



**MIDDLESEX**  
Community College

Student Success Starts Here

# Zoom Intermediate

Online Learning and Professional Development



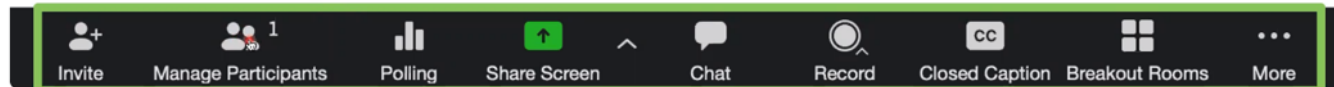
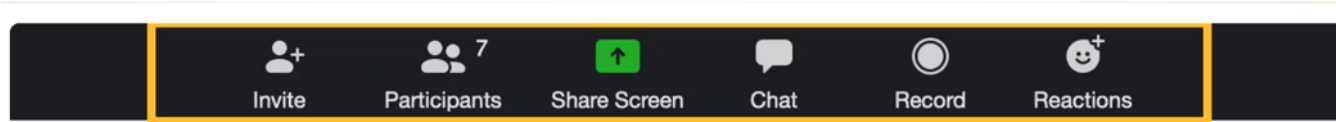
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# Agenda

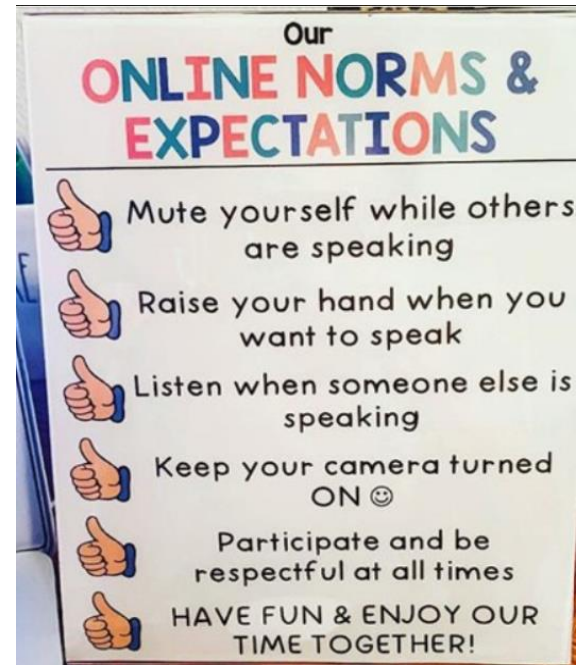
- Zoom – Best Practices
- Zoom Tools:
  - ✓ Polling
  - ✓ Chat
  - ✓ Share Screen / Whiteboard / Annotations
  - ✓ Non-verbal feedback: Reactions, Emoji, Raise Hand
  - ✓ Breakout Rooms

# What are the Meeting CONTROLS?



# Zoom Session Management – Best Practices

- Establish **Expectations** from the beginning
  - Your Syllabus
  - Remind them that the MCC Student Code of Conduct still applies
  - Have a 5 min open warm up discussion



# Zoom Session Management – Best Practices

- Take **Attendance**
  - Through Participants Panel: Require Students to use real names
  - Or, Through Chat: Have students respond “here” in the chat (easiest)
  - Or, Run a meeting report at the end of the class session to see attendees

<https://www.youtube.com/watch?v=PRAaoryZrvI>

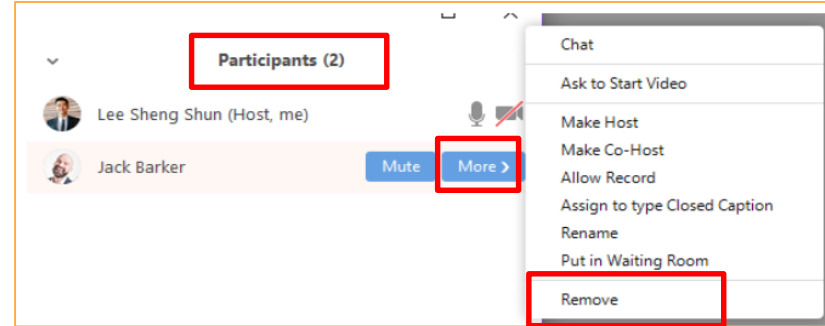
- Mute Everyone – see **Mute All** Button in Participants Panel



# Zoom Session Management – Best Practices

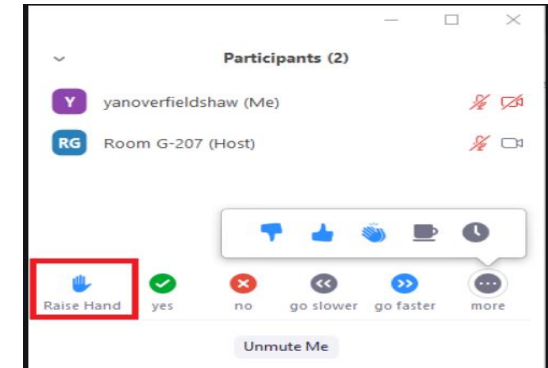
- **Remove** offending Students from the Meeting

- This function is found in the Participants Panel
- Or, Directly on the screen
- Escalate offensive behavior to your Dean just as you would in the classroom



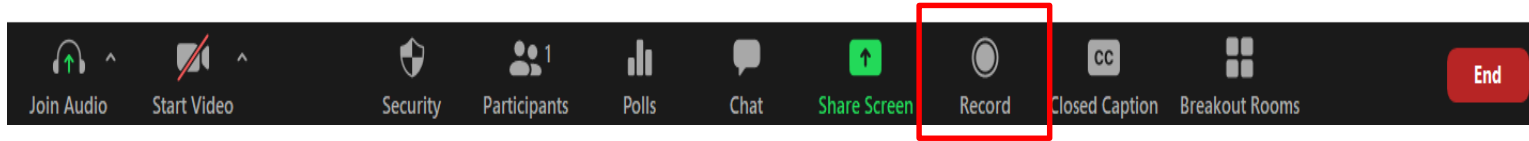
- Have students **Practice** with the tools you want them to use

- Screen Sharing, Chat, Raise Hands, Mute / Unmute Etc.

