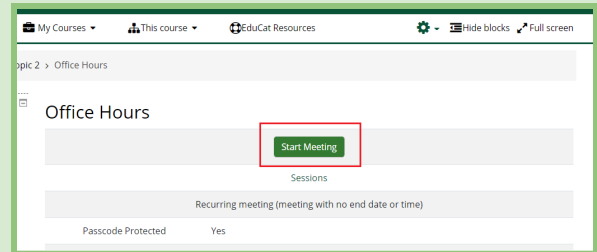


Zoom In-Meeting Features

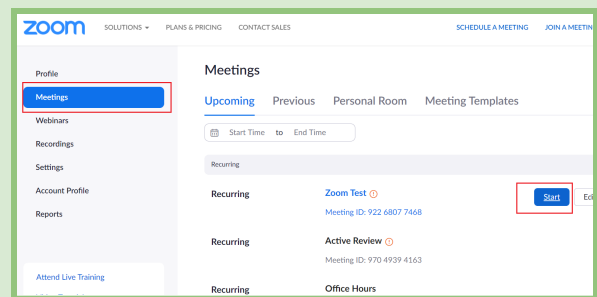
Zoom has created many features to enhance the online learning experience. These features can be used to help students engage with both the lecture and each other.

When it is time to start the meeting:

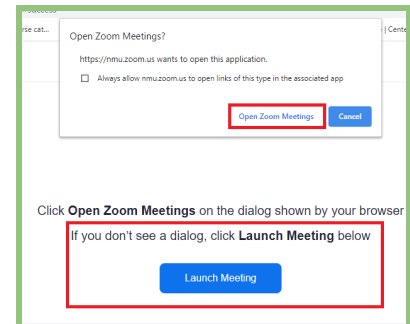
1. If in Educat: Click on the link on your course page. In the next window you will have a button prompting you to **Start meeting**. **Select** this button.



If at nmu.zoom.us: after signing in, on the left hand menu **select Meetings**, then hover over the meeting you are looking for and **click** the **Start Meeting** button that appears.

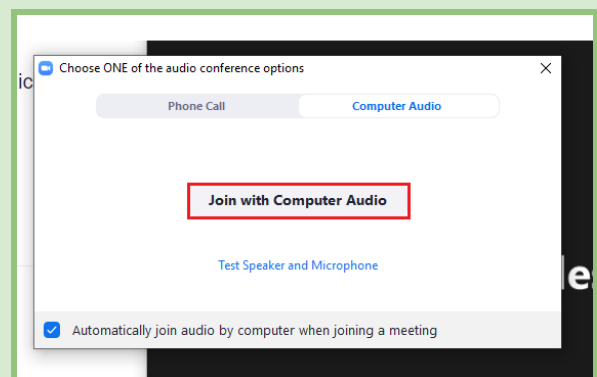


2. You will be prompted to **Open Zoom Meetings**. Click the button. If that doesn't work, use the links to **download** & run Zoom or **get Help**.

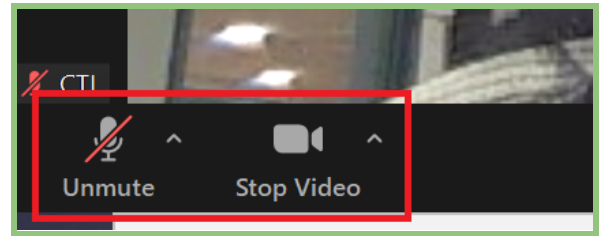


3. A new window with the meeting will appear and request how you want to join the audio conference — choose **Computer Audio**.

You can **Test Computer Audio** if desired. You can select to Automatically join audio by computer as well.



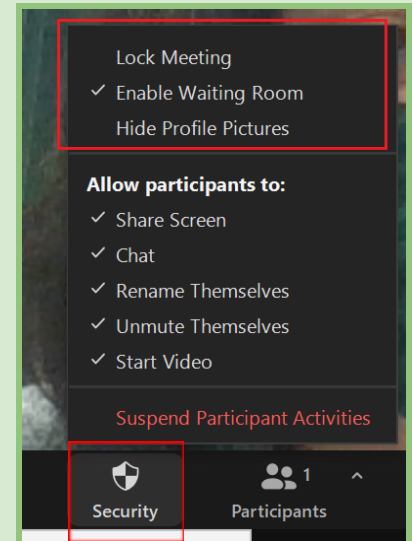
4. You are then in the virtual meeting. Video and audio will function as selected. The options for these are in the bottom left of your screen. If it is not, you can use the **Un/Mute** and **Start/Stop Video** buttons and menus to adjust settings as needed.



