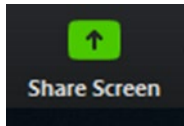


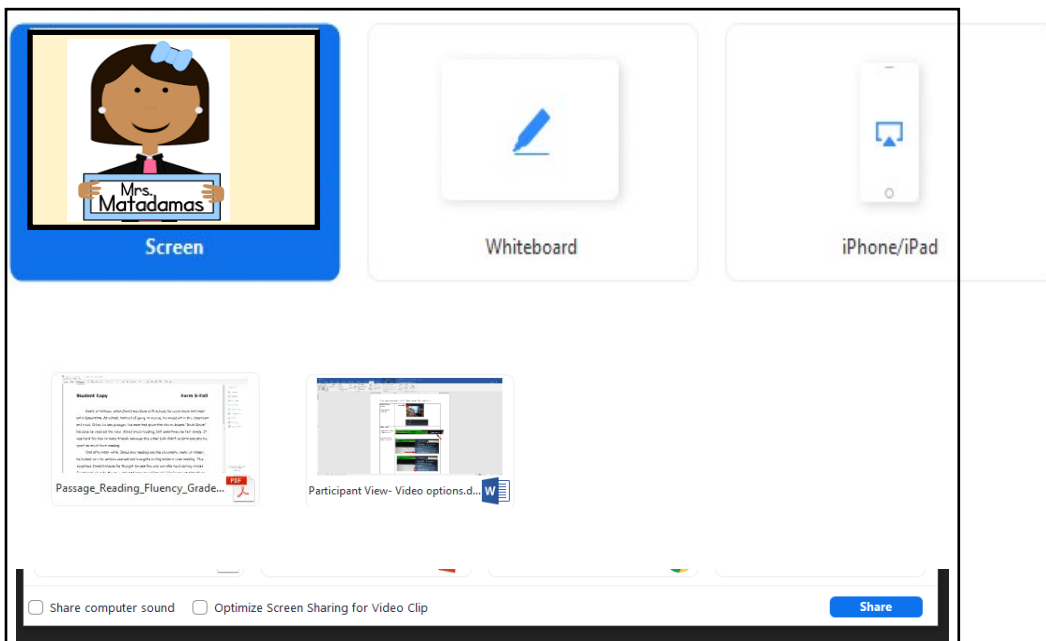
Question: How can I use Zoom as a white board and show the student what I am writing on?

Answer: Use **Share Screen**, **Zoom’s Whiteboard** (or document), and **Annotate**

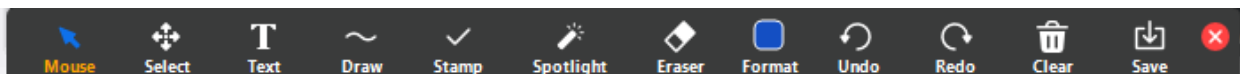
Share Screen lets you share any document or website. Participants will see what you are writing and selecting.



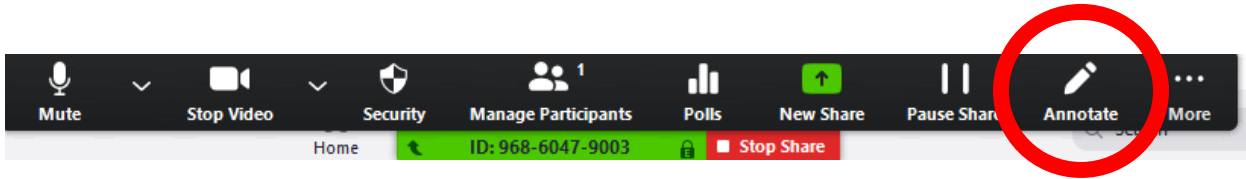
1. On the Zoom taskbar, click the green rectangle labeled **Share Screen**
2. Share the screen highlighted or select the **Whiteboard**
3. Press **[ENTER]** on your keyboard or click on the blue **[SHARE]** button to finish the shift to sharing your screen.



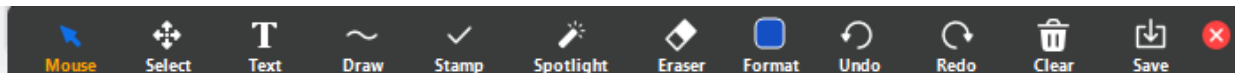
Zoom’s **Whiteboard** lets you draw and type. When you use the Whiteboard, Zoom automatically opens the **Annotate** taskbar for you to use.