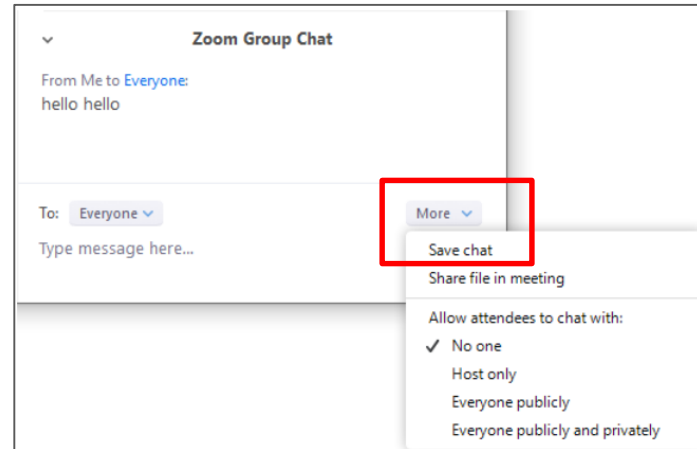


# Zoom Session Management – Best Practices

- **Record** all meetings (on the cloud)



- **Save Chat:** manually (or automatically from Zoom browser > Settings)



# Zoom Session Management – Best Practices

- Designate a student to monitor chat to track questions – (**Blackboard Ambassador at MCC**)
- Keep Manage **Participants panel** open
  - Monitor who's speaking and Mute or Unmute
- Stop lecture periodically to **address questions**
  - Don't try to monitor chat continuously



*Best Practices adapted from ASU – Classroom Management in Zoom*

<https://www.middlesex.mass.edu/onlinelearningresourcecenter/downloads/zoom.pdf>



# From Managing to Engaging

## *Your Management Kit:*

- Mute all
- Remove participant
- Raise Hand
- Call In (audio issues)



## *Your Engagement Kit:*

- Polling
- Chat
- Share Screen / Whiteboard / Annotations
- Non-verbal: Reactions, Emoji, Raise Hand
- Breakout Rooms



# Polls

- Create **Polls** (questions, quizzes, survey) ahead of time or on demand.
- Poll: Have you added Zoom link to your Blackboard Course Menu?

- How to add Zoom to Blackboard Menu:

<https://www.middlesex.mass.edu/onlinelearningresourcecenter/zoomtut.aspx>

# Create a Poll

1. My Account, Zoom in the browser (www.zoom.us)
2. Click Meetings
3. Click on the name of the meeting
4. Scroll down in new panel
5. Click ADD button
6. Poll Name
7. Type in Question
8. Type in Answer
9. Add another Question, if want
10. Click Save

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Profile Meetings **2** Webinars Recordings Settings Account Profile Reports

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates [Get Training](#)

[Schedule a New Meeting](#) [Recently Deleted](#)

Start Time	Topic	Meeting ID	
Thu, Aug 13 11:00 AM	<a href="#">Create and Grade a Blackboard Assignment</a> <b>3</b>	937 6339 7253	<a href="#">Start</a> <a href="#">Delete</a>
Wed, Sep 2 (Recurring) 09:00 AM	Fall 2020 Introduction to Sociology (SOC-101-32)-demo	977 4060 1578	<a href="#">Start</a> <a href="#">Delete</a>

[Delete this Meeting](#) [Save as a Meeting Template](#) [Edit this Meeting](#) [Start this Meeting](#)

You have not created any poll yet. [Add](#) **5**

Add a Poll

Zoom in Bb **6**

Anonymous? [?](#)

1. Have you added Zoom to your Bb Course Link? **7**

Single Choice  Multiple Choice

Yes **8**

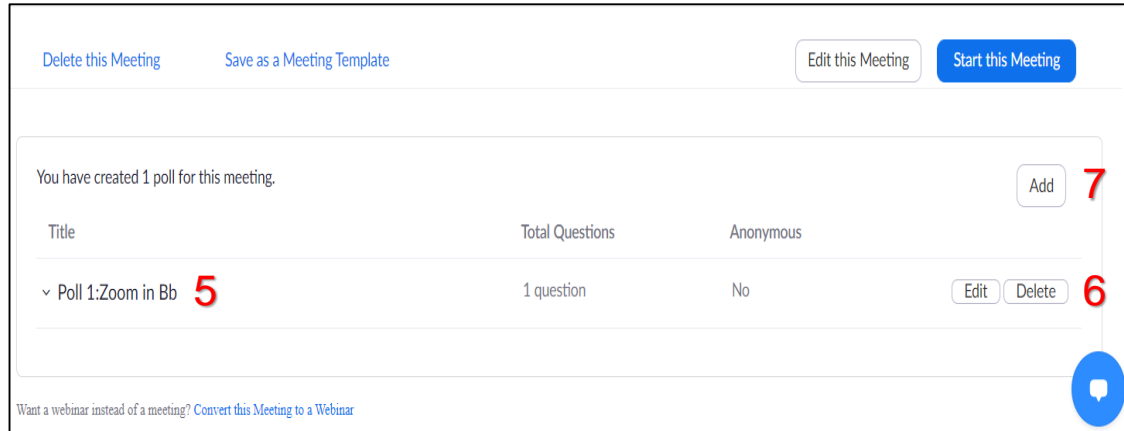
No 253

[+ Add a Question](#) **9**

[Save](#) [Cancel](#) **10**

# You have created 1 Poll for this meeting

1. My Zoom Account (www.zoom.us)
2. Meetings
3. Click on the meeting
4. Scroll down in new panel
5. Find Poll 1
6. Edit /Delete your Poll 1
7. Click ADD button if you want another poll, Poll 2
8. Repeat the steps – Create Poll



The screenshot displays the Zoom meeting interface for poll management. At the top, there are links for "Delete this Meeting", "Save as a Meeting Template", "Edit this Meeting", and a blue "Start this Meeting" button. Below this, a message states "You have created 1 poll for this meeting." with an "Add" button and a red "7" next to it. A table lists the poll details:

Title	Total Questions	Anonymous	
▼ Poll 1:Zoom in Bb	1 question	No	Edit Delete 6

At the bottom left, there is a link: "Want a webinar instead of a meeting? Convert this Meeting to a Webinar". A blue chat icon is visible in the bottom right corner.

# From Creating to Launch your Poll

1. During your meeting
2. Click Polls
3. Click drop down arrow for all the polls added
4. Choose the wanted Poll
5. Click Launch Polling

The screenshot displays the Zoom interface during a meeting. At the bottom, the 'Polls' icon in the navigation bar is highlighted with a red box and labeled '2'. A 'Polls' window is open, showing a list of polls. The 'Polling 1: Zoom' poll is selected, and its dropdown menu is open, with 'Polling 6: Bb Course Menu' highlighted by a red box and labeled '4'. The 'Launch Polling' button at the bottom of the poll window is highlighted with a red box and labeled '5'. A red box labeled '3' highlights the dropdown arrow in the top right corner of the poll window. On the left side of the poll window, the 'Join Audio' button is highlighted with a red box. The background shows the meeting title 'Polling 1: Zoom', the host's name 'M2Y1JKY2k...', and the 'Invite Others' button.

# During Polling

1. Timer
2. % of class voted
3. End Polling

The screenshot shows a Blackboard Polling window titled "Polls". The main header is green and displays "Bb Course Menu in Progress" with a timer showing "0:23". Below this, a dark grey bar indicates "Attendees are now viewing questions" and shows "0 of 0 (0%) voted". The poll question is "1. Have you added Zoom link to your Bb Course Menu". There are two response options: "Yes" and "No", both showing "(0) 0%". At the bottom of the window, there is a blue button labeled "End Polling".

