature is break out rooms. Break out rooms allows you to send participants to smaller group rooms where they can discuss a question, create a project as a group, or whatever you choose for them to do. This tool must be set up through settings. Zoom, by default, does not allow this because it has set up 1 to 1 support as the default. You need to go into settings turn off 1 to 1 support and enable breakout groups.

Zoom will either; automatically assign participants to a room, or you can manually assign them. For example, if you have 30 students, Zoom will suggest creating six rooms with five students each. If you accept that, Zoom will send them their room assignment.

It is a great tool to use if you are teaching a large class.

ACTION: View Video on break out rooms. Set up a practice session and invite some friends to your meeting. In this session, turn on annotation, try using the tools. Ask your participants to use annotation on their computers as well.

Slide 4: Gallery View and Virtual Backgrounds
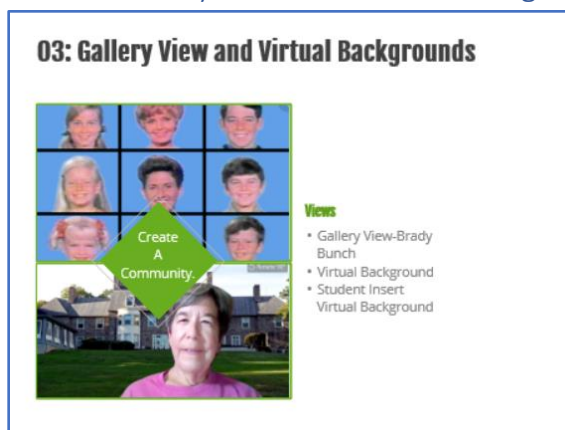
Figure 99: Gallery View and Virtual Backgrounds Demo

Zoom allows you to perform a gallery view. You can enable this through settings, meetings. Gallery View is an option that requires you to have either an Intel I 7, I 9, Xeon 2 core or higher, an Atom 6 core or higher, or other Intel process 6 cores or higher. The computer I work with is two years old, and I went to settings on my laptop and typed in computer processor and found out I have an i5 processor, so I am limited to sharing only 25 by Zoom in the gallery feature. But it can be a great way to see most if not all your participants. If you can use it, you click on the camera setting from your menu and choose gallery view.

Setting up a virtual background, as you can see from the lower picture, I took an image of the Abington Art Center and used the virtual background to put me in front of the art center. The usage of a virtual background can be good and bad. The good is you can take away the distraction of your cat in the background of your room. The bad too much of background can be distracting.

To set a virtual background, go to start video from your meeting menu, click on virtual backgrounds, and then select one. If you want to add your own background, click the plus sign and add the image.

If you do not see the virtual background option, you need to go into your settings and allow virtual backgrounds.

I like to use them as clues to what I am presenting. I might add books on a bookcase I create in presenter media with the titles of the learning objectives. Or clues to a hidden treasure for students.

Ask your students to create virtual backgrounds of their paintings they have created or of their favorite artists. Having the students create a background is a great opener for your first-class discussion.

A fun game is to have students insert a virtual background and then play a game of I spy with your participants. Playing a game such as I Spy provides a short 5-minute break that is fun for your students.

ACTION: Check your computer processor and if you have the required level of processor turn on Gallery View. Set up a meeting and invite your friends so you can see how this works. If it does not, you may not be able to use this feature or may be able to have fewer participants showing in your gallery view. Set up a virtual background, play around with this. Then again, invite a friend to a meeting and ask them what they think about your background.

Slide 5: Create a Quiz or Survey Students
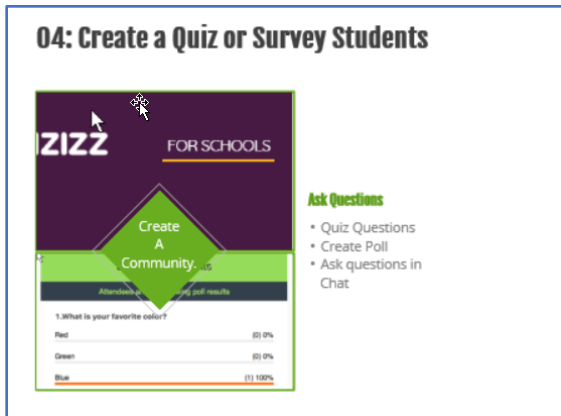
Figure 100: Create a Quiz or Survey your participants

Another way to engage students is to create a quiz or a trivia game. You can use software such as Kahoot or Quiziz to create trivia questions about your subject materials. You can release the quiz or trivia game before the class so students can find the answers, and you can discuss them in your session. You can survey your students through a poll to find out what level of knowledge your students possess on your subject before meetings.

