

TIPS FOR EDUCATORS USING ZOOM

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ZOOM RESOURCES FOR EDUCATORS

- Zoom waived the 40-minute time limit for free Basic Accounts for schools affected by Covid-19 through the end of 2021. Zoom has a [verification form](#) that must be completed first.
- Zoom has helpful resources for [Educating Over Zoom](#).
- Zoom also has [useful, quick videos](#) on many features such as scheduling a meeting, joining a meeting, meeting controls, etc.
- Zoom has a recorded webinar and ongoing live webinars specifically for students and educators. The recorded webinar can be found [here](#) and registration for a live webinar can be found [here](#).
- **Be sure to follow these [Best Practices for Securing Your Virtual Classroom](#) while using Zoom.**

VIEW OPTIONS FOR VIRTUAL CLASSROOMS

Focus Mode

In summer 2021, Zoom added [focus mode](#), in which the host and co-hosts can see all participants' videos, but participants cannot see one another. Teachers can turn the mode on and off, such as for whole-group instruction vs. class discussions. Learn more [here](#).



Focus Mode ON



Focus Mode OFF

Screenshots from Zoom: <https://zoom.us/education>

Immersive View

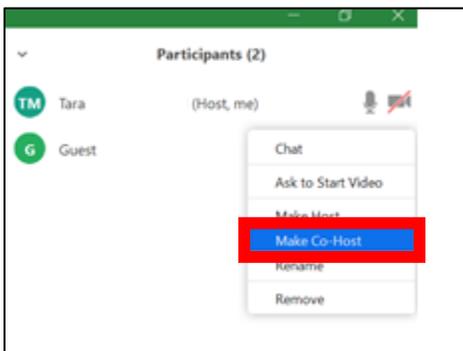
Zoom's **immersive view** feature lets hosts arrange up to 25 video participants in a single virtual background. Teachers can use custom backgrounds to re-create the look of their classrooms and can move participants around in virtual seating charts.



Screenshot from Zoom: <https://support.zoom.us/hc/en-us/articles/360060220511-Immersive-View>

ALTERNATIVE HOSTS AND CO-HOSTS

Only one person can serve as a host during the meeting and manage breakout rooms and polling. If a meeting has both a host and an alternative host assigned, whoever joins the meeting first will be given host controls, but you can easily pass the controls to another team member. In “Manage Participants” select more next to the team members name and “Make Host”.

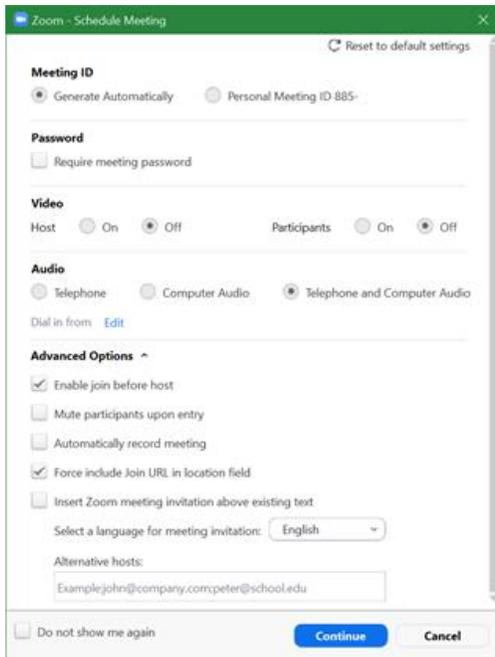


Alternative Hosts

It can be very helpful to assign an alternative host to manage the technical aspects of a Zoom meeting. This allows the facilitator to focus on the materials and is strongly recommended as a best practice.

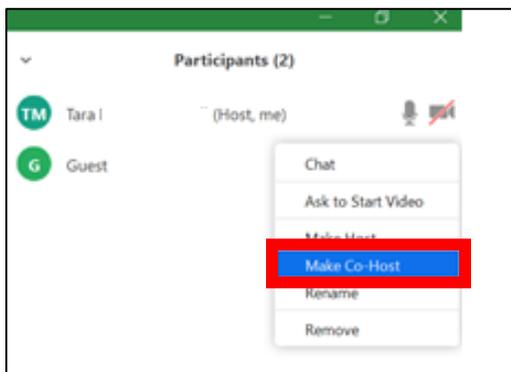
Another pro user can be designated as an alternative host. This will allow the alternative host to launch the meeting and manage all host controls. You can designate an alternative host when scheduling a meeting.