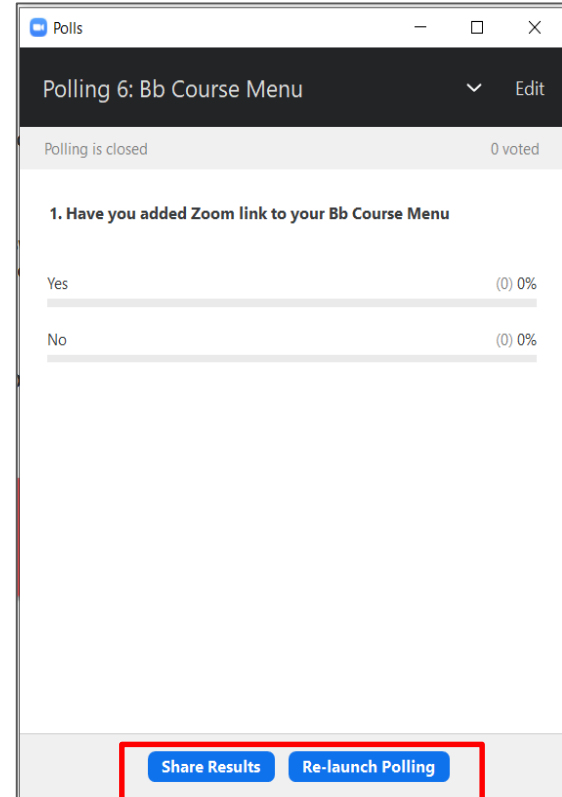
Response	Count	Percentage
Yes	0	0%
No	0	0%

1  
2

3

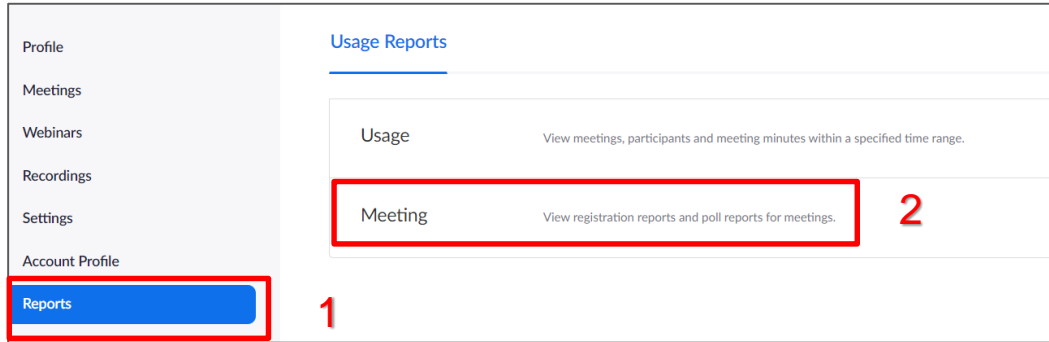
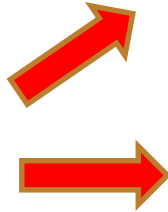
# Share your Poll

1. Share Results
2. or RE-launch Polling



# Polling – facts

- You can prepare up to 25 polls.
- Each Poll with 10 questions
- Can download reports/results:

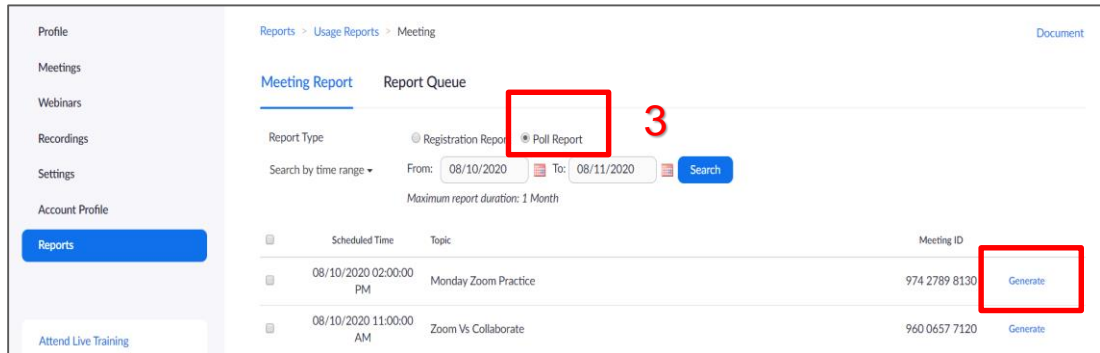


Usage Reports

Usage View meetings, participants and meeting minutes within a specified time range.

Meeting View registration reports and poll reports for meetings. 2

1



Reports > Usage Reports > Meeting Document

Meeting Report Report Queue

Report Type  Registration Report  Poll Report 3

Search by time range From: 08/10/2020 To: 08/11/2020 Search

Maximum report duration: 1 Month

Scheduled Time	Topic	Meeting ID	Generate
08/10/2020 02:00:00 PM	Monday Zoom Practice	974 2789 8130	Generate 4
08/10/2020 11:00:00 AM	Zoom Vs Collaborate	960 0657 7120	Generate

Attend Live Training



# Polling

- Video Tutorial for future reference: (2 min)

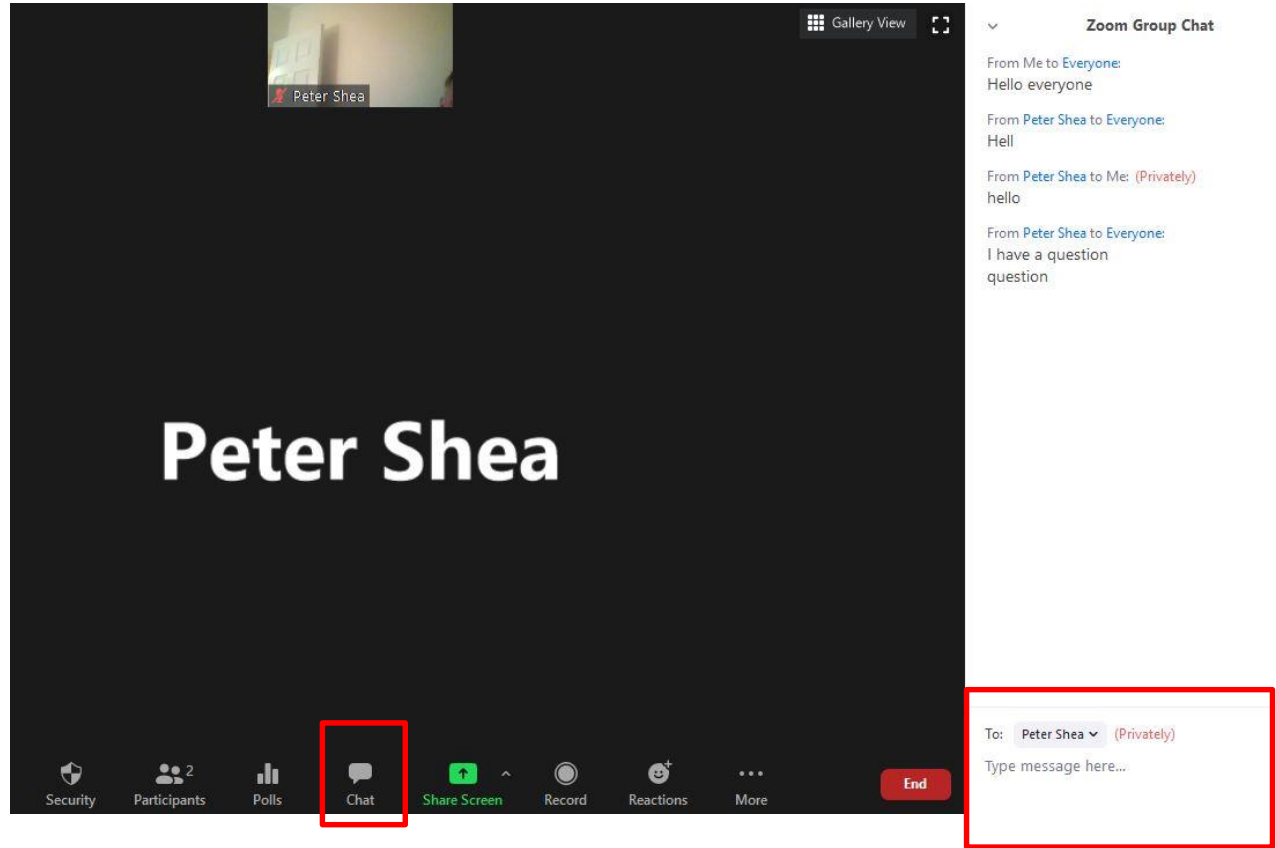
<https://www.youtube.com/watch?v=erz4xtQHoVs>