You can survey your students through a poll to find out what level of knowledge your students possess on your subject before meetings.

During a meeting, you can ask them questions in the chat window. I like to have a set of questions in a word document prior to our meeting. During the session, all I have to do is copy the question and paste it into the chat. You can have your participants respond either via the chat or verbally. During a meeting, you can ask them questions in the chat window. I like to have a set of items in a word document. During the session, all I have to do is copy the question and paste it into the chat. You can have your participants respond either via the chat or verbally. The chat tool built into Zoom is an excellent tool for you to ask questions and for your participants to ask questions as well. Learn not to fear the chat and how you can use it in your course.

ACTION: Find software such as Quizizz and develop a quiz. Create a Poll and create chat questions you may want to ask during your teaching session.

Slide 6: The pause and breaks
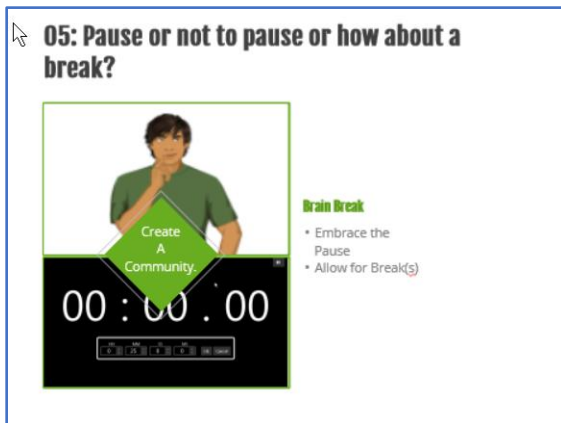
Figure 101: Student thinking image and chronometer timer

One thing that is extremely hard for us as teachers us to embrace the pause. You must allow your students to let concepts sink in that you are presenting. So, do not forget to pause, ask your students to pose questions at any time by raising their hand or through the chat.

It is also essential to take breaks. One of the times I like to use is chrono metro; it is an online application that you can download through the Microsoft store. This app allows me to set the number of minutes I want to conduct the class before a break. Once I let the students know we are taking a break.   I give them a time amount, and I set the timer to 5 minutes and share the time image on my screen where they can view the time counting down.

ACTION: Practice taking a pause when presenting, create questions to ask students throughout the presentation. Find a timer such as chronometro to download and practice using it.

Slide 7: Draw Tools
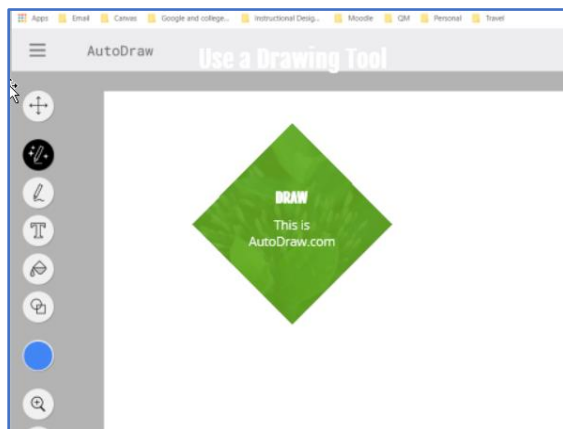
Figure 102: Autodraw drawing screen, autodraw.com

Another way to engage students is the usage of a drawing tool or some other tool you have found that you can work with and share your screen.

In this example, we are looking at auto draw, which located at autodraw dot com.

Auto draw allows you to draw using simple tools; it even has a feature here highlighted in black called autosuggestion. You can start to draw a boat, and then it gives you choices of boats to select for your drawing.

Usage of tools such as this gives your students an interactive demonstration. You could also have them lead a class and demonstrate a drawing technique they might use to teach children how to draw using a tool such as an auto draw.

