

***Advanced
Zoom Features
for Faculty &
Administration***

LOYOLA SCHOOL OF LAW

SUMMER 2020



zoom

Agenda



Objectives



Whiteboard & Annotation



Polling



Breakout Rooms



Questions

Objectives

1. Describe the tools available in Zoom to simulate the face to face class experience such as the use of Break-out Rooms, the Whiteboard and Polls.
2. Describe how breakout rooms can be used to promote classroom group discussion and create community.
3. Demonstrate how to use the breakout rooms, white board and polls during the synchronous class.
4. Describe basic trouble-shooting skills to overcome most common problems with these tools

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Whiteboard & Annotation



What is the Whiteboard?

A blank screen that you and your participants can write or type on

You can save the whiteboard as an image file to share with your class later



What is the Annotation feature?

Allows you to write, type, or highlight on your screen

You can use it for the whiteboard feature or for any other document or webpage you're sharing



Why would we use these features?

Did you use the whiteboard when you taught in the classroom? It's the same idea here.

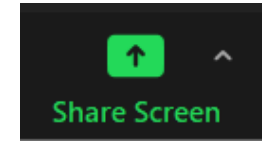
You can draw diagrams, write notes, list ideas from students during a brainstorming session, etc.

How do I annotate?

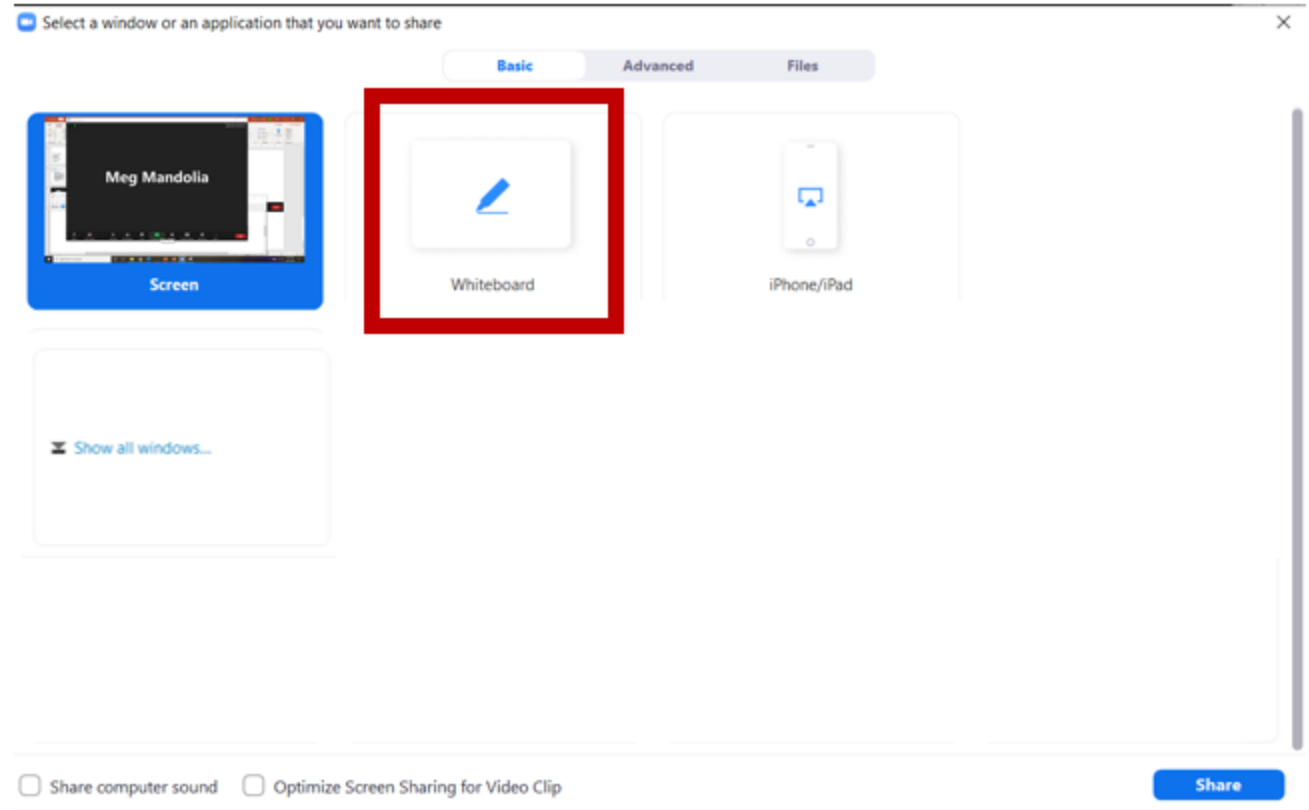
- When you're sharing your screen, select the "Annotate" tool from the tool menu
- This opens up your Annotation options
 - Draw, insert shapes, add text, etc.

The screenshot shows a Zoom meeting interface. At the top, there's a browser window with the URL 'luc.edu/law/'. Below the browser, the Zoom toolbar is visible, including options like 'Unmute', 'Start Video', 'Security', 'Participants', 'New Share', 'Pause Share', 'Annotate', 'Remote Control', and 'More'. A green bar indicates 'You are screen sharing'. Below the toolbar, the 'Annotate' tool menu is open, showing various options: 'Mouse', 'Select', 'Text', 'Draw', 'Stamp', 'Spotlight', 'Eraser', 'Format', 'Undo', 'Redo', 'Clear', and 'Save'. A blue arrow points to the 'Text' option, which is highlighted in yellow. A pink arrow points to the 'Text' option in the menu. A blue arrow points to the 'Annotate' option in the toolbar. The background shows the 'School of Law' logo and navigation links like 'CORONAVIRUS INFORMATION AND LAW SCHOOL UPDATES', 'ABOUT', 'ADMISSION', 'ACADEMICS', 'FACULTY', 'STUDENT LIFE', 'APPLY', and 'INFO'.