5. Using the **Security** option at the bottom of the page, you can control what participants can and cannot do and when users have permission to enter.

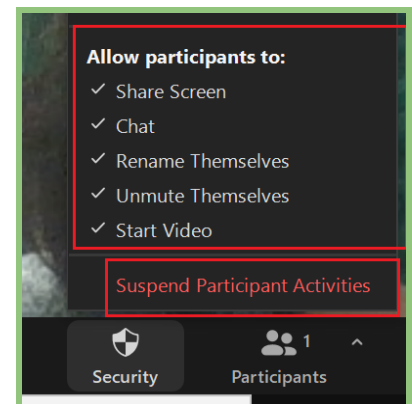
Selecting **Lock Meeting** prevents anyone else from joining the meeting from that point forward, **Enable Waiting Room** puts students in a waiting room where they will need your permission to join and see the main room.

Hide Profile Pictures hides any pictures associated with participants in the Participants menu.



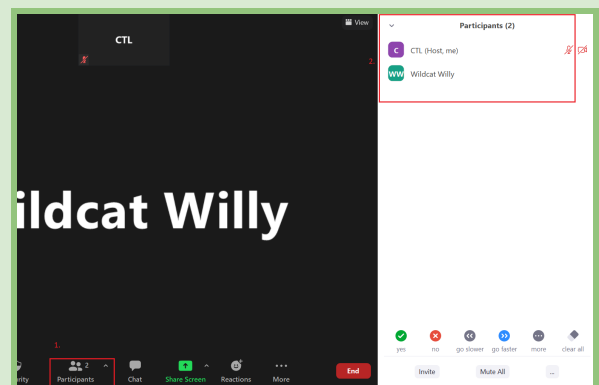
6. For the **Allow the Participants** section you can choose how much autonomy you would like your students to have during the call with things such as **unmuting** and **using the chat function**.

If there is a problem in your class you can select **Suspend Participant Activities** which will immediately suspend all video, audio, and in meeting functions for participants.



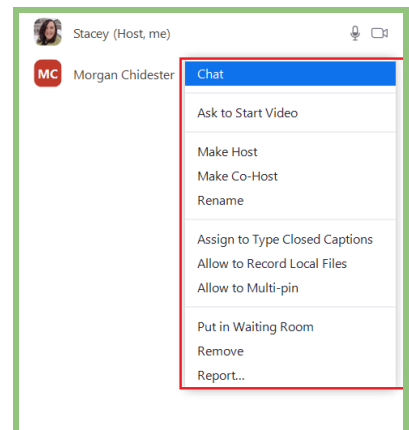
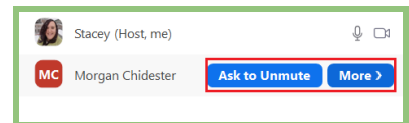
7. Using the **Participants** option on the bottom menu, you can pull up your **Participants list** in a panel on the right side.

This will show you each person in your Zoom call, allow you to invite new members, and change host privileges among other features.



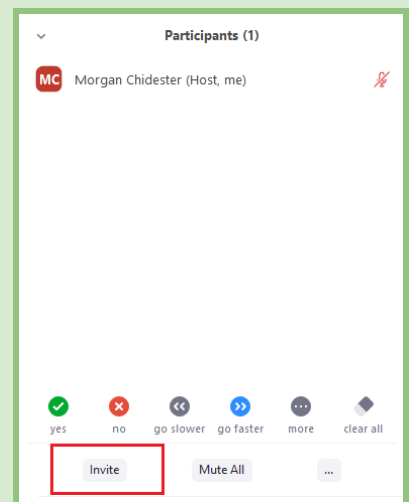
8. In the **Participants List**, it will show a microphone and a camera icon which tell you which of those features the individual has on. If there is a slash through it that means they are muted or have their camera off.

If you **hover over an individual's name** two menu options appear. One is **Ask to Unmute** and the other is **More**. **Select More** to bring up a list of user options and permissions that will apply to only the person selected. Here you can do things such as make them a host, chat privately with them, rename, or place them in a waiting room.

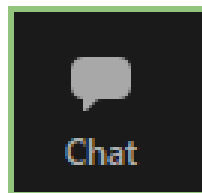


9. To invite others to your meeting while it is taking place, **select** the **Invite** option at the bottom of the Participants List.