ACTION: Find a tool or go to auto draw dot com and see how you can use it to demonstrate a fundamental tool for simple drawings.

Slide 8: End of Lesson
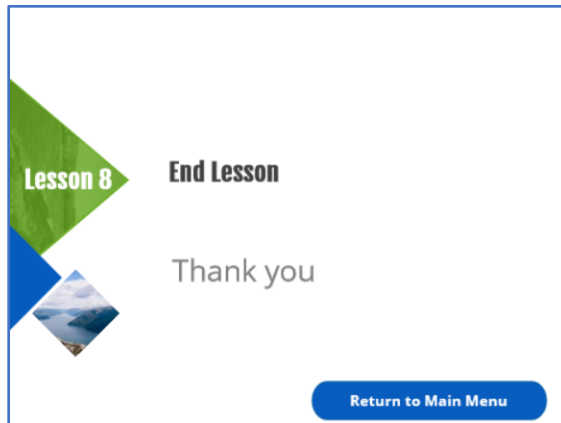
Figure 103: End of Lesson 8

Thank you for viewing this lesson further engaging your students. To return to the main menu to go to the next and final session of learning how to use Zoom. Thank you.

ACTION: Click on return to the main menu to go to the next lesson

Lesson 9: Final Teaching Tips and Summary

Slide 1: Final Lesson: Summary and Lessons Learned
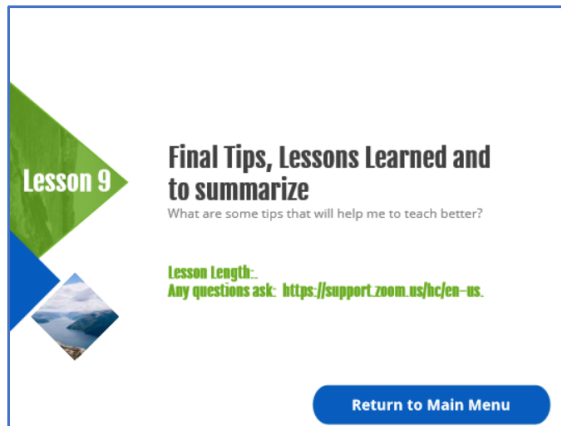
Figure 104: Lesson 9 Final Tips and Lessons Learned.

In this final lesson, we will summarize a few of the main points we have made throughout all of our sessions and lessons learned when taking a face to face presentation to an online presence. Please click on next to continue with this lesson or return to the main menu.

ACTION: View Slide and press next to continue or previous to go back to the previous slide.

Slide Two: Camera and Check Chat
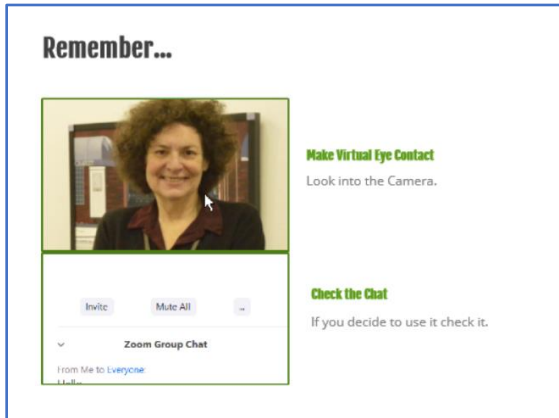
Figure 105: Make Eye Contact and Check Chat

Always try to look straight into your camera. I know this is hard because it allows you to see yourself as we said before; this is similar to when you are carrying on a face to face conversation with someone. Looking off to the side and not making eye contact can be distracting. Because if you are like me, you wonder what they are looking at or who is there. Anyway, I think you get the idea in some cultures it can be considered disrespectful.

Second reminder. If you allow the students to use the chat, make sure you check it. Especially when you are first starting each meeting because someone's audio or they are not seeing the image, you are projecting, or they may be asking a question because they are too shy to speak. Check the chat. Before I start each session, I like to have the directions on how to check your audio connection. I also have the call-in phone number for those who can see you but cannot hear you. That way, if someone says they cannot hear to you, copy and paste the directions into the chat to assist them.

ACTION: View Slide and press continue to move on.