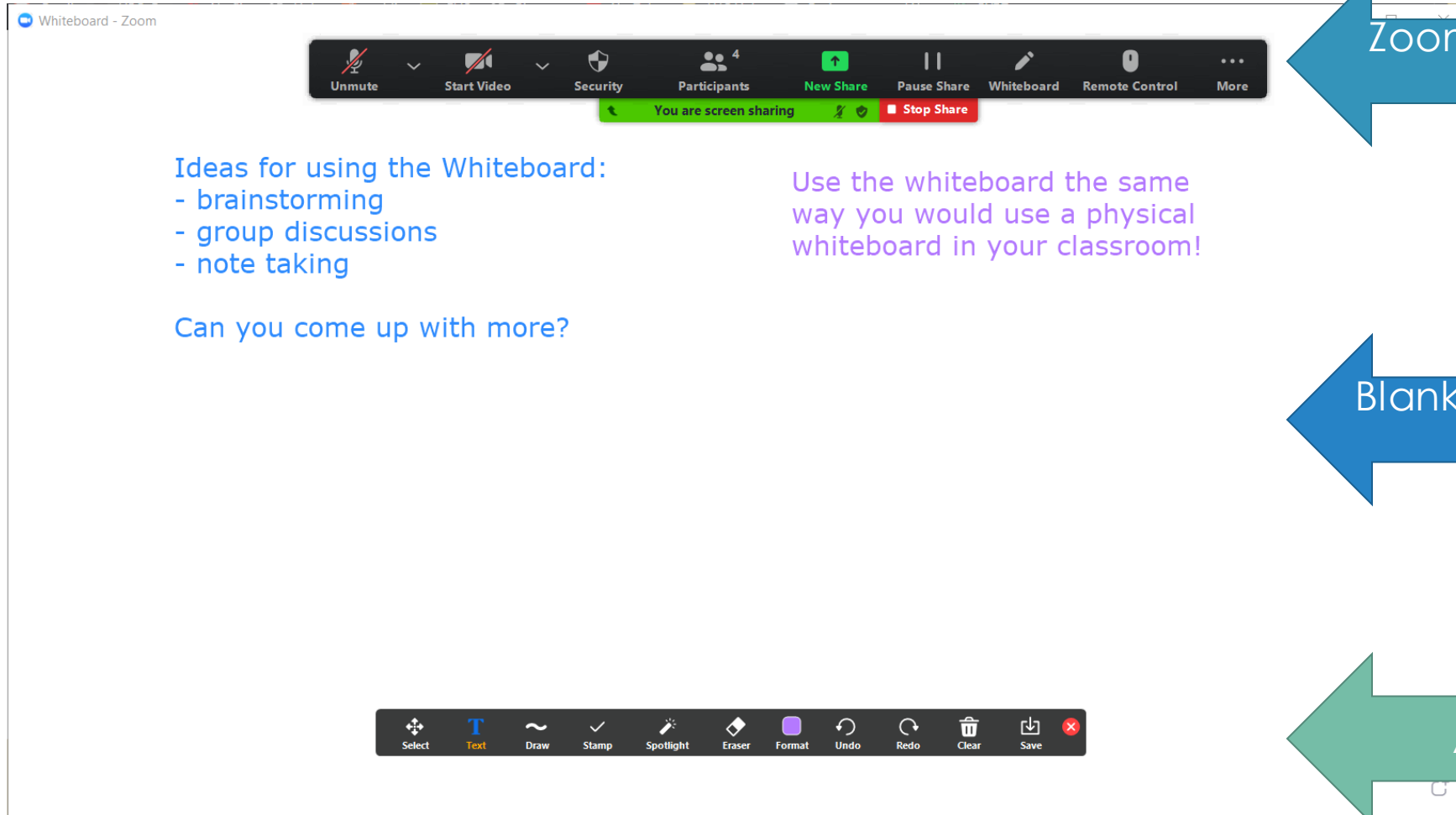
Using the Whiteboard



1. Select Share Screen
2. Select the Whiteboard
3. Begin annotating
4. Select "Clear" to erase the whiteboard
5. Select "Save" to save what you've written as an image



What does the Whiteboard look like?



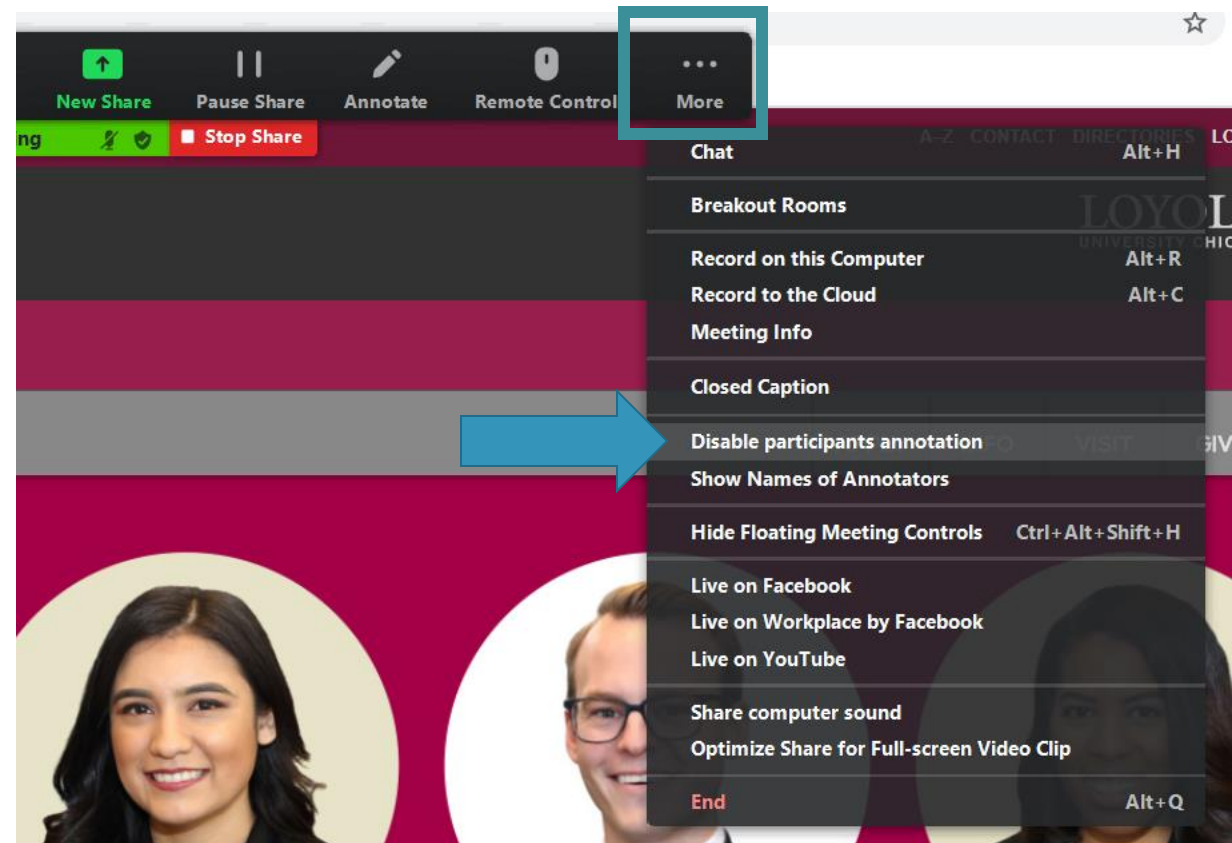
Zoom tools are at the top of your screen