- Users with a pro account can assign scheduling privileges to another user with a pro account to schedule meetings on their behalf. This will make the user with assigning privileges an alternative host on all meetings they schedule. This setting can be accessed in Meeting Settings > “Other” > “Schedule Privilege”.
- More information on alternative hosts can be found [here](#).



Co-hosts

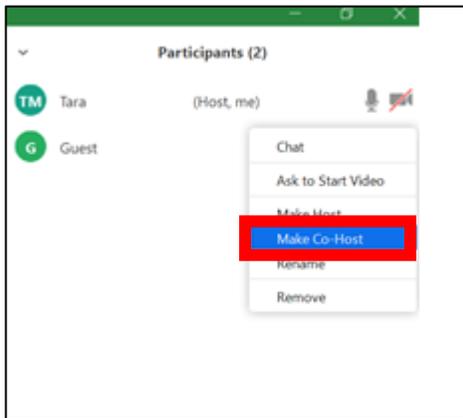
- Co-hosts can manage the administrative side of the meeting, such as managing participants and starting/stopping a recording. The meeting host or alternative host can assign a co-host.
- To assign a co-host, select “more” next to the participants name and “Make Co-Host”



- Co-hosts do not have access to the following features. If a co-host needs to access these features, they must be made an alternative host instead.
 - Start a meeting
 - Start or manage breakout rooms
 - Start waiting room
 - Start live streaming
 - End meeting for all participants
 - Assign another co-host
- More information on hosts and alternative hosts can be found [here](#).

Passing Host Controls

- The host controls can be passed to another user at any point during the meeting allowing that user to control all aspects of the meeting. This can be helpful for unexpected technical issues or if the host needs to leave for any reason. Host controls must be assigned back to you by the current host, you cannot resume your role as host yourself.