Slide Three: Share and Pause
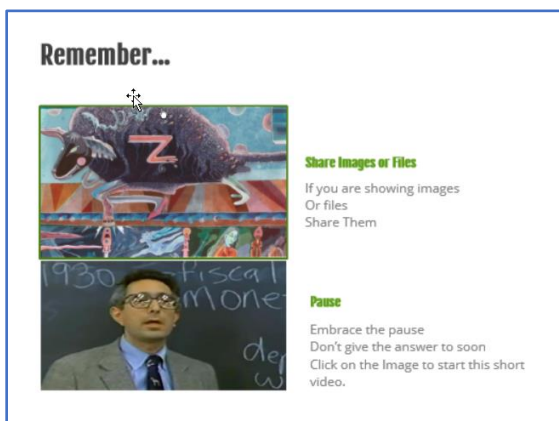
Figure 106: Share Materials and Pause

If you are presenting materials; why not put them in a file and share them before your meeting or after your session. Sharing your documents will allow them to follow along and take notes or just to have the materials for reference. It also gives them time to develop questions to ask you during your session.

One way you can share your articles is to set up a Google account. With Google, you get many free apps, and one of them is Google Drive, where you can store documents and share them with people to view. There are also services such as DropBox, Microsoft One Drive. You can even share files using screen share and then selecting a file to share with your students.

The second reminder is to embrace the pause. Take a moment to look at the video above. Some you may recognize this from Ferris Bueller's day off. The teacher is teaching a course, and he would ask anyone, anyone. Then he would answer. Sometimes it takes a bit of time for students to process the materials and formulate their answers. So, learn to embrace the pause and give them some time.

ACTION: View the video by clicking on the lower image and View Slide. Press next to continue.

Slide 4: Zoom Allows you to Connect Synchronously and Students to Meet Each Other
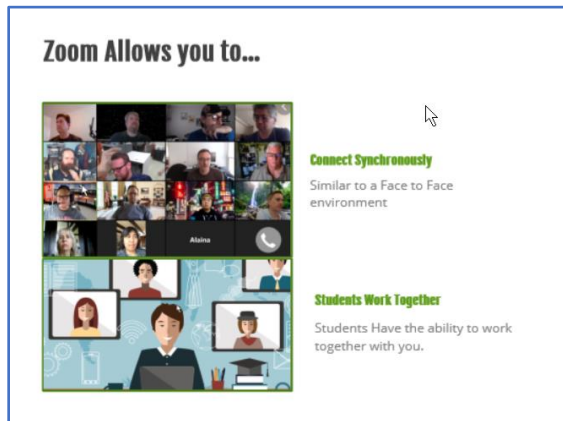
Figure 107: Synchronous Meeting and Students Meeting

Zoom allows you to connect synchronously and teach your students just as you would in a face to face class. The main difference is they are viewing you from their own home, office, or wherever they may be. Zoom allows you to share audio and video so your students can see you and see you demonstrating or sharing materials. Zoom also has built-in sharing tools, polling tools, chat, etc., each tool's designed to enhance your online environment.
Zoom also has the ability for your students to meet each other similar to a face to face environment. We suggest the first few minutes of your first meeting is to introduce yourself and allow your participants to introduce themselves. Create a couple of questions and share them on the screen. Another way is to have them break out into break rooms and meet each other than have each one report back on what they found interesting about each other in the group. Allow the students to chat and make comments or annotations during a presentation. There are all sorts of ways students can meet with each other via zoom.

ACTION: Review Slide and click on next to go to the next slide.

Slide 5: Zoom Allows you to…

Figure 108: Share a video and annotations

If you want to demonstrate something for your students, create a demonstration video or several videos showing each step one by one. You could play the video and then either explain again or talk the students through the steps, and they try the technique in their studio. A demonstration video or a

series of demonstration videos can be made available to your students after the presentation to review and practice with long after the class has completed.