- Questions on Polling?



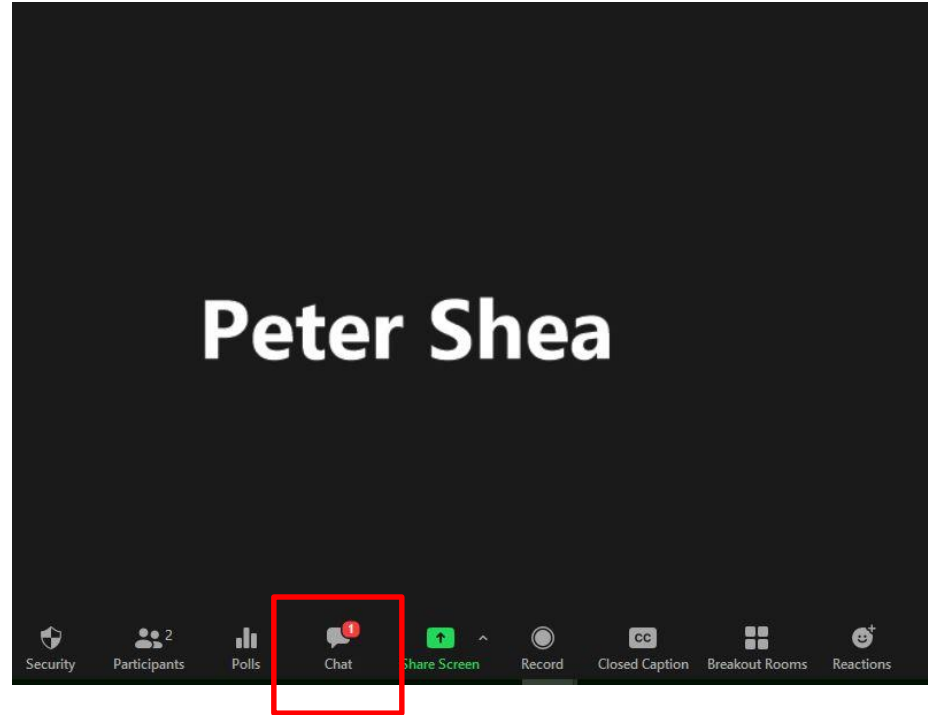
# Chat

- Click on the Chat Icon to see the chat window.
- The chat window opens on the right side.
- Write publicly (Everyone) or privately (Name)

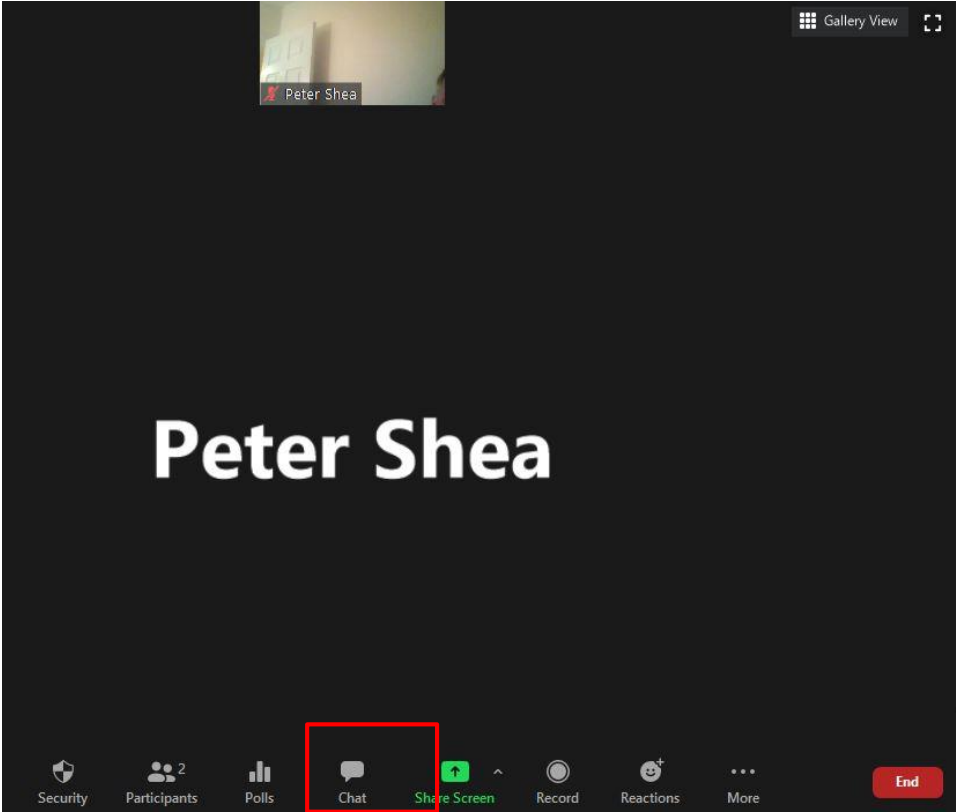


# Chat

- If the chat window is closed and a new chat comment is submitted, the Chat icon will change signifying the chat contribution.