If you want draw or highlight information when you are sharing a regular document, you need to tell Zoom to open the **Annotate** taskbar.



Click **Annotate** to open its options.



Question: When I am sharing the Whiteboard on Zoom, how can my students draw and write on the screen, too?

Answer: Participants who are watching the shared screen can find **Annotate** under **View Options**

Tell students/parents to click on **View Options** at the top of their screen. Most people have a hard time seeing this. Tell students/parents to find the green bar at the top of the screen, and then look right to **View Options**. Click on it to open.

Then click on **Annotate**, and the taskbar will open on their screen.

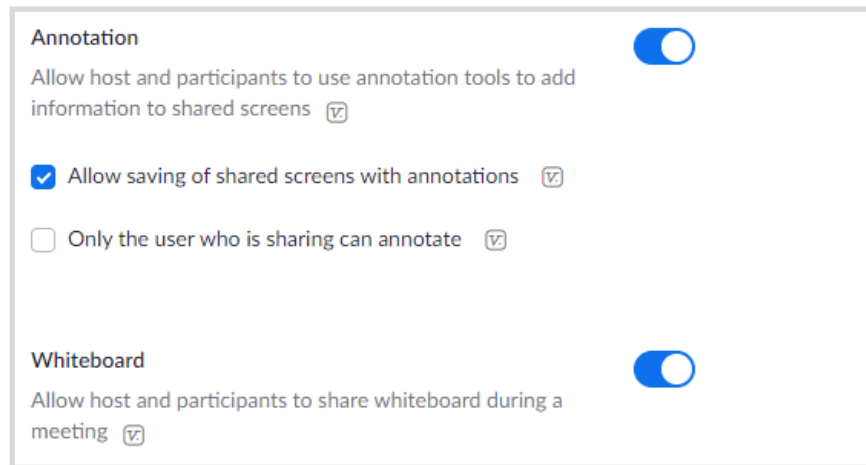
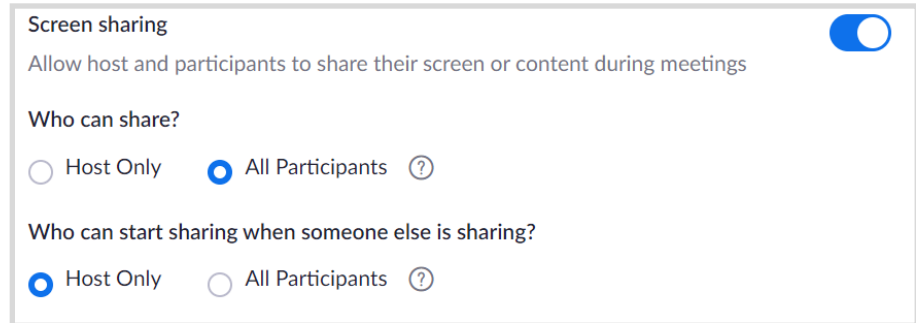
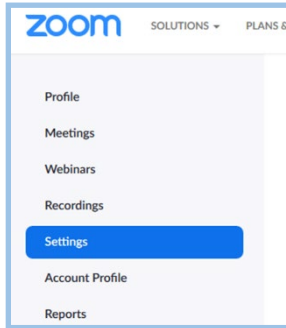
Tip: You can use the TEXT [T] feature on your Annotate taskbar to show students and parents the words they need to look for.

View Options

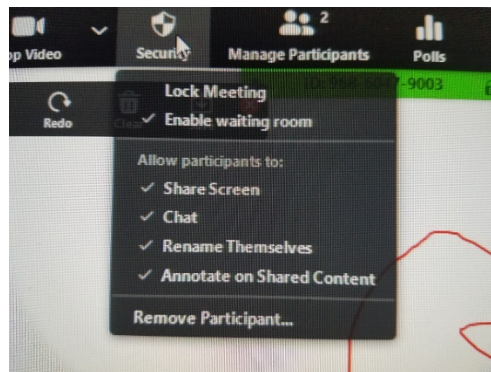
Annotate

Note:

- Make sure that **Screen Share**, **Whiteboard**, and **Annotate** are activated in your Zoom **SETTINGS**.