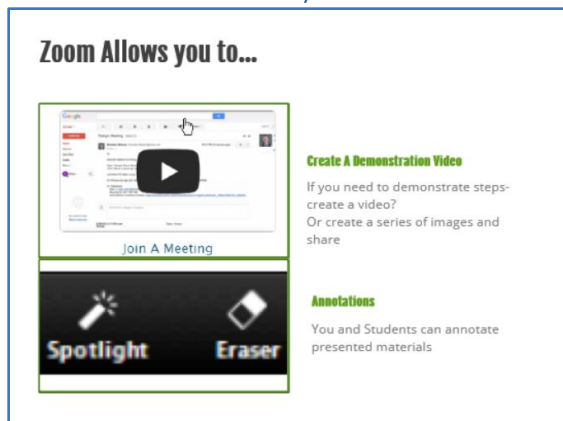Another tool is annotation; zoom allows you to annotate and your students as well what you are demonstrating. Say, for example, when you taught the same class in a face to face environment, you might have used a laser pointer to highlight something. Annotation gives you tools to draw on what your sharing, to use a spotlight (similar to using a laser pointer), and various other tools. Try it out; you might like it. I like to tell students if they are having trouble with something, I am presenting to use annotation to highlight what they are having trouble with. It is a great tool and helps you and your students to make your sessions interactive.

ACTION: View Slide and click on next to go to next slide

NOTE: The top picture is an image of zoom help center video, there is not a link associated with this video

Slide 6: PowerPoint and Take Breaks

Figure 109: Display Less and Take Breaks

Watch the video presented by Don McMillan, he offered this comedy skit back in 2010, but I think it is still appropriate today. Click on the image of Life after death by PowerPoint. I think you will find it humorous, but it has some excellent points. In using PowerPoint, I tell instructors to try to use the 10-10-10 method, which is no more than 10 points on a slide, no more than ten slides in a deck (sorry I had to go over in a few of the presentations) and no more than 10 minutes in length for a video. Trust me, if you had 10 points you wanted to cover on a slide, the imagery would soon start to bore you, or it is too much information. What usually happens with too much information you tend to go through it quickly, and the students miss a lot of valuable information. If you have more than ten slides or a 10-minute presentation, play it back or try out your slides on your family. As soon as you see the glazed overlook in their eyes, or you feel it watching your video. You have way too much information.

The second is a reminder to take breaks. I am hoping throughout this series of lessons; you took some breaks. If you watched it all in one sitting, you are probably very confused as to what happened in the first video. Remind yourself to take breaks, let the students get a cup of coffee or a soda, or something so they can process what you have taught them.

ACTION: View McMillian video by clicking on the top image, view the slide, and click next to go to the next slide.

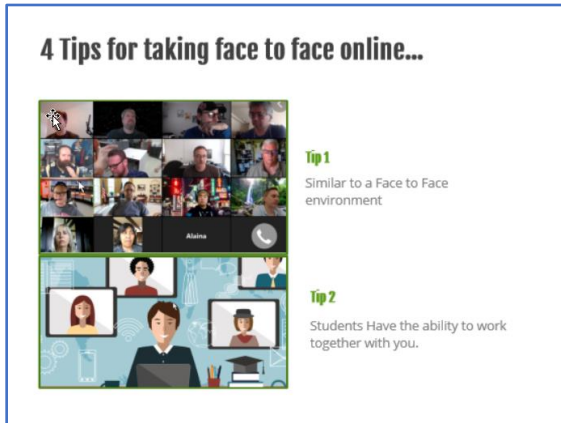## Slide 7: Lessons Learned: Moving from Face to Face to Online

Figure 110: Lesson Learned Tips 1 and 2

An article written for the Chronicle of Higher Education by Kevin Gannon talks about the lessons learned of taking a face to face course on offering it online. He summed it up as the four lessons learned. The article located at https://community.chronicle.com/news/2176-4-lessons-from-moving-a-face-to-face-course-online

Lesson 1: Avoid seeing online teaching exclusively through the lens of a face to face course. Focus on the opportunity you are given to teach a class online. Stop thinking about what you cannot do, and start thinking about what you can do. Zoom is a tool that allows you to replicate synchronously with your students and accomplish the goals of the class you are teaching.

Lesson 2: Online teaching is not less time-consuming. Sure, you do not have to prepare as much for a face to face course because frequently instructors just wing it. But when you teach online, you often have to prepare your materials ahead of time. Practice presenting it and prepare for what if things do go wrong scenario. If you prepare for your online course, you will quickly find it as fulfilling as teaching the same class in a face to face environment.