# Manage and Save Chat



## Zoom Group Chat

From Me to Everyone:  
Hello everyone

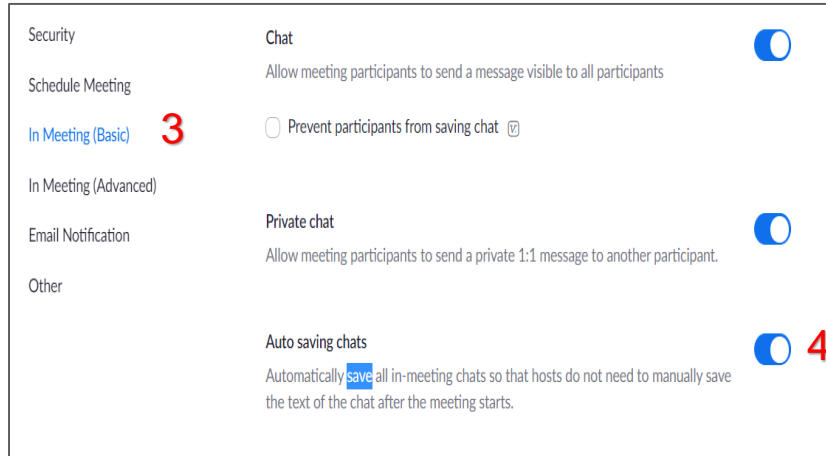
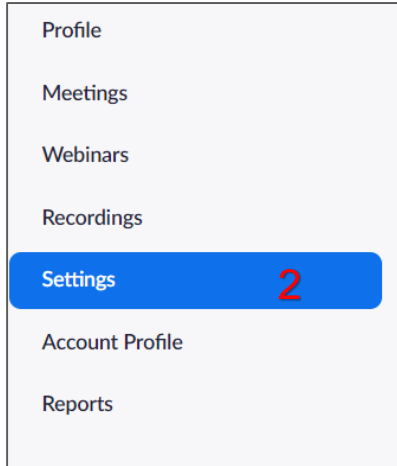
From Peter Shea to Everyone:  
Hell

From Peter Shea to Me: (Privately)  
hello

From Peter Shea to Everyone:  
I have a question  
question

A screenshot of the Zoom chat settings menu. The "Save Chat" option is highlighted with a red box and labeled with a red "3". Below it, the "Participant Can Chat With:" section is also highlighted with a red box. Within this section, the "Host Only" option is highlighted with a blue bar and labeled with a red "2". The "Everyone Publicly and Privately" option has a checkmark next to it. At the bottom right, a red box highlights the chat icon (three dots) and is labeled with a red "1".

# Save Chat – auto saving



1. My Zoom Account, in the browser

2. Click Settings

3. Click In Meeting (Basic)

4. Auto saving chats – is checked on

# Chat

- Chatting about Chat?



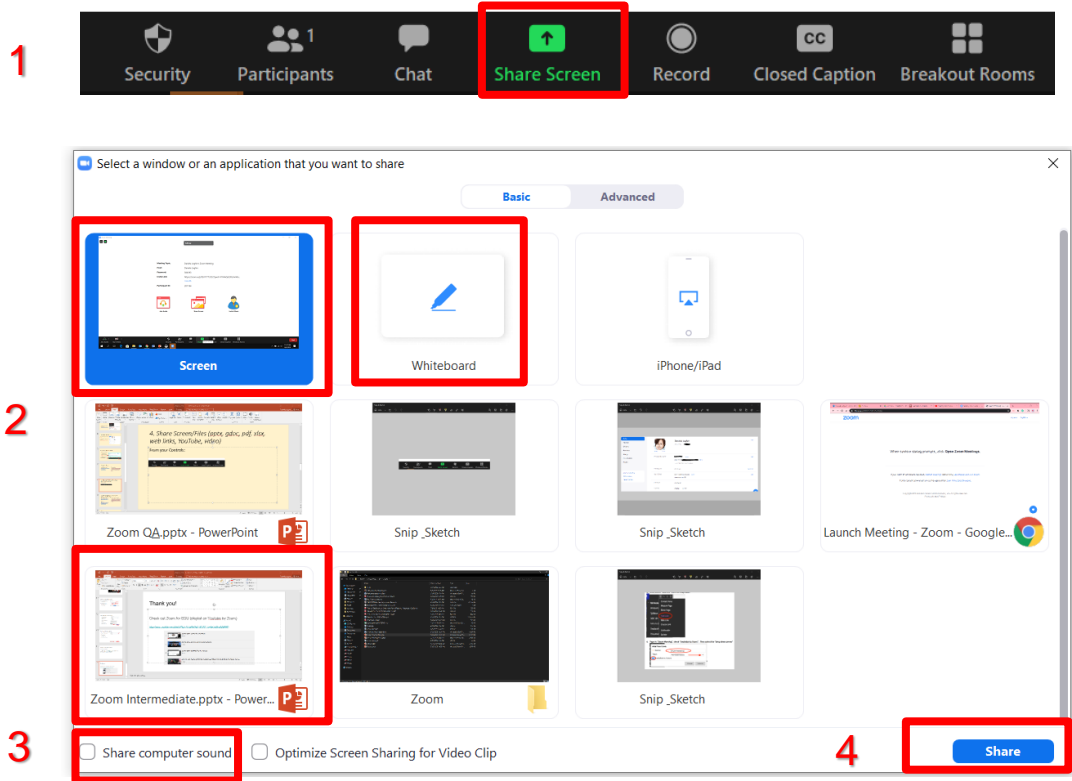
# Share Screen (pptx, gdoc, pdf, xlsx, web links, YouTube, video, Whiteboard)

1. From your Meeting Controls

2. Choose: Screen, or File, or Whiteboard

3. Enable AUDIO (Share Computer Sound) if needed

4. Click SHARE



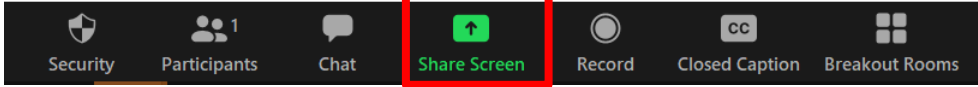
# Annotations on the Whiteboard

1. From your Meeting Controls

2. Choose Whiteboard

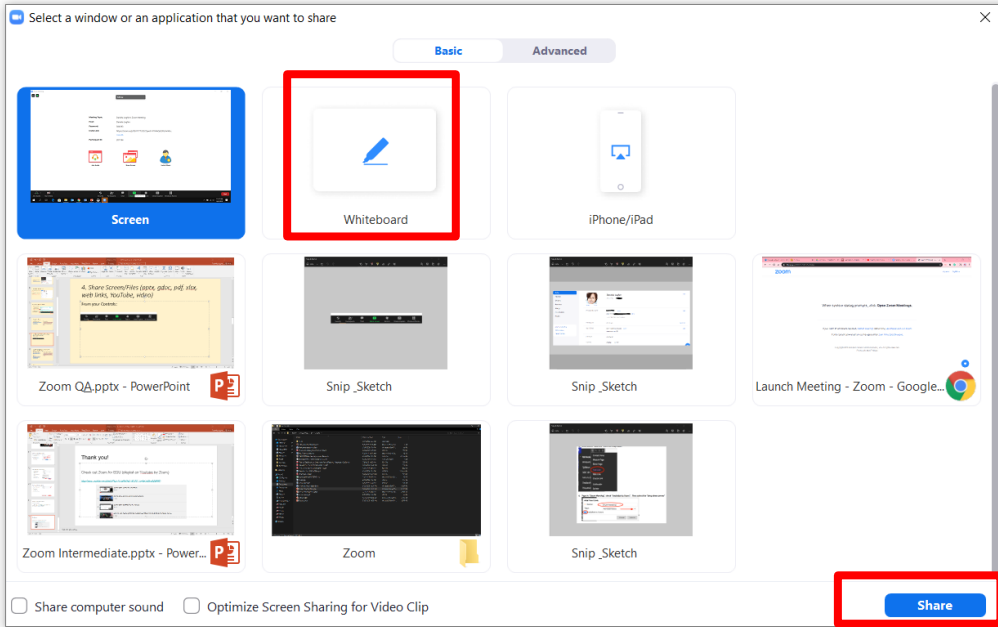
3. Click SHARE

1



The Zoom Meeting Controls bar is shown with the 'Share Screen' button highlighted by a red box. Other buttons include Security, Participants, Chat, Record, Closed Caption, and Breakout Rooms.