This will bring up a menu which allows you to **select** which email service you would like to use to **email the link**. Or if you would like to do it outside of the Zoom app you can **select copy the link** or **copy invitation** at the bottom left.

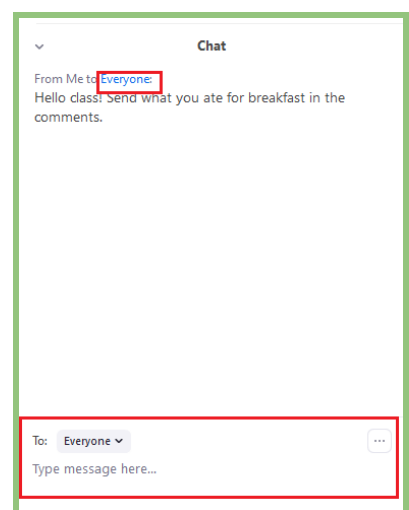


10. Back on the bottom menu, selecting the **Chat** function will cause a chat box to pop up on the right panel of your screen. You will be able to see private messages to you and public group messages on the screen.



In the **To: section** at the bottom of the screen, right above where the message goes you can select who you would like to send your message to from the drop down menu.

Using the "... " meatball or more menu at the bottom right of the screen allows you to change who is able to private message or disable private chatting.



11. To **Share Screen** select the share screen button. This will open up a window that prompts you with which screen you would like to share.

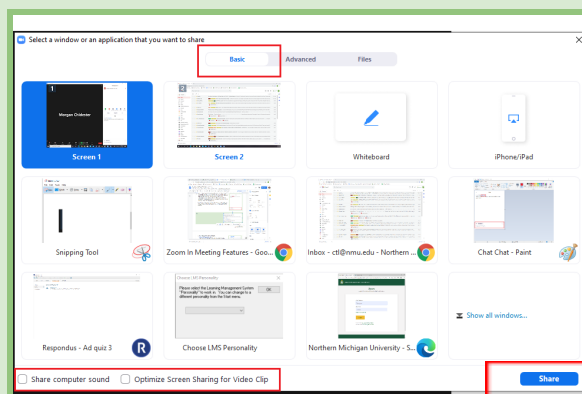
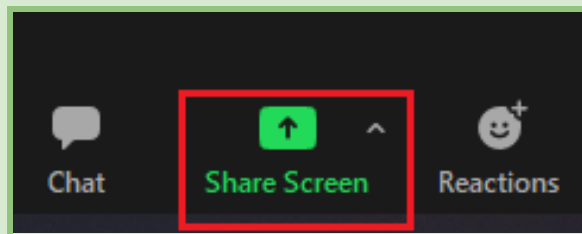
In **Basic** mode you can select to **share a specific window**.

Students will then only be able to see changes made in that window (this is helpful if you have multiple windows or programs open and want to restrict view to only one). If you choose **Screen**, they will be able to see any application on screen (this is helpful if you want students to see multiple applications, such as PowerPoint, then clicking on a link to a website or YouTube video). You can also share a whiteboard for collaboration.

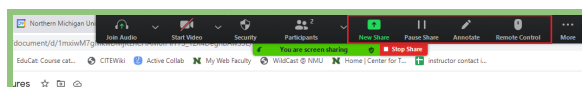
In **Advanced** mode you can choose additional share options such as **Content from a 2nd Camera** if you have a document camera connected, a specific portion of a screen, computer audio, or video.

At the bottom of the basic options, you can **select Share Sound** to share videos and sounds with the participants. However, due to Zoom's copyright videos it may not allow you to share your video. If the video you are sharing shows for participants as a gray screen, that means it violates Zoom's copyright rules.

Click **Share** once you have selected your share options.



12. While sharing your screen you will see a small menu located in the window you are in. It reminds you that your screen is being shared and has a **Stop Share** button that you can use if you are finished sharing. (If you hover over this menu it will expand and look like your normal Zoom menu.) Notice it has three new options. **Pause share** allows you to freeze the window participants see. **Annotating** allows you to draw and highlight on your screen. **Remote Control** allows you to give over access to other users to navigate the shared screen with.