Blank document for you to write or type on

Annotation tools

Disabling participant annotation

- By default, your students can annotate on any shared screen at any time
- You can disable participant annotation at any time during your meeting
- Select “More” from the tool menu, then “Disable participants annotation”



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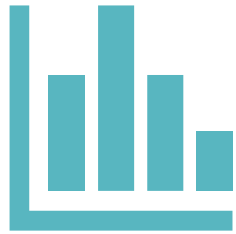


Breakout Rooms



Questions

Polling in Zoom



What are Polls?

Questions for students to answer
Optionally can be anonymous
Can be set up ahead of time or during a meeting



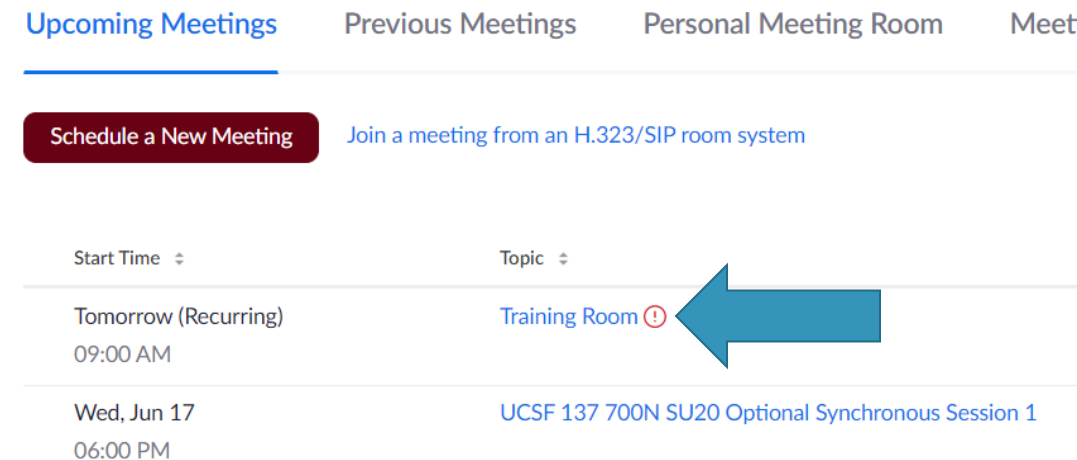
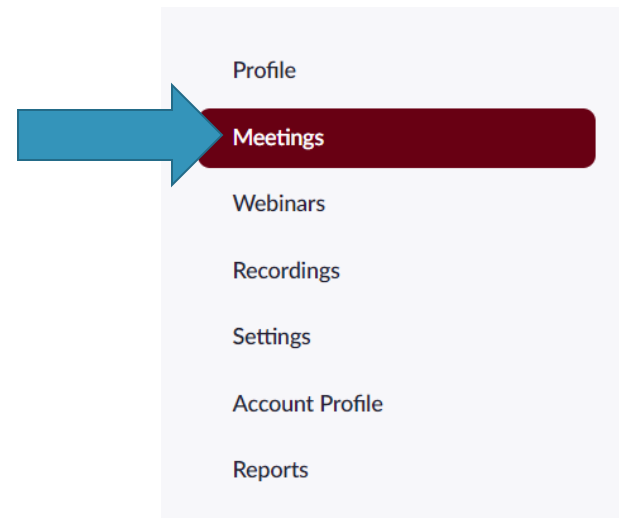
Why would we use Polls?

Ask a question of the group
Check for understanding
(formative assessment)
Get a sense of the group's mindset,
mood, or ideas
Allows students to participate if too shy
or unwilling to speak up in front of peers

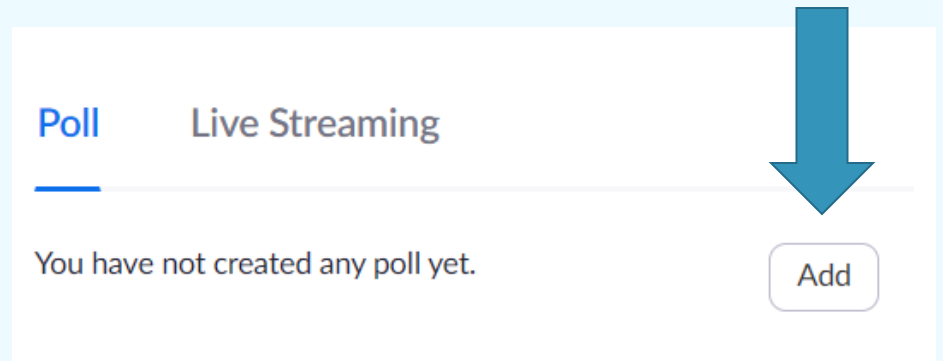
Setting up a Poll before class

The preferred way because you don't have to use up class time creating your poll

1. Go to luc.zoom.us & log in
2. Go to the Meetings tab
3. Select your meeting



- Once you've accessed your meeting, scroll to the bottom of the screen to find Polls
- Select "Add" to create a new poll



Create your poll

1 Title of your poll
(students won't see this)

Add a Poll

Enter a title for this poll

Anonymous? ⓘ

2 Select "Anonymous" if you want the responses to be anonymous to you

3 Question text

4 Answer choices

1.

Type your question here.

Single Choice Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

5 Add another question to your poll (optional)

+ Add a Question

6 When you're done, "Save"

Save Cancel

Your poll will appear in your meeting details

Poll Live Streaming

You have created 1 poll for this meeting.