2



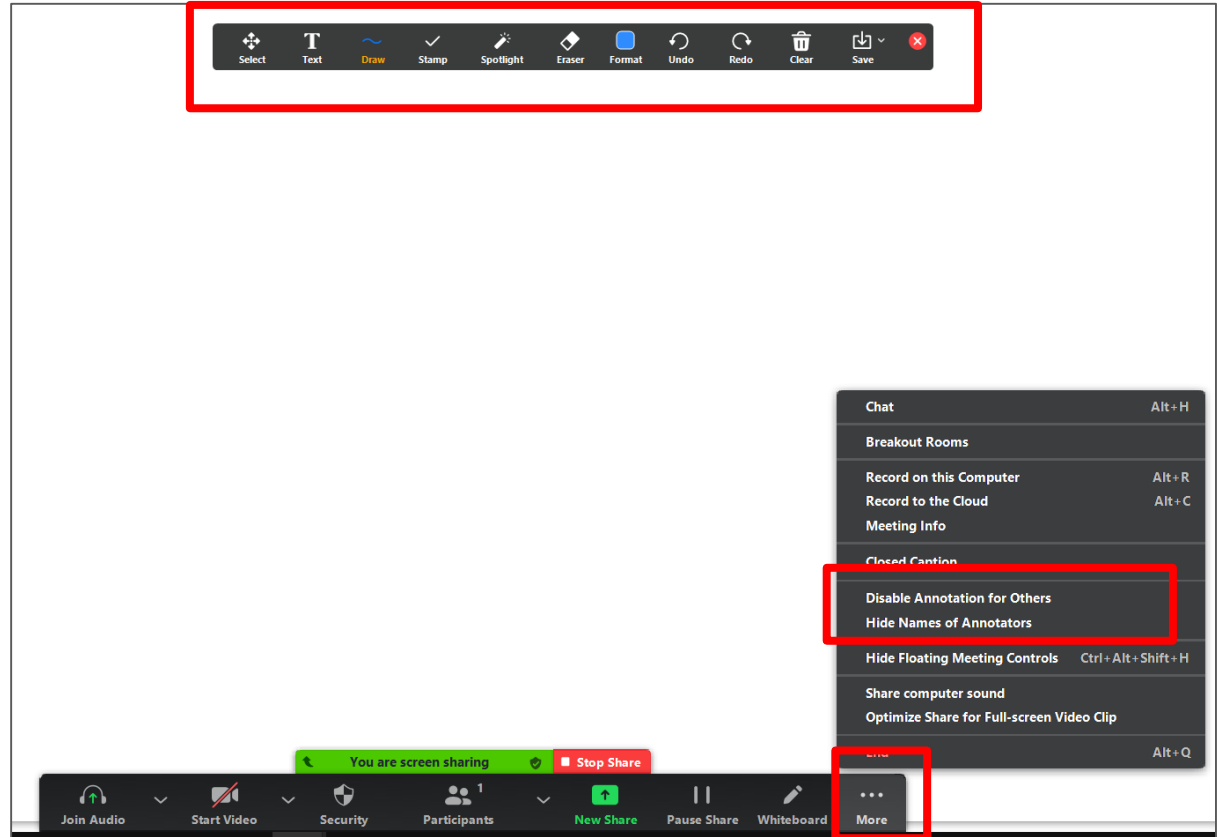
The screen sharing selection dialog is shown with the 'Whiteboard' option highlighted by a red box. The dialog lists various applications and windows available for sharing, including 'Screen', 'Whiteboard', 'iPhone/iPad', 'Zoom QA.pptx - PowerPoint', 'Snip\_Sketch', 'Zoom Intermediate.pptx - Power...', and 'Zoom'. The 'Share' button at the bottom right is also highlighted by a red box.

3

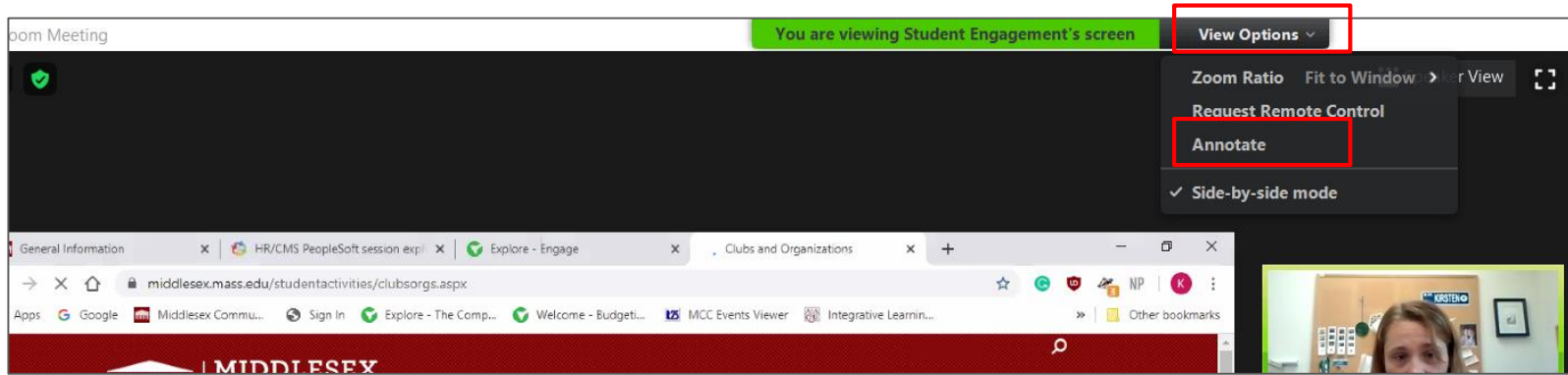


# Annotations – Instructor's Side

- Annotations Tools  
(text, stamps, spotlight, draw, save)
- From MORE button:
  - Enable/Disable Annotations
  - Show/Hide the Names of Annotators