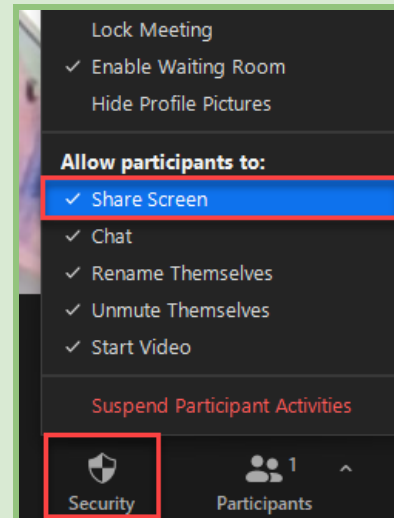


13. You can allow participants to **Share Screen** as well. This has to be enabled in your personal Zoom account settings first to use it within a meeting. It is located in the **In Meeting (Basic) section**.

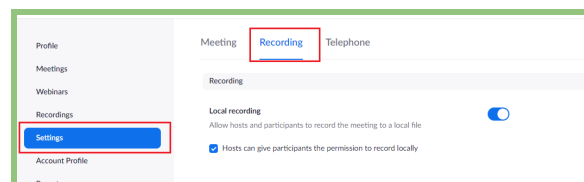
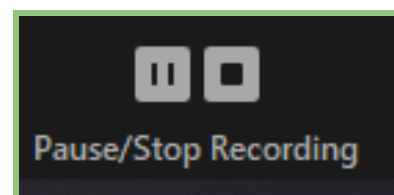
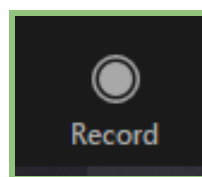
OR

You can **Allow participants to Share Screen** from the Security Tab. Just make sure the check is next to that option.

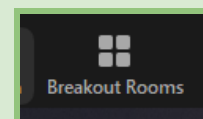
Participants will then have the same share options in their menu bar.



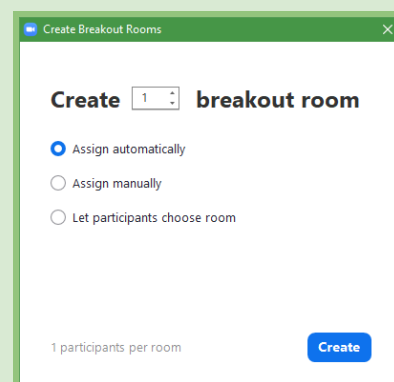
14. To **record a meeting**, **select** the record button on the menu. This is useful for uploading lectures to allow students who may have missed something and want to rewatch for review. While recording, the Record button is replaced with **Pause/Stop**. When the meeting is finished and closed, Zoom will convert your recording to an MP4 file. It will then prompt you to choose a folder to save it in. If you do not like the default recording settings, they can be changed in the settings section at nmu.zoom.us.



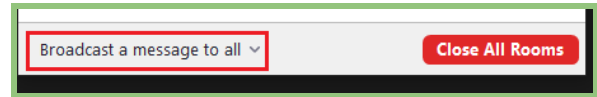
15. **Breakout rooms** will allow you to facilitate small group work for your students. To create a Breakout room **select the Breakout Room** option from the bottom menu either with its own icon or under **More....**



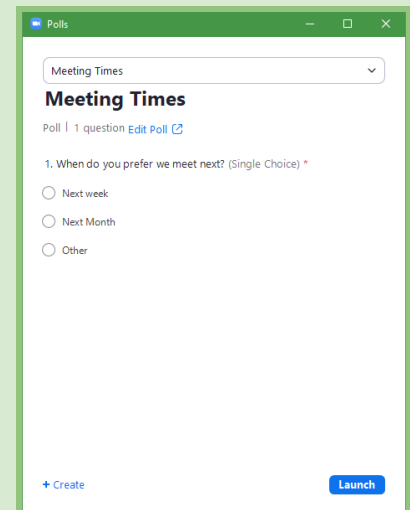
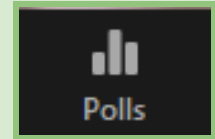
This will open a **Create Breakout Rooms** window. You can **select** how many rooms to place them into. Zoom will either automatically divide the participants or you can manually split them up, or they can choose their own room. When you are done select **Create Rooms**. To **launch** the breakout rooms, select the **Create** button at the bottom of the screen.



16. From breakout rooms you can join specific rooms (like you would walk around to separate corners of a physical room), you can broadcast messages, you can move students around in rooms, and you can **Close All Rooms**, when done.