Add

Title

Total Questions

Anonymous

▼ Poll 1:Favorite Color

1 question

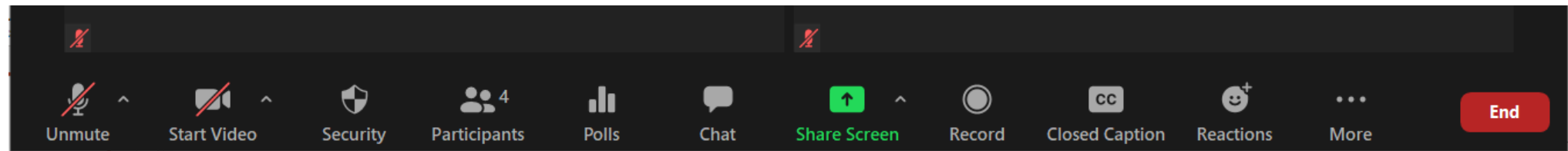
No

Edit

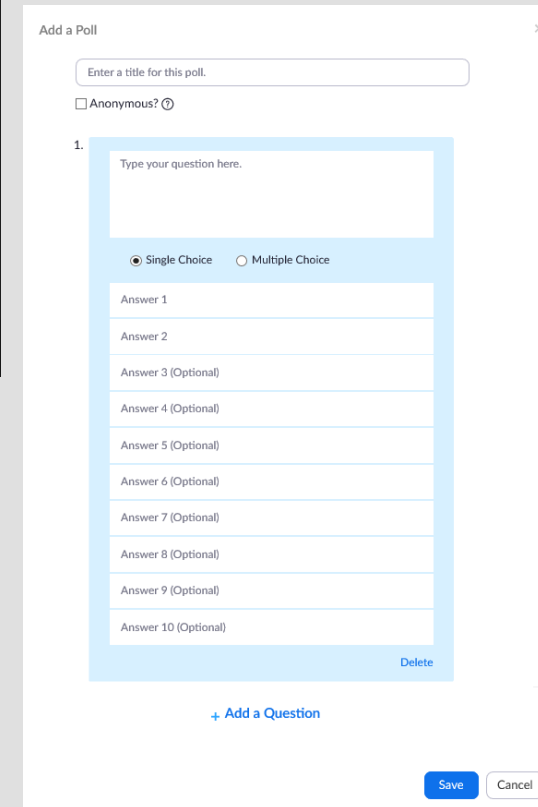
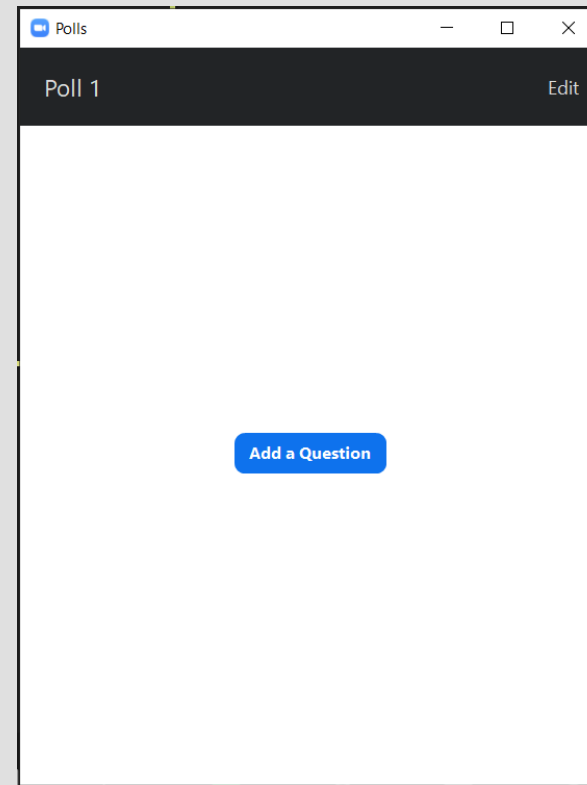
Delete

Setting up a Poll during class

- You can also set up a poll during a meeting
- Note that this takes some time, so consider doing this while students are on a break or working on independent work
- Select the Polls tool from the tool tray