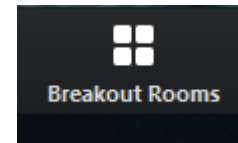
- Once **Share Screen** and **Annotate** are activated in your Zoom **SETTINGS**, you can use your Zoom **SECURITY** icon to turn these features on or off during individual meetings.



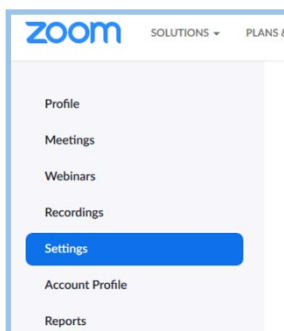
Question: Breakout Rooms

Answer: The best way to learn is to be the host and practice with at least one partner

The **Breakout Rooms** icon will be on your Zoom taskbar when you are the host.



If it is missing, you need to activate Breakout Rooms in your Zoom **SETTINGS**.



Breakout room

Allow host to split meeting participants into separate, smaller rooms



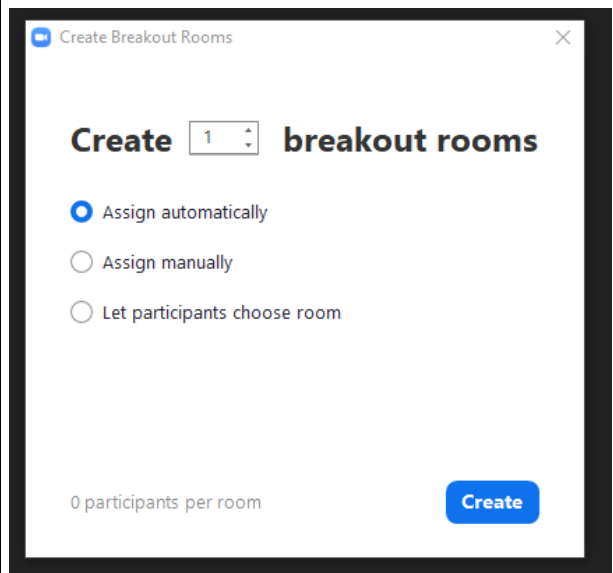
Allow host to assign participants to breakout rooms when scheduling

Create Breakout Rooms

1. Click the Breakout Rooms icon
2. Decide how many rooms you want and if you want to manually assign your students/parents to each room, or if you would prefer Zoom to automatically mix your participants.

New: With the latest Zoom Update, you can have participants to select the room.

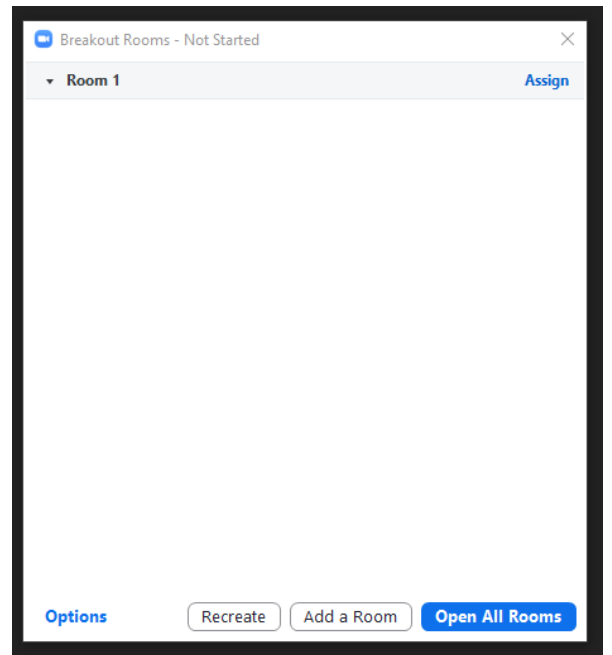
3. Click the [CREATE ROOMS] button



Breakout Rooms – Not Started

You can

- Manually assign participants to the rooms
- Change participants to a different room
- Add a room
- Recreate – Start over
- Choose OPTIONS
- Select Open All Rooms when ready

