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Zoom Training Instructions

- Preface: this training is very easy to do. Very low stakes, nothing to worry about if you're nervous about teaching! The church members are *extremely* nice and they are here to learn as much as they can about Zoom for their personal use!
- The table below has an outline of the concepts to cover. The zoom training lasts one hour exactly, so try to cover everything in that amount of time.
- For the topics with numbers, those numbers correlate to YOUR number on the APO sign ups.
    - Please do a quick refresher of what you're covering before the meeting starts. Make sure to check out the SETTINGS options in the Zoom profile area.
- The event coordinator will make introductions for everyone and then take a step back! Let's go team!
- As a general rule, **ask if there are any questions** after going over a topic. Usually there are questions.
  ***bring conversation back to Zoom when necessary. Sometimes tangents occur.

  Join Zoom Meeting
  https://us02web.zoom.us/j/83580852668?pwd=OFFYQm94K2RpZmZVSWhpKzYwNllidz09

  Meeting ID: 835 8085 2668
  Passcode: tech lab

Concept	Information	Time (min)
Review of Previous Concepts (Natasha)	Concept 1: Info page Concept 2: Zoom on different platforms, how to log in, also backgrounds Concept 3: Zoom recordings and Google Drive	10-20
Polls (Josh)	● How to use Zoom to make polls ○ Inside of a meeting ○ Outside of a meeting (pre-made) ● Websites you can use to make polls: ○ Poll everywhere	10-15
Zoom Cloud Recordings (Alexia)	● How to record in zoom: ○ Make sure recording settings are on ○ Where to save the recording ■ Using computer software ■ Using google Drive ● Or another cloud source like Microsoft	10-15
Ed's question on how to do 2 speakers at once-	● Go over what it looks like when two people share the screen at the same time- have person 4 and another person share their screens at the same time- have to	10-15

Natasha?	make sure host has multi-share enabled ○ Where multishare setting is at ○ Should look like two separate presenter screens BUT the presenters can only see their own screen	
~~Troubleshoot one-on-one private chats (solved it for now….revisit it again?)~~	~~● Go to the chat~~ ~~● Go to the three buttons on the bottom right~~ ~~● Click it~~ ~~● Should show chat options~~	~~Whatever time is left~~

Notes:

- Josh went over polling (walked Lois through it)
  - To set up in web browser:
    - Need to change the settings to allow polling
    - Create polls before meeting online in scheduled meeting page
  - Can make anonymous
  - Single or multiple choice:
    - Single: only can select one answer
    - Multiple: can select multiple answers
  - Lois created practice poll
    - Will create a poll for next week to test polling feature
- Went over zoom cloud recordings
  - Where to find them
  - How to share them
  - Watched old recording
  - Carole practiced recording to the cloud
- Spotlighting
  - Who can spotlight
  - Louis spotlighted Ed and Natasha to practice
- Reactions/responses
  - Chromebooks cannot view the emoji reactions
  - How to access responses like: yes, no, go slowerww`