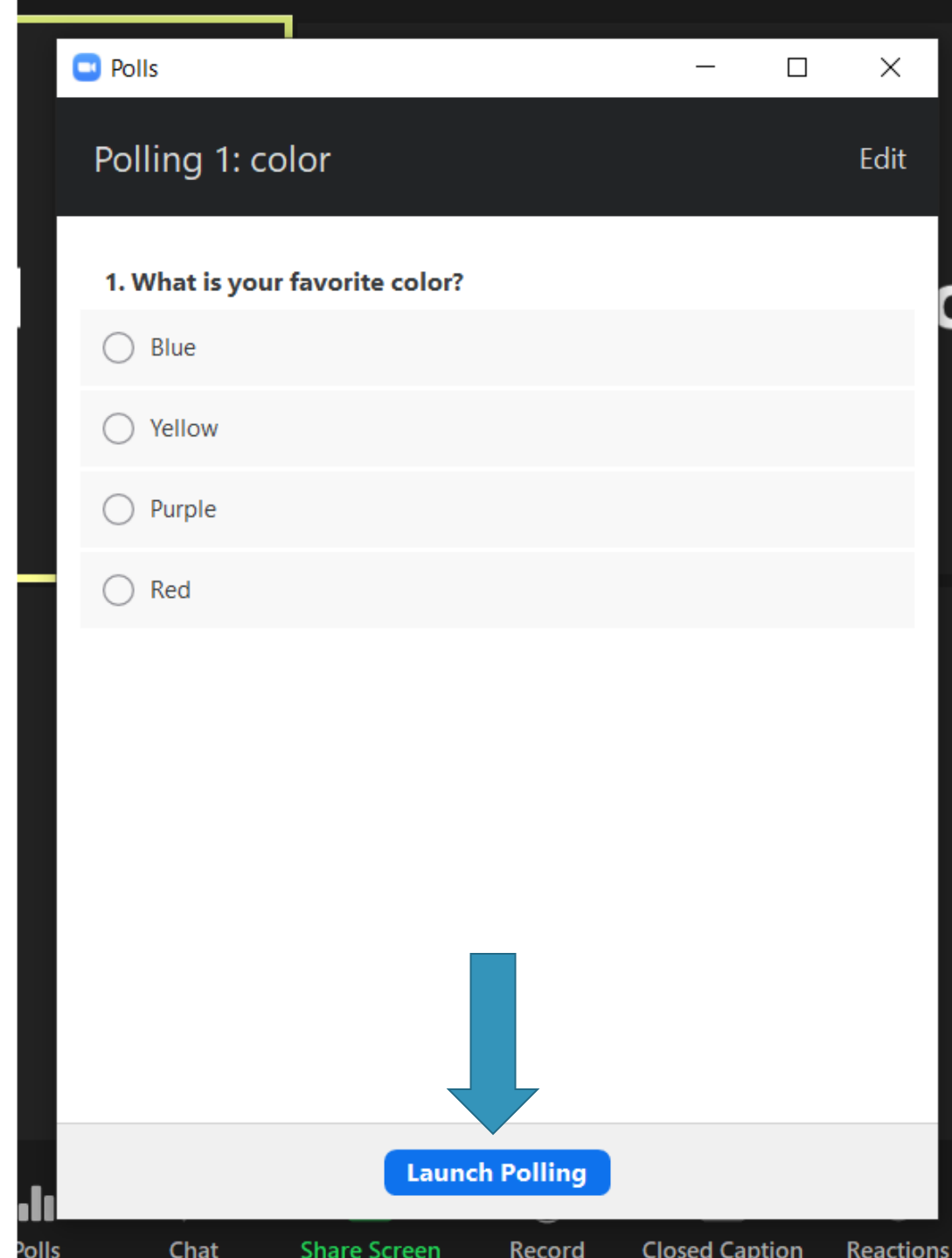


- Select “Add a Question”
- This will open a browser window
- Set up your poll the same way you did via luc.zoom.us
- Return to your Zoom app and the poll is ready to be launched



Launching your poll

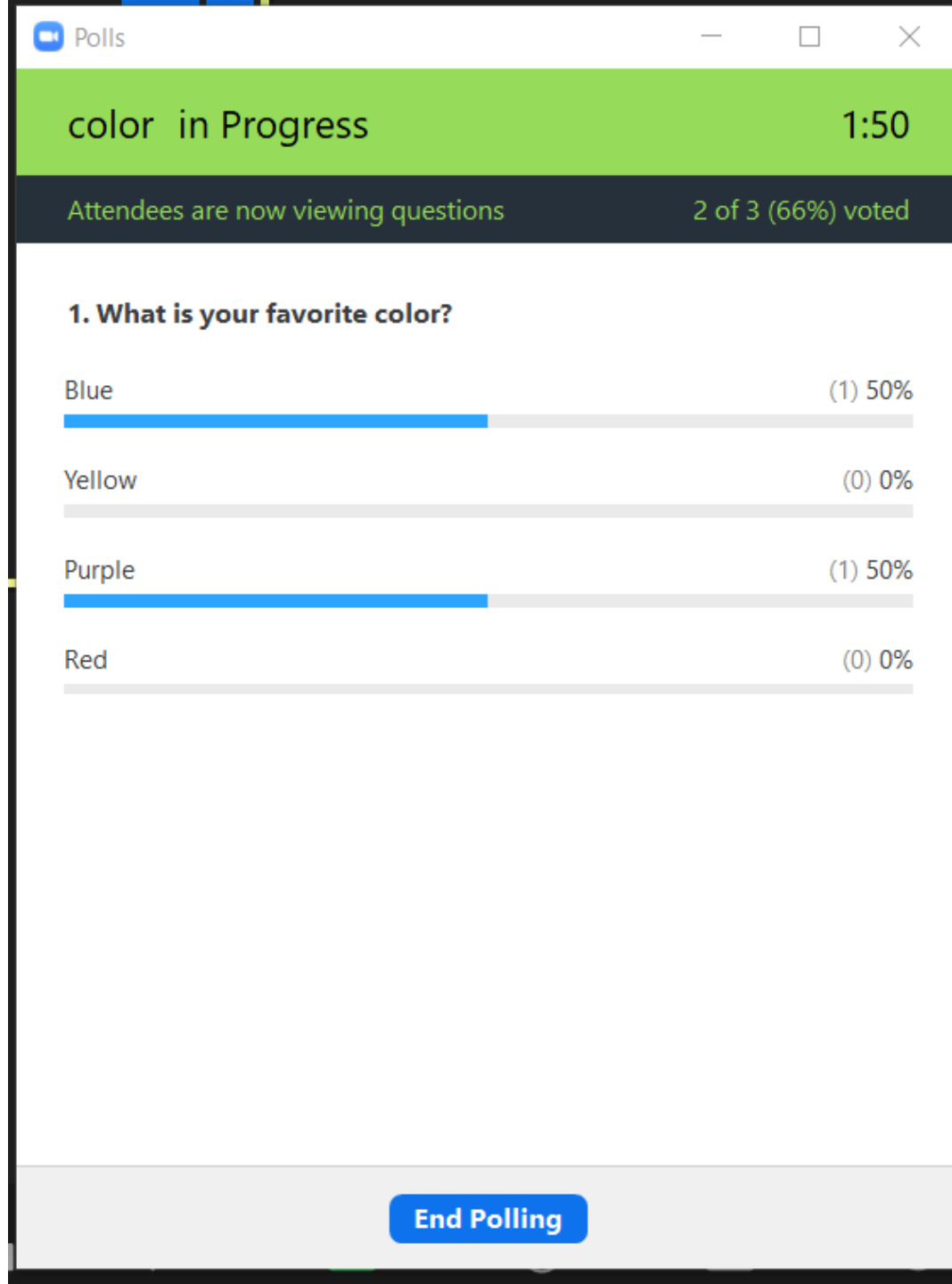
- If you set up your poll ahead of time, select the Polls tool from the tray
- If you just created your poll, it will automatically pop up
- Select “Launch Polling” to send the poll to your students



The screenshot shows a Zoom poll interface. At the top, there's a title bar with the Zoom logo and the word "Polls". Below that, the poll title "Polling 1: color" is displayed, along with an "Edit" button. The main content area contains a question: "1. What is your favorite color?". Below the question are four radio button options: "Blue", "Yellow", "Purple", and "Red". At the bottom of the poll interface, there is a blue button labeled "Launch Polling". A large blue arrow points down from the poll options area towards the "Launch Polling" button. At the very bottom of the screen, a navigation bar is visible with icons and labels for "Polls", "Chat", "Share Screen", "Record", "Closed Caption", and "Reactions".