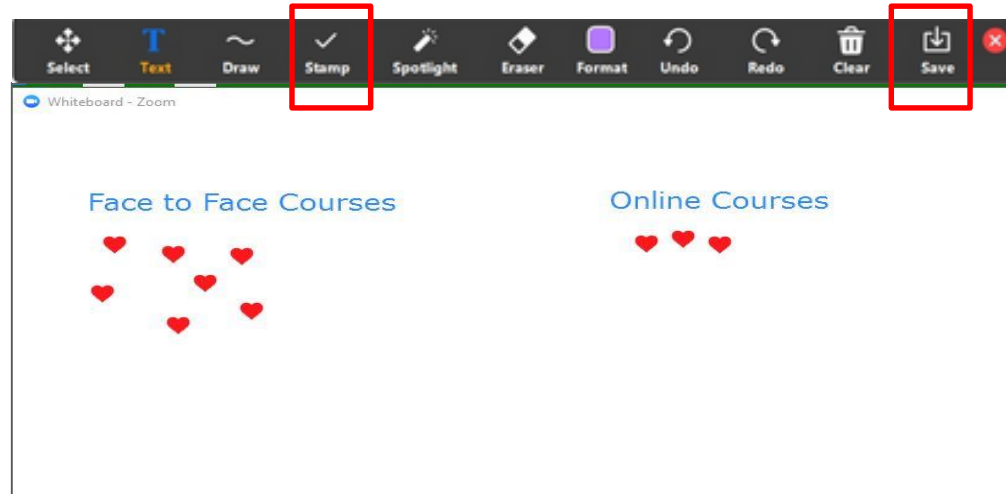
# Annotations – Student's Side



1. Find View Options
2. Click Drop Down Arrow
3. Click Annotate

# Examples:

1. Participants can use the **stamp** tool to place icons on the Whiteboard



2. Who is your favorite person on earth? (just pick one if you have more) Write the name on the board.

# Share Screen

- Video Tutorial for future reference: (2 min)

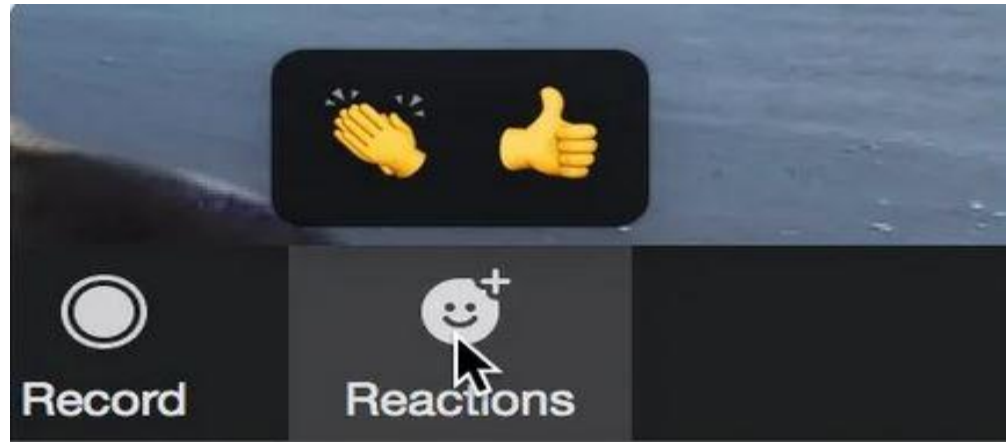
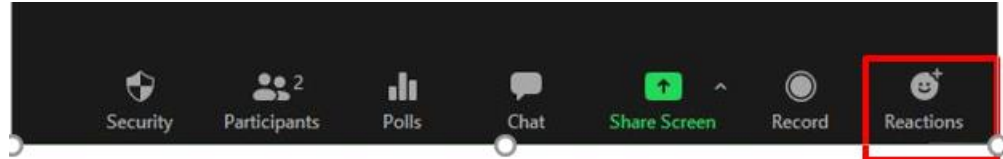
<https://www.youtube.com/watch?v=jQ4-wrwHAXk>

- Questions on Share Screen?



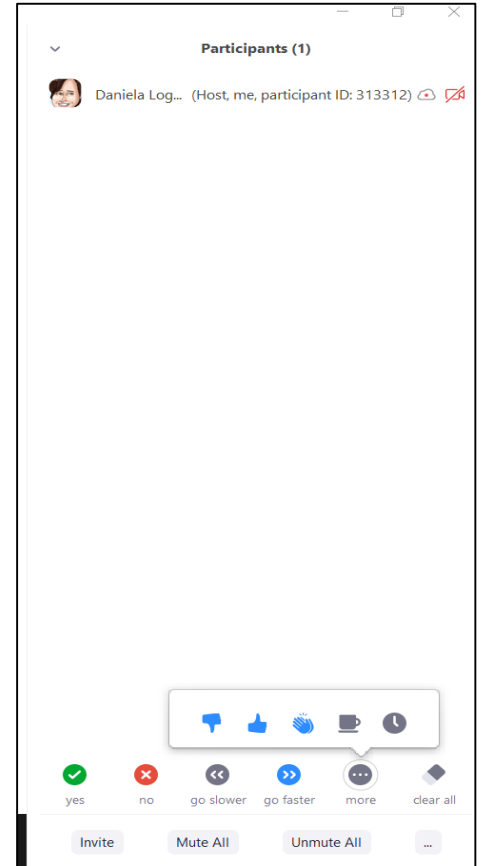
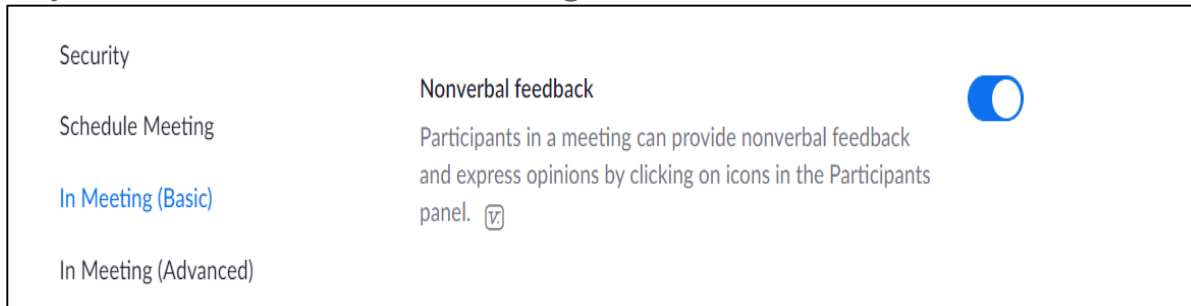
# Reactions Function

- Click the **Reactions** button on meeting controls
- You see the two basic emojis—**Applause** and **Thumbs up**.
- Give a round of applauses to ...



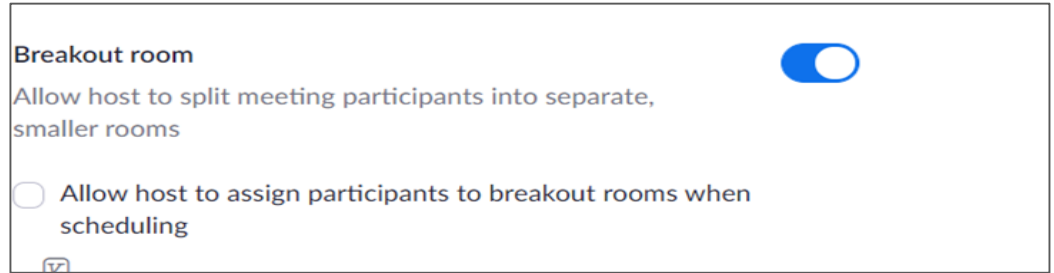
# More Nonverbal Feedback

- Raise Hand and Nonverbal Feedback – In Participant Panel
- Enable Nonverbal Feedback from:  
My Zoom Account / Settings / Nonverbal Feedback

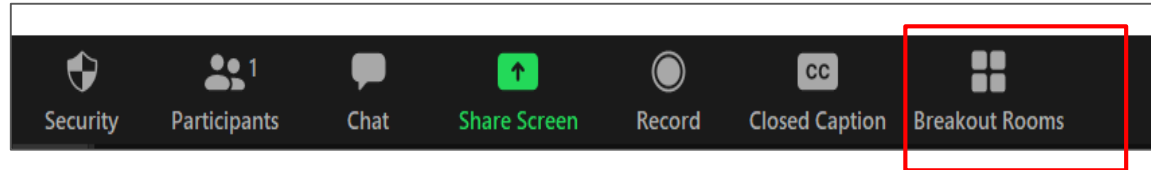


# Breakout Rooms

- Only Host
- If missing Breakout Room, enable it from My Zoom Account > Settings

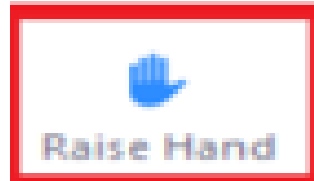


- Click **Breakout Room icon**



# Practice hosting a Zoom meeting with your Peers

Would you like to practice Zoom functions in a smaller group, with your colleagues?