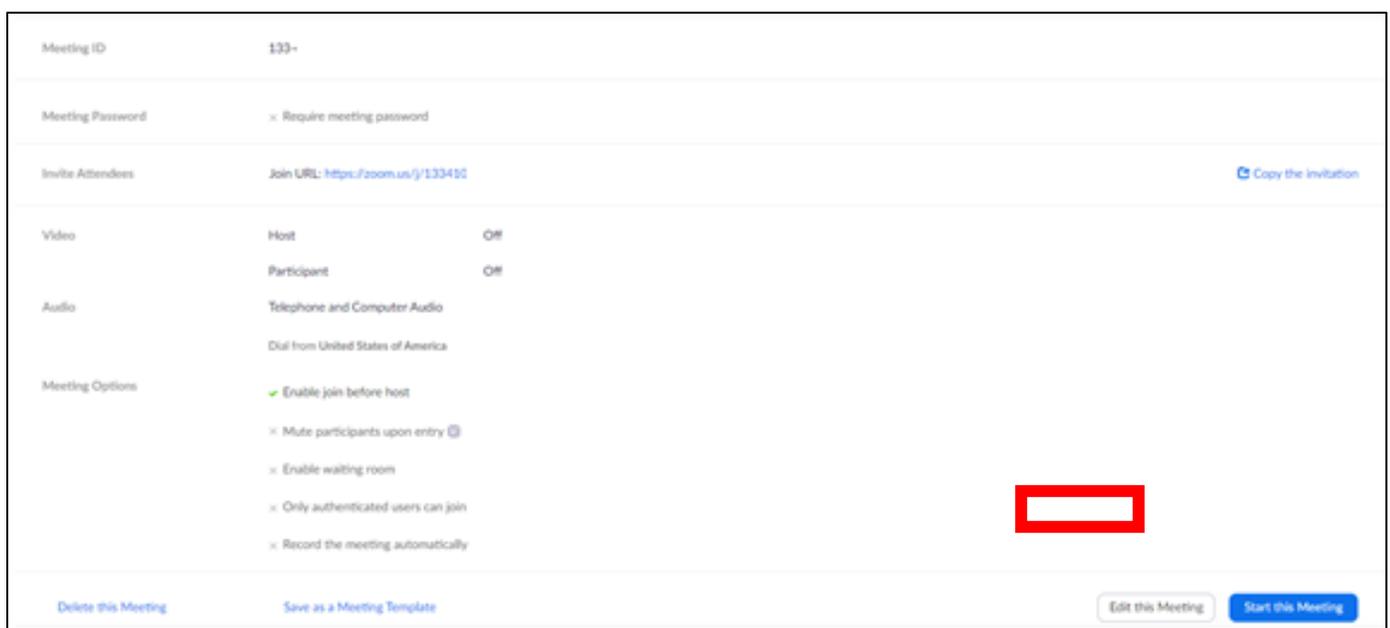


BREAKOUT ROOMS

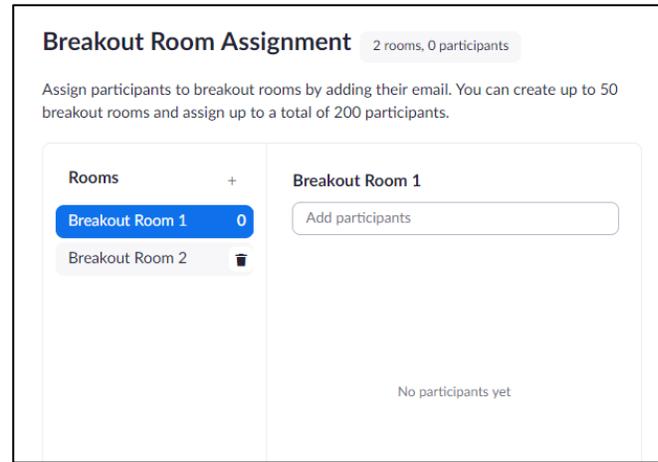
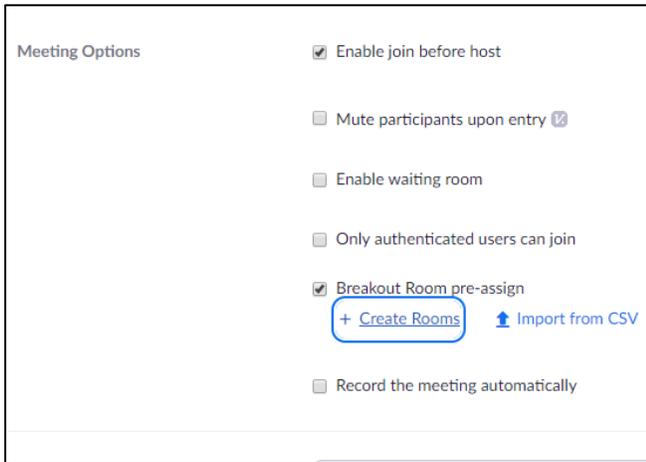
Break out rooms allow you to split your Zoom meeting into 50 separate sessions with a maximum of 200 participants per breakout room.

- Breakout rooms can be created in advance and hosts can preassign participants. External users can only be assigned during the meeting.

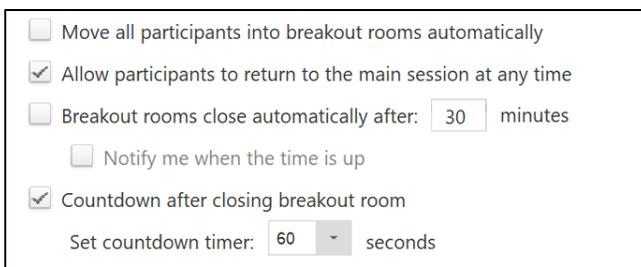
A good practice is to pass host controls to a team member who will serve as the alternative host. They can set up and assign participants to breakout rooms as the meeting begins from their laptop. This will prevent participants from seeing the technical setup and allow the facilitator to focus on the presentation. Once all participants are assigned to their appropriate breakout rooms, select "Open All Rooms" to move them to the new rooms."



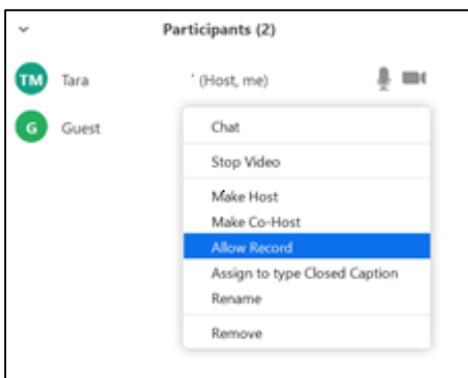
- Create and preassign by editing the meeting in your browser. Navigate to the meeting, select edit and select “Breakout Room pre-assign” under meeting options. You can add rooms, rename rooms, and assign participants.