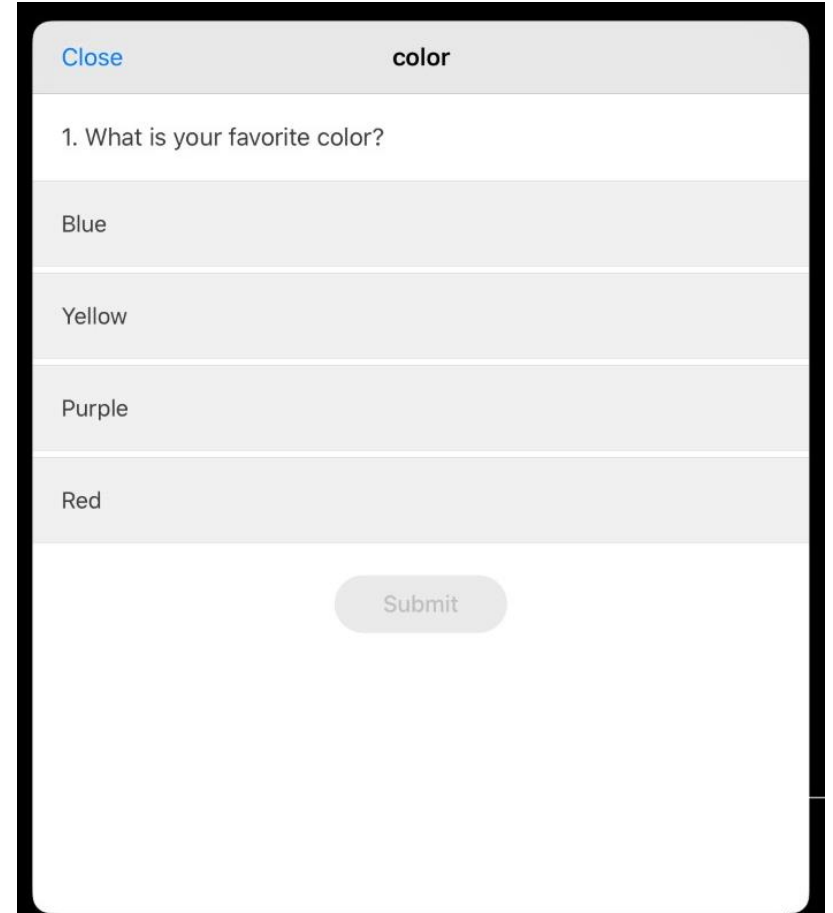
Instructor View

- You will see real time results
- Select “End Polling” to close the poll
- Select “Share Results” to share the results of the poll with your class
 - Note that they will only see totals, not who answered what during the meeting



Student View

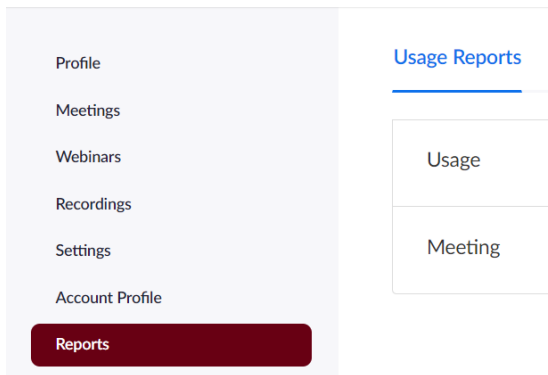
- The poll will pop up on the students' device and they can answer the question(s)
- When they are done, they select "Submit"



A screenshot of a mobile poll interface. At the top, there is a header bar with a blue 'Close' button on the left and the title 'color' on the right. Below the header, the question '1. What is your favorite color?' is displayed. There are four radio button options: 'Blue', 'Yellow', 'Purple', and 'Red'. At the bottom of the form, there is a rounded rectangular 'Submit' button.

Poll Report

zoom





1. Log in to luc.zoom.us
2. Select the Reports tab
3. Select “Meeting” reports

Meeting Report

Report Queue

Report Type Registration Report Poll Report

Search by time range ▾ From: 06/10/2020  To: 06/11/2020  [Search](#)

Maximum report duration: 1 Month

<input type="checkbox"/>	Scheduled Time	Topic	Meeting ID	
<input type="checkbox"/>	06/11/2020 09:00:00 AM	Training	960 5453 0651	Generate

4. Select “Poll Report” for Report Type
5. Expand date range (default is 1 day)
6. Select your meeting to view results (Excel)
 - If students aren’t logged in they may just show up as “guest”
 - If your poll was anonymous, you won’t be able to see individual students’ responses

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What are Breakout Rooms?

