

How to use Zoom: Tips and Tricks

Agenda:

- Welcome & Intro
- Setting up/Creating your meeting
- Managing your Participants
- Breakout Rooms
- Sharing Your Screen
- Q & A

The logo for PACeS, consisting of the text "PACeS" in a black, sans-serif font, enclosed within a green rectangular border with rounded corners. Below the logo is a thick green horizontal line.

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Setting up your Meeting

When: Choose Date/Time

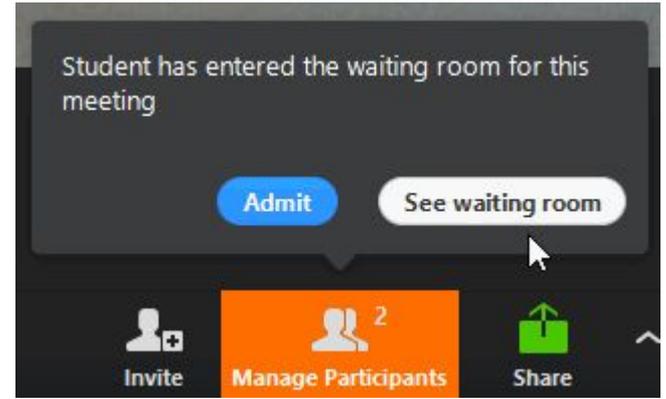
Recurring: Choose “No fixed Time”

Security: Choose Passcode or Waiting Room

Considerations: Is your Zoom link published publicly?

Video: Choose “Off”

Audio: Choose “Both”



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Setting up your Meeting

Meeting Options:

- Mute Upon Entry -

- Alternative Hosts - in case you are away, who will host?

Do you have someone else in the class with you? You can teach, they can manage.

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Managing your Participants

Chat: preferences can be managed from “Settings”

- Private Chat
- Auto-Saving Chat
- File Transfer

Participants:

- Mute All

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Managing Your Participants

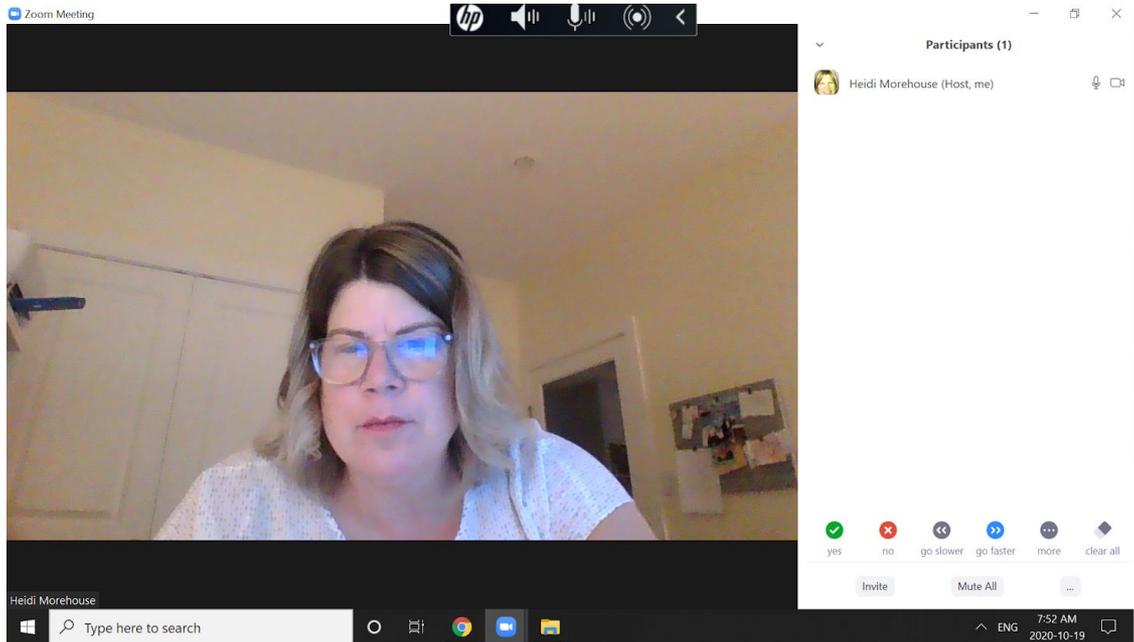


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Manage Participants

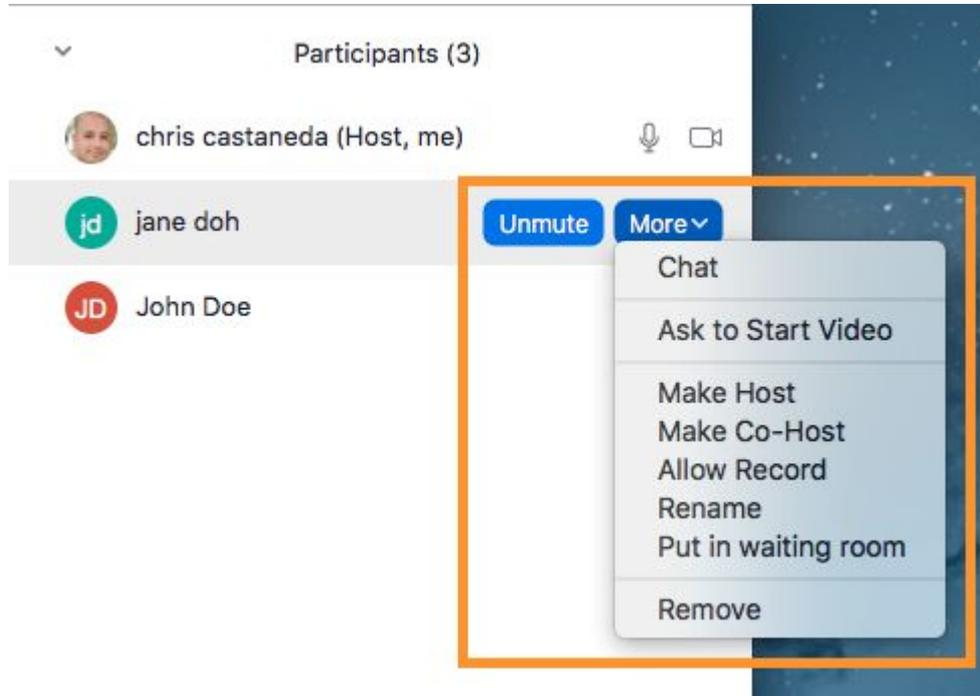
Have Participant Window Open



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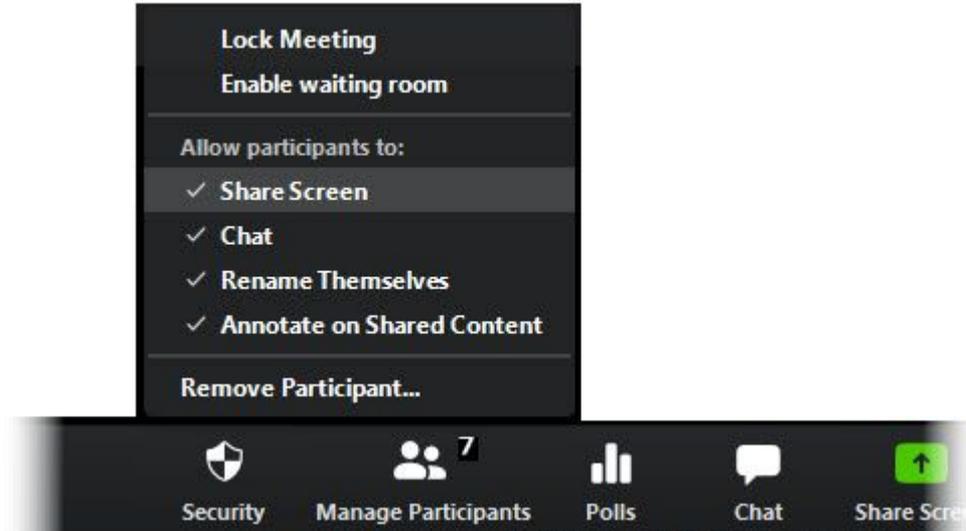
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Managing your Participants



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Managing Your Participants



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Managing Your Participants