- To launch, edit, or assign participants during the meeting select the breakout rooms icon from the host controls. Options include:



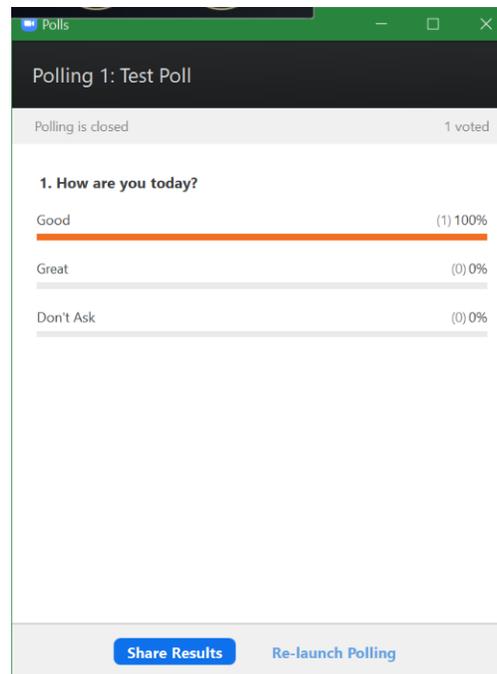
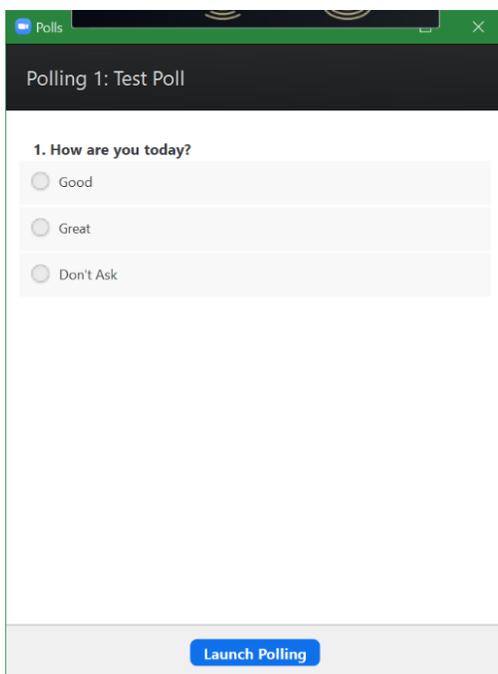
- If recording a meeting with breakout rooms to the cloud, only the main room will be recorded regardless of which room the host is in. If recording a meeting locally a recording will be created for the room the recording participant is in. Multiple participants can record locally.
 - To allow a participant to record a breakout room, you must allow recording permissions before moving them to a breakout room. As the host you can also join the breakout room and allow recording permissions at that time. Select “More” next to the participants name and select “Allow Record”.



- See more information on breakout rooms [here](#).
- Only the host or alternative host can manage/create breakout rooms. This is not a feature a co-host can manage.