ACTION: View Slide and Click on next to go to the next slide.
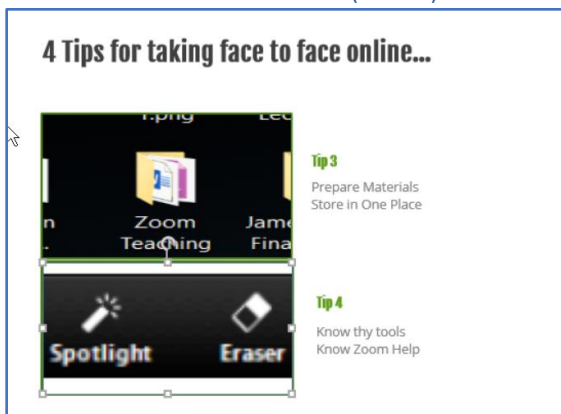
Slide 8: Lessons Learned (cont.)

Figure 111:Lessons Learned (cont.) Tips 3 and 4
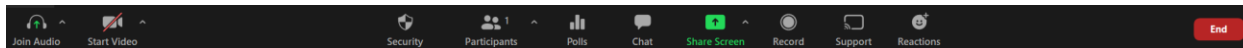

Figure 112: Annotation Tool Bar

Figure 113: Hosting Menu Bar

Lesson 3: Housing your materials. I would like to suggest if your institution has an LMS (learning management system), you house your course there. But if they do not and you are giving a synchronous meeting, I like to place on my desktop a folder that I put all the materials in it. I then label all the elements such as image 1, image 2, image 3. I then write up my notes for my presentation, and I put on my notes display image 1, show video two or whatever I want to use with what I am talking about. If you house these materials in a folder either on your computer or via the cloud, it will cut down on where did I place that file, or I saw this video on YouTube? The video was titled, in your class, you find out there are 30 videos with the same title. The bottom line is just be organized

Lesson 4: Know your tools. You need to know Zoom to conduct a meeting successfully in Zoom. Zoom allows you as an individual to set up a free account. We suggest you set one up and then invite some of your friends to join you.   Let them know that you are learning Zoom, and you need some people to test and learn about Zoom together. Also, know basic troubleshooting, such as a student cannot hear you what they should do. Always remember you can go to zoom for tutorials or even view this set of tutorials over and over again until you feel comfortable. If you choose to use any tools, we demonstrated throughout these lessons or a second camera or whatever it is, make sure you use these in practicing with friends and family. It will help you and make your students learning environment more enjoyable.

Our author summed teaching online best in his article, "Moving a course online challenges you to consider exactly why you do what you do."

ACTION: View Slide and click on next to continue

Slide 9: Technical Support Information
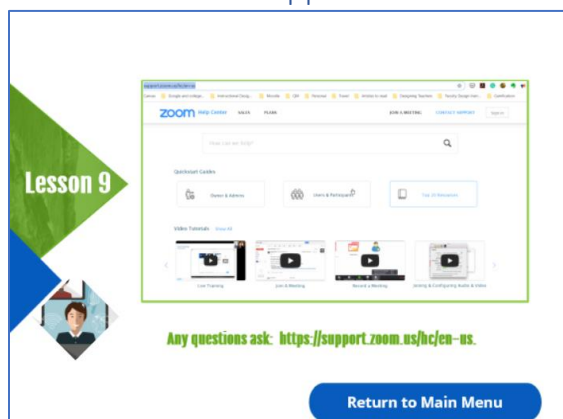
Figure 114: Zoom Technical Support Information

You have now completed this session and our lessons on Zoom, we hope you have enjoyed this and are feeling more confident about teaching with Zoom. Remember, you can go to Zoom for tutorials and help as well.   Just type in zoom help in your browser and select the subject. The address for Zoom located on the cover of the participant's guide that corresponds to each lesson. Thank you for viewing and taking part in this series of lessons on utilizing Zoom.

ACTION: View Slide and click on Return to Main Menu. You have now completed all the modules in this session on Zoom. Thank you for viewing this.