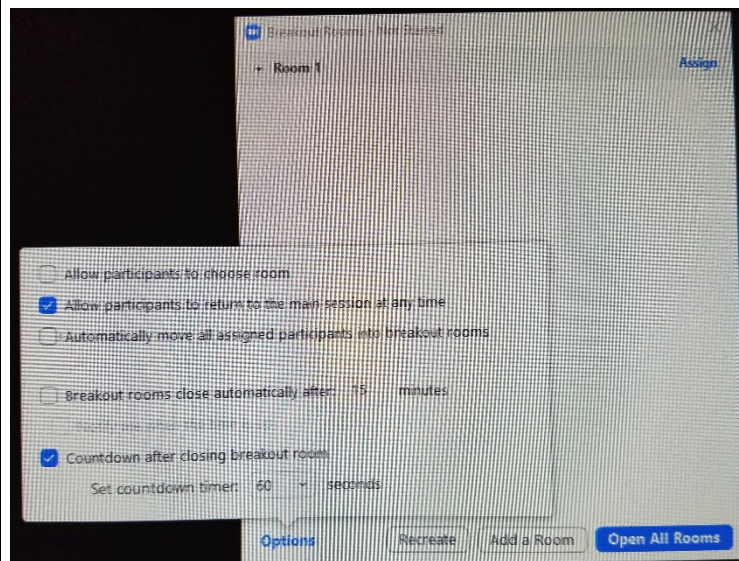


Options

Click to check or uncheck the options you want to use.

Your Zoom account remembers your selection.

These options change periodically.



Student/Parent Task for the Breakout Room:

Before sending participants into the Breakout Rooms, type the task into the Chat Box, so they can refer to it.

Set Timer – Close Breakout Rooms:

- Zoom's automatic timer will close the breakout rooms, based on the time you set.

- If you set your own timer, you need to click the Close All Rooms button when the breakout time is finished.

Question: How can I invite someone who does not have a zoom account nor an email?

Answer: Consider what options you have and what options the other person has.

ON YOUR SIDE

Option 1 - When you set up a zoom meeting on your surface pro or other device, you can email the meeting information to YOURSELF for access on your smartphone. Then paste what you have copied from your email into a WhatsApp or Text message.

Option 2 – Access the Zoom app on your smartphone where you can create or find previously set up meeting information to copy. Then paste what you have copied into a WhatsApp message or Text message.

Option 3 – Use Web WhatsApp from your desktop. You can send a WhatsApp message directly from your desktop with your Zoom meeting info.

Option 4 – There are more options! These are just a few. If you have other situations, we are happy to walk through them and give suggestions!

ON THE STUDENT/FAMILY SIDE

Think about how your students and families receive the meeting information. Which device will they be using?

If WhatsApp or text on a smartphone, then they can just click on the Zoom link.

If accessing via text AND they are NOT using a smartphone:

1. On the device that they are using, have them go to <https://zoom.us/> and then select **Join a Meeting**.
2. The student/family will need to type the meeting ID in and passcode when prompted.

Question: If I'm in a zoom class and want to share a game or eBook, how can my students play the game or turn the pages?

Answer: Use Remote Control

When you share screen, you can give a participant, a student, Remote Control of your mouse. The student can play the game and/or turn the pages on a book.

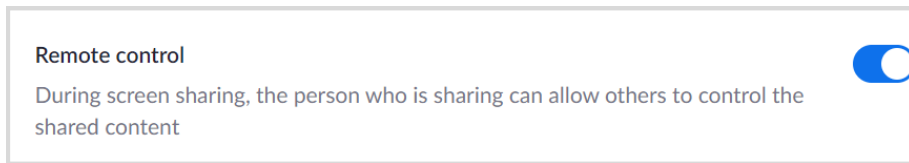
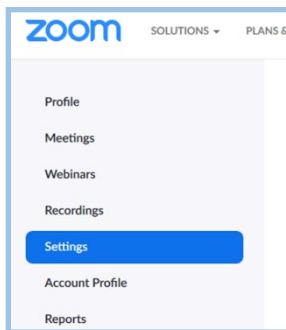
Caution: Students can also open any tabs on your computer.

- Click on **Remote Control** and select a participant from the list
- The participant can click anywhere on their screen to start

Change the person with remote control or STOP – Click on Remote Control again. Either select another participant or click on the red **[Abort]** choice.

Note:

- You need a second person in your Zoom Room for Remote Control to show up as a choice when you share screen.
- You need to have Remote Control turned on in your Zoom **SETTINGS**.



- Participants can Request Remote Control by opening **VIEW OPTIONS**, and clicking on **Request Remote Control**.