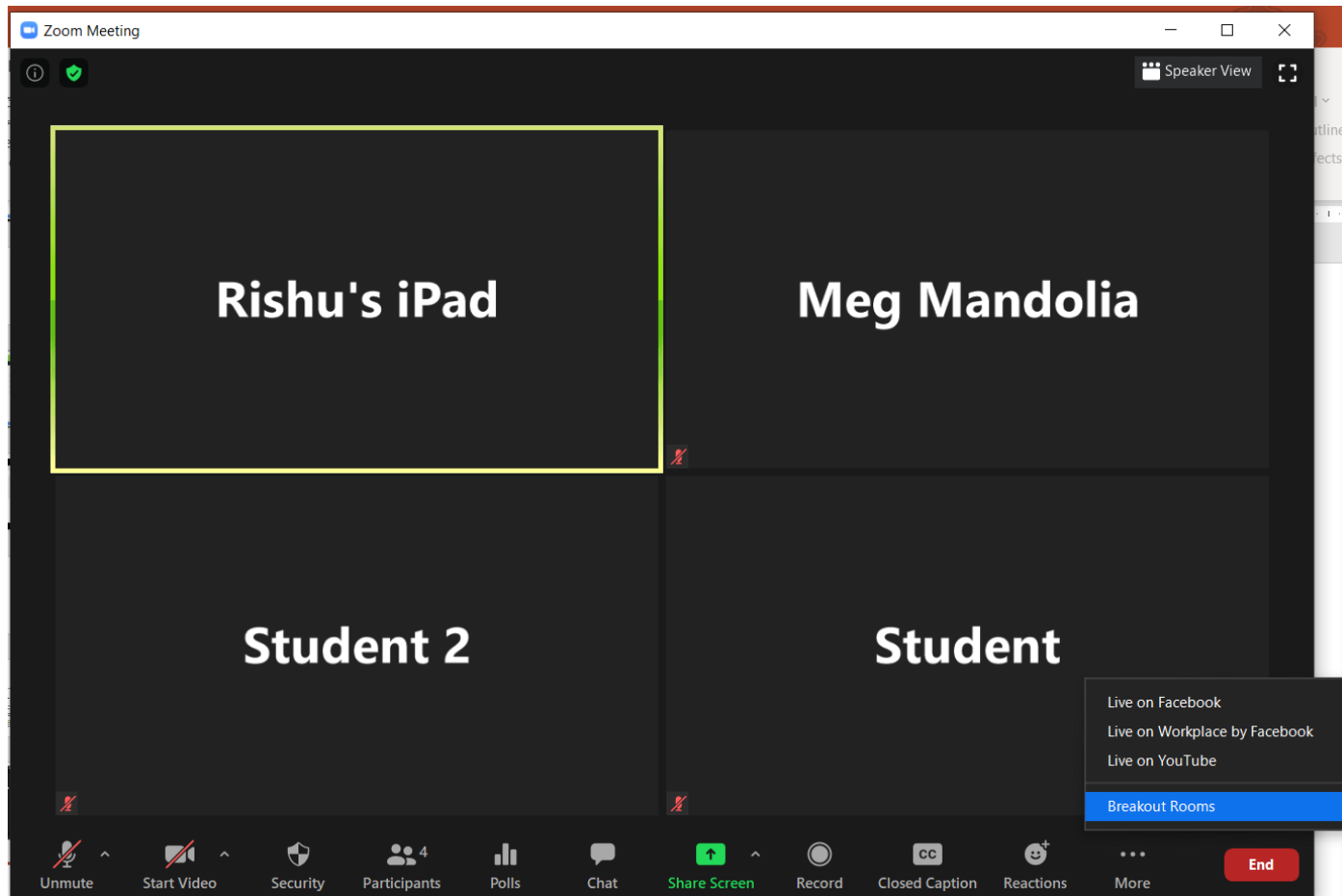
Separate small group meeting rooms
Allow you to split your Zoom meeting in
up to 50 separate sessions



Why would we use Breakout Rooms?

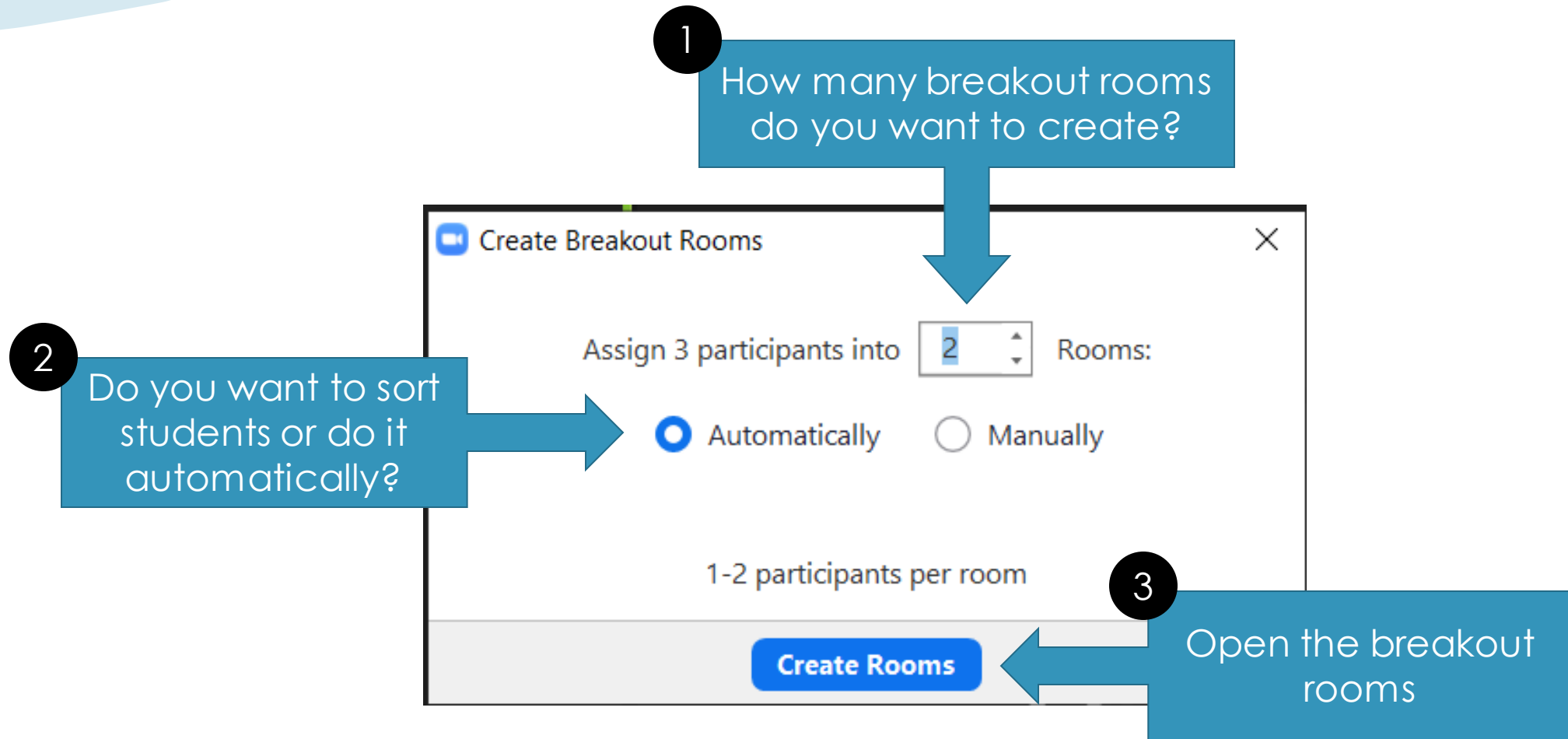
Facilitate small group discussion
Build classroom community