PC Keyboard Shortcuts

Available Keyboard Shortcuts

- **F6**: Navigate among Zoom popup windows.
- **Ctrl+Alt+Shift**: Move focus to Zoom's meeting controls
- **PageUp**: View previous 25 video stream in gallery view
- **PageDown**: View next 25 video stream in gallery view
- **Alt**: Turn on/off the option **Always show meeting control toolbar** in Accessibility Settings
- **Alt+F1**: Switch to active speaker view in video meeting
- **Alt+F2**: Switch to gallery video view in video meeting
- **Alt+F4**: Close the current window
- **Alt+V**: Start/Stop Video
- **Alt+A**: Mute/unmute audio
- **Alt+M**: Mute/unmute audio for everyone except host **Note:** For the meeting host only
- **Alt+S**: Launch share screen window and stop screen share **Note:** Will only work when meeting control toolbar has focus
- **Alt+Shift+S**: Start/stop new screen share **Note:** Will only work when meeting control toolbar has focus
- **Alt+T**: Pause or resume screen share **Note:** Will only work when meeting control toolbar has focus
- **Alt+R**: Start/stop local recording
- **Alt+C**: Start/stop cloud recording
- **Alt+P**: Pause or resume recording
- **Alt+N**: Switch camera
- **Alt+F**: Enter or exit full screen
- **Alt+H**: Display/hide In-Meeting Chat panel
- **Alt+U**:Display/hide Participants panel
- **Alt+I**: Open Invite window
- **Alt+Y**: Raise/lower hand
- **Alt+Shift+R**: Gain Remote Control
- **Alt+Shift+G**: Stop Remote Control
- **Ctrl+2**: Read active speaker name
- **Ctrl+Alt+Shift+H**: Show/Hide floating meeting controls
- **Alt+Shift+T**: Screenshot
- **Switch to Portrait/Landscape View**: Alt+L
- **Ctrl+W**: Close current chat session
- **Ctrl+Up**: Go to previous chat
- **Ctrl+Down**: Go to next chat
- **Ctrl+T**: Jump to chat with someone
- **Ctrl+F**: Search
- **Ctrl+Tab**: Move to the next tab (right)
- **Ctrl+Shift+Tab**: Move to the previous tab (left)

Mac Shortcuts

Available Shortcuts

Meeting Shortcuts

- **Command(⌘)+J**: Join Meeting
- **Command(⌘)+Control+V**: Start Meeting
- **Command(⌘)+J**: Schedule Meeting
- **Command(⌘)+Control+S**: Screen Share via Direct Share
- **Command(⌘)+Shift+A**: Mute/unmute audio
- **Command(⌘)+Control+M**: Mute audio for everyone except the host (only available to the host)
- **Command(⌘)+Control+U**: Unmute audio for everyone except host (only available to the host)
- **Space:** Push to talk
- **Command(⌘)+Shift+V**: Start/stop video
- **Command(⌘)+Shift+N**: Switch camera
- **Command(⌘)+Shift+S**: Start/stop screen share
- **Command(⌘)+Shift+T:** Pause or resume screen share
- **Command(⌘)+Shift+R**: Start local recording
- **Command(⌘)+Shift+C**: Start cloud recording
- **Command(⌘)+Shift+P:** Pause or resume recording
- **Command(⌘)+Shift+W**: Switch to active speaker view or gallery view, depending on current view
- **Control+P**: View previous 25 participants in gallery view
- **Control+N**: View next 25 participants in gallery view
- **Command(⌘)+U**: Display/hide Participants panel
- **Command(⌘)+Shift+H**: Show/hide In-Meeting Chat Panel
- **Command(⌘)+I**: Open invite window
- **Option+Y**: Raise hand/lower hand
- **Ctrl+Shift+R**: Gain remote control
- **Ctrl+Shift+G**: Stop remote control
- **Command(⌘)+Shift+F**: Enter or exit full screen
- **Command(⌘)+Shift+M**: Switch to minimal window
- **Ctrl+Option+Command+H**: Show/hide meeting controls
- **Ctrl+Shift+R**: Gain remote control
- **Ctrl+Shift+G**: Stop remote control
- **Ctrl+**: Toggle the "Always Show meeting controls" options in Settings/Accessibility
- **Command(⌘)+W**: Prompt to End or Leave Meeting

Chat Shortcuts

- **Command(⌘)+K**: Jump to chat with someone
- **Command(⌘)+T**: Screenshot

General Shortcuts

- **Command(⌘)+W:** Close the current window
- **Command(⌘)+L:** Switch to Portrait or Landscape View, depending on current view
- **Ctrl+T**: Switch from one tab to the next