POLLS

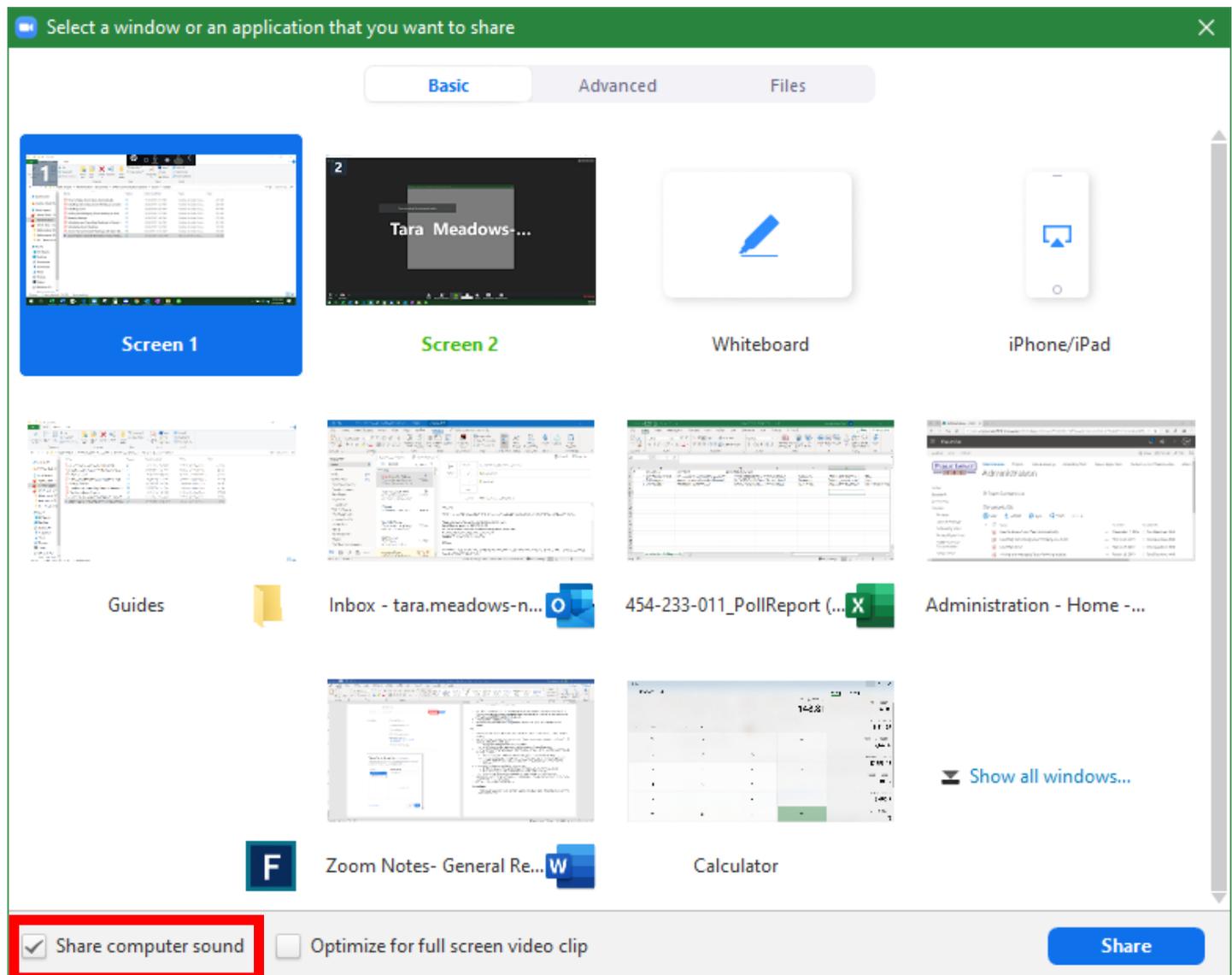
- Polling is available in pro accounts only and only in scheduled meetings. A poll cannot be created in an instant meeting.
An alternative host can only launch polls if they have been set up by the original host in advance! The host who creates the meeting must set up the polls, an alternative host CAN NOT create polls.
- Polls can be set up in advance by editing the meeting settings user your browser. Navigate to meeting and scroll all the way to the bottom. Select “Add”.
 - You can create multiple polls with multiple questions.
 - As the host, you can allow participants to remain anonymous in the polling reports.
- In order to launch polls in the meeting, select Polls from the host controls. If you haven’t already set up polls, you can add them from here.
 - If you need to edit your polls, select edit and Zoom will direct you back to the browser.
 - Select the polling icon and launch poll and you can see responses in real time. After poll is complete select “End Polling”
 - Can share results will all participants. Can select to re-launch polling but this will clear all existing responses.



- A report of poll results can be downloaded on your account.
 - Navigate to your account using your browser, select reports from the menu on the left side.
 - Select Meeting reports and at the top select “Poll Report” and set date range.
 - Select Generate next to the desired meeting. Once report is generated, select download.
- Polls cannot be accessed by users participating in Zoom meeting on a browser, instead users can respond in chat and chat responses can be downloaded.
- More information on polls can be found [here](#).