Starting Breakout Rooms



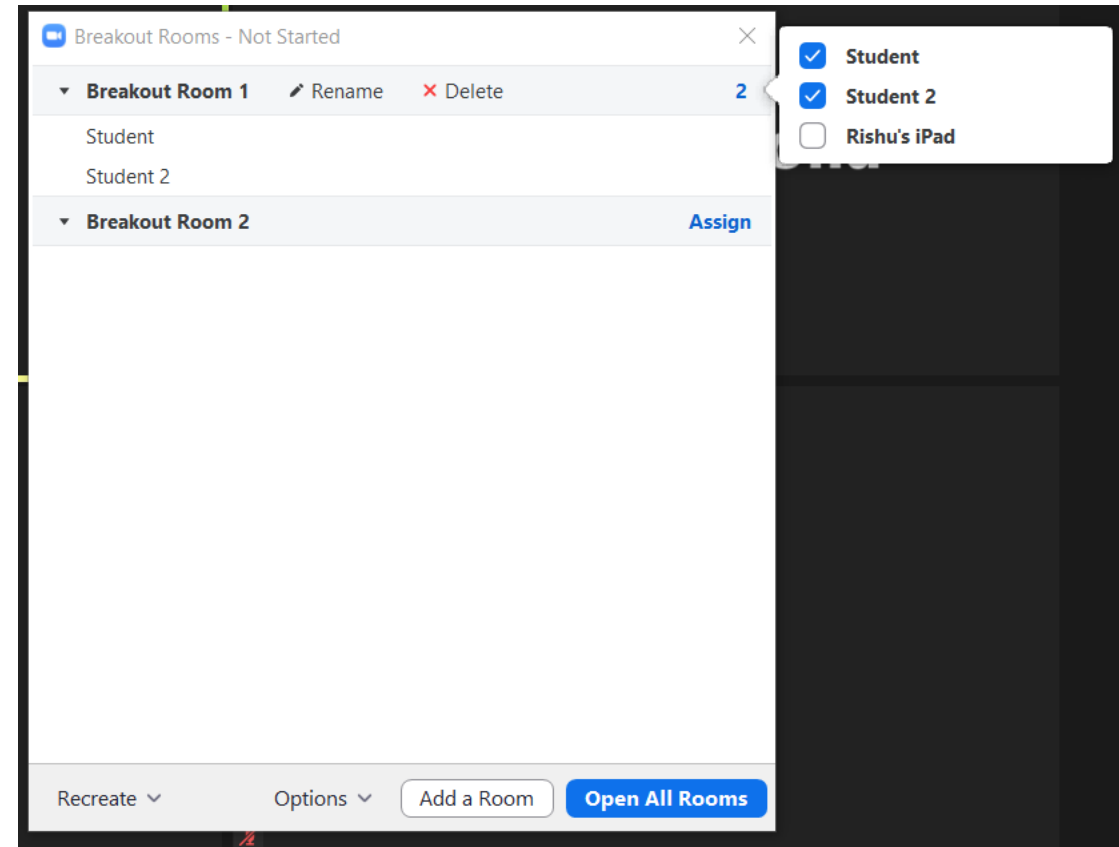
- Cannot be set up in advance
- Select the “Breakout Rooms” tool
 - Note: it may be under “More” tools

Set up your breakout rooms



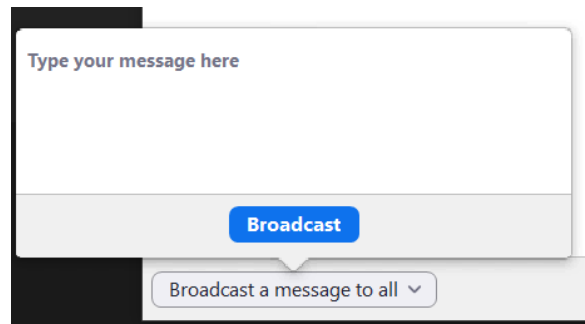
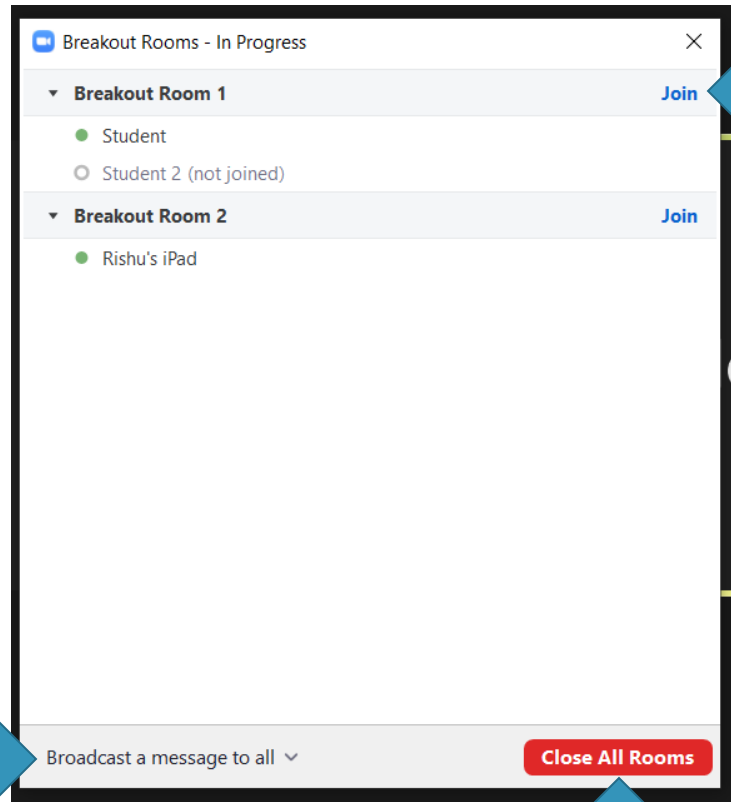
Manually Sorting Students

- Select “Assign”
- Check the boxes next to the students you want to add to that room
- When you’re done, select “Open All Rooms”



Instructor View – Breakout Rooms Open

- View who is in each room
- Join any room
- Send all rooms a message
- Close all rooms



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Questions

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