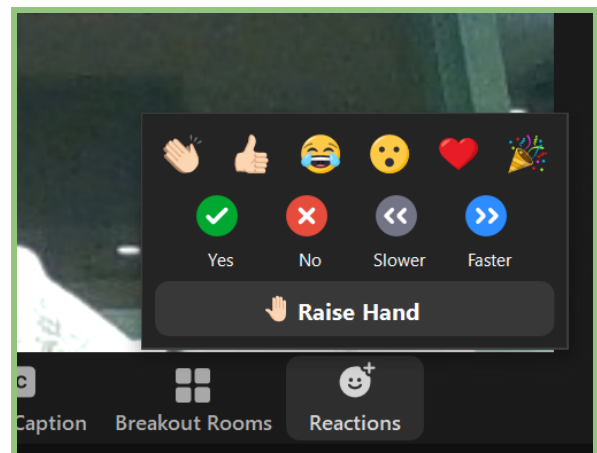
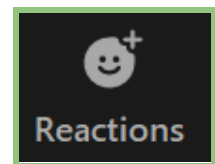
17. [Polls](#) allow you to quickly assess students. You can create questions on the fly, dynamically in class or you can use your account to have questions already prepared. You will need to **Launch** the poll, then collect the replies. You can see the results change as students answer. When you **End Poll** you will have the option to **Share Results** with the class. This is not connected to the EduCat gradebook in any way.



18. To engage participants and allow for silent reactions to content or questions, they can use the reaction features.

Reactions display a panel of emoji's when the **Reactions** button is selected. When others use them they will appear next to that person's box on the screen. There is also a "Raise your Hand" feature that will make the participant with their hand raised visible to the instructor.

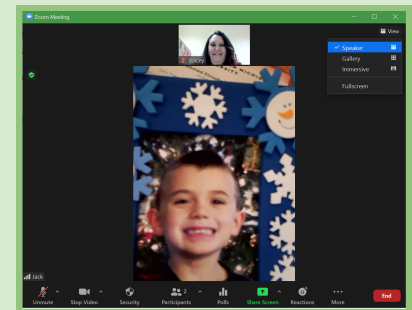
This is especially helpful for larger meetings where not every participant can be displayed on each screen.



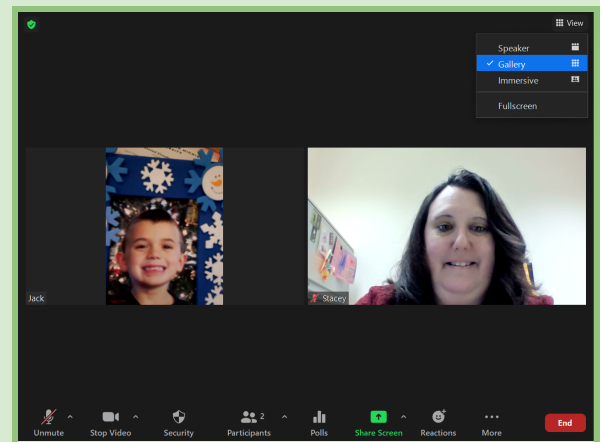
19. You can change your view to see different amounts of participants or a different display. To change the view **select** the **View** button in the upper right hand corner of your screen.

The different display options are:

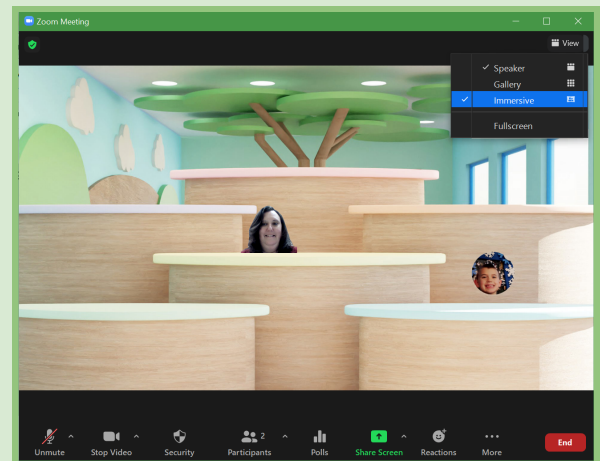
Speaker View: shows the speaker in a larger screen in the middle and then displays the other participants in small screens at the top.



Gallery View: shows everyone in the same size squares in the middle of the screen (Brady Bunch style).



Immersive View: only the Host has this option to use a virtual background with spots for participants, for example a room with 'seats' for 5 participants.



20. **Pinning a Presenter:** using the "... " located at the right hand side of a participants screen, you can pin them. This means they will stay in the larger position and be viewable the entire time. It automatically changes everyone's layout to "Speaker View." This is useful for presentations.