SHARING VIDEOS

- Videos can be shared like any other document; however, make sure to select “Share computer sound” in the lower left-hand corner



JOINING FROM BROWSER

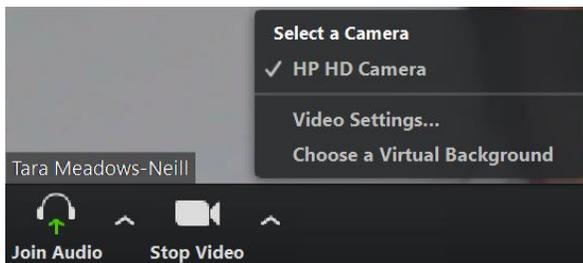
Zoom features such as polling and recording cannot be accessed when joining Zoom meetings from the browser. If attendees must join from the browser instead of downloading the application Zoom recommends using Google Chrome for access to the most features. Breakout rooms, chat, and sharing screens worked during our testing but the quality was very poor. Full details about meeting features when using a browser can be found [here](#).

Features across browsers					
	Chrome	Firefox	Safari	Edge	Internet Explorer
Share video	✓	✓	✓	✓	
Share screen	✓	✓		✓	
Join computer audio	✓	**	**	✓	
Join audio by phone	✓	✓	✓	✓	✓
Meeting host controls	✓	✓	✓	✓	✓
View shared video	✓	✓	✓	✓	
View shared screen	✓	✓	✓	✓	✓
Request remote control	✓	✓	✓	✓	✓
In-meeting chat	✓	✓	✓	✓	✓
Closed captioning	✓	✓	✓	✓	✓
Webinar Q&A	✓	✓	✓	✓	✓
Co-host	✓	✓	✓	✓	✓
Breakout Rooms	✓	✓	✓	✓	✓
Simultaneous screen share viewing and sharing	✓	✓	✓	✓*	

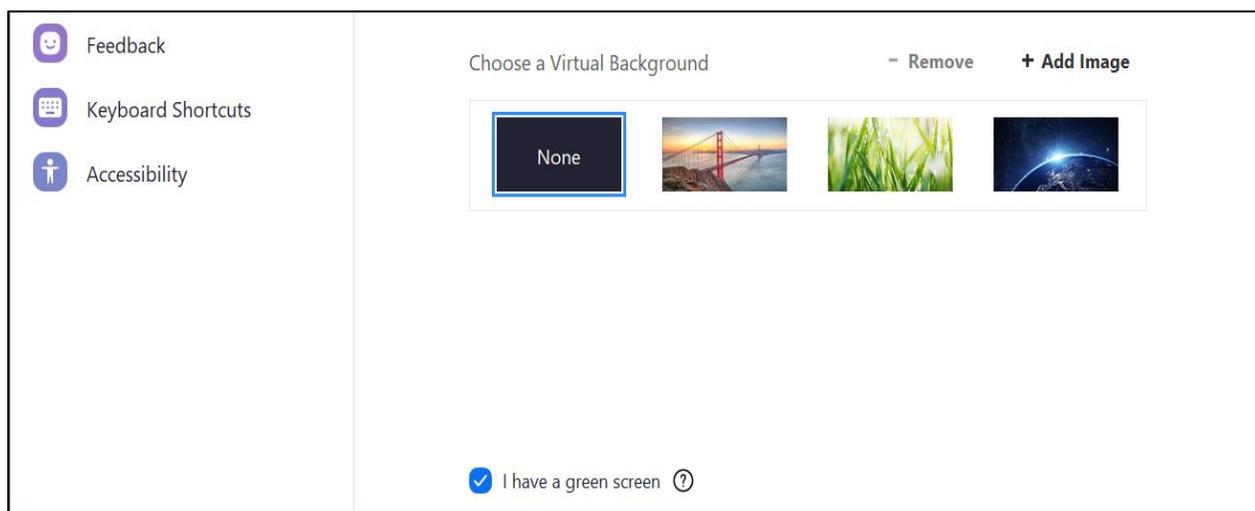
*Screensharing on Microsoft Edge requires Windows 10 Pro or Enterprise. It is not supported

USING VIRTUAL BACKGROUNDS

- Zoom offers the ability to change your background to a virtual background, either using a preloaded background or you can upload one of your choice. This can help hide any chaos in the background or add a logo to showcase during recorded training.
- Select the arrow next to start video and select Choose a Virtual Background



- You can choose from an existing background or upload a new image



- If you do not have a green screen, deselect “I have a green screen”
 - Not all computers are able to support virtual backgrounds without a green screen. A detailed list of all requirements can be found [here](#).