Join here:

[https://docs.google.com/document/d/1Y6NbdCNO\\_FbINRB9IMyVdO3gqqnADjKIsiPY0ViMfzs/edit?usp=sharing](https://docs.google.com/document/d/1Y6NbdCNO_FbINRB9IMyVdO3gqqnADjKIsiPY0ViMfzs/edit?usp=sharing)

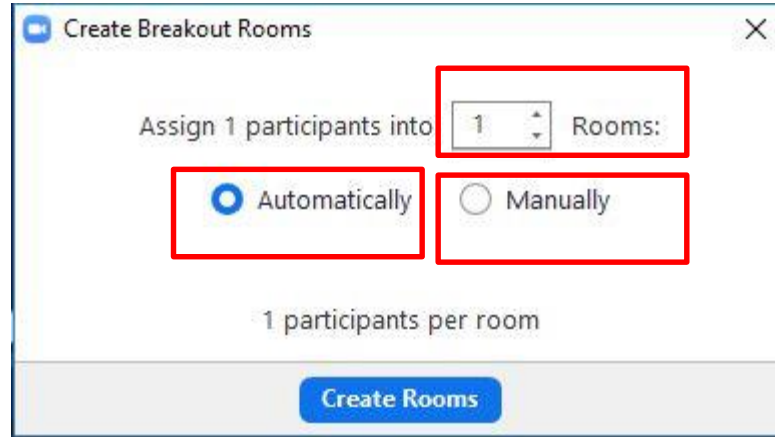


# How to Use Breakout Rooms

- Hands on – split this group in Breakout Rooms
- Discuss in your Room:
  - practice Share Screen
  - practice Annotations

# How to Use Breakout Rooms

- You can create several breakout rooms.
- Participants can be assigned manually or automatically.



# How to Use Breakout Rooms

- You will see which participants are in each room.
- Click OPTIONS to set up timer
- Click OPEN ALL ROOMS when ready

The screenshot displays the 'Breakout Rooms - Not Started' interface. At the top, there is a title bar with a close button. Below it, two breakout rooms are listed: 'Breakout Room 1' with 1 participant (Peter Shea) and 'Breakout Room 2' with an 'Assign' button and three participants (John Smith, Maxine Johnson, Steven Nguyen). A settings panel is open, showing options for automatic movement, return to main session, automatic closing (30 minutes), notifications, and a 60-second countdown timer. At the bottom, there are buttons for 'Recreate', 'Options', 'Add a Room', and 'Open All Rooms'. The 'Options' and 'Open All Rooms' buttons are highlighted with red boxes.

Breakout Rooms - Not Started

Breakout Room 1 1  
Peter Shea

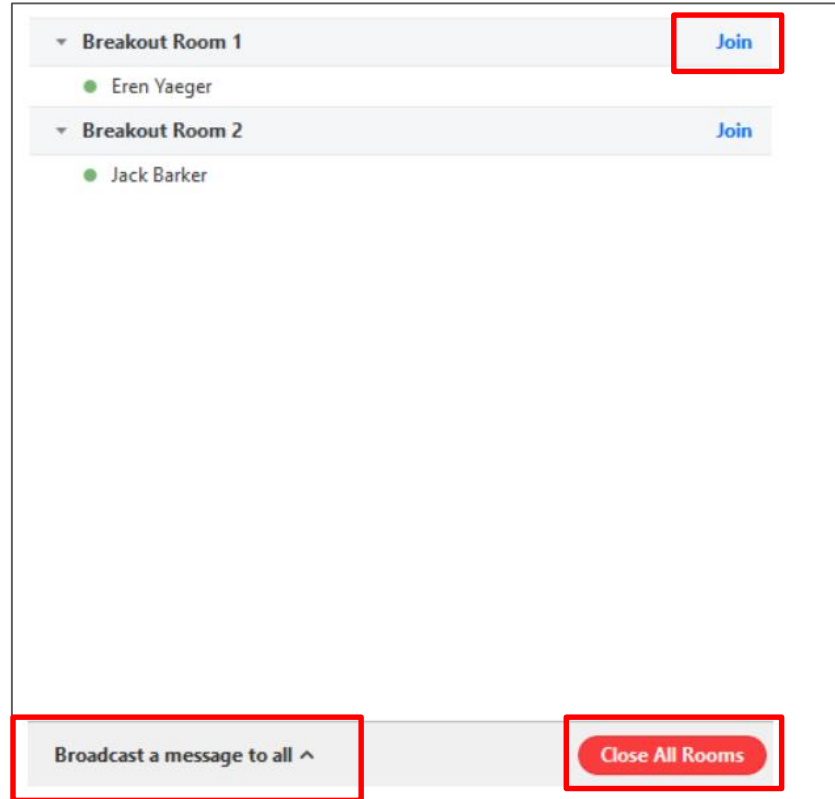
Breakout Room 2 Assign  
John Smith  
Maxine Johnson  
Steven Nguyen

Move all participants into breakout rooms automatically  
 Allow participants to return to the main session at any time  
 Breakout rooms close automatically after: 30 minutes  
 Notify me when the time is up  
 Countdown after closing breakout room  
Set countdown timer: 60 seconds

Recreate Options Add a Room Open All Rooms

# How to Use Breakout Rooms

- Host can JOIN a room
- Can Broadcast a message to all
- Can CLOSE all Rooms



# Breakout Rooms

- Video Tutorial for future reference: (3 min)

<https://www.youtube.com/watch?v=jbPpdyn16sY>


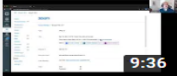

- Questions on Breakout Rooms?



# Thank you!

Check out Zoom for EDU (playlist on Youtube by Zoom)

<https://www.youtube.com/playlist?list=PLKpRxBfeD1kGZZC1unityQbSlueZDb8WD>

-  **Zoom EDU: Zoom for Students**  
Zoom  
13:23
-  **Zoom EDU: Screen Share & Annotation**  
Zoom  
4:53
-  **Zoom EDU: Scheduling in Canvas**  
Zoom  
9:36
-  **How to use Waiting Rooms to Manage Office Hours & Drop-In Visitor Times**  
Zoom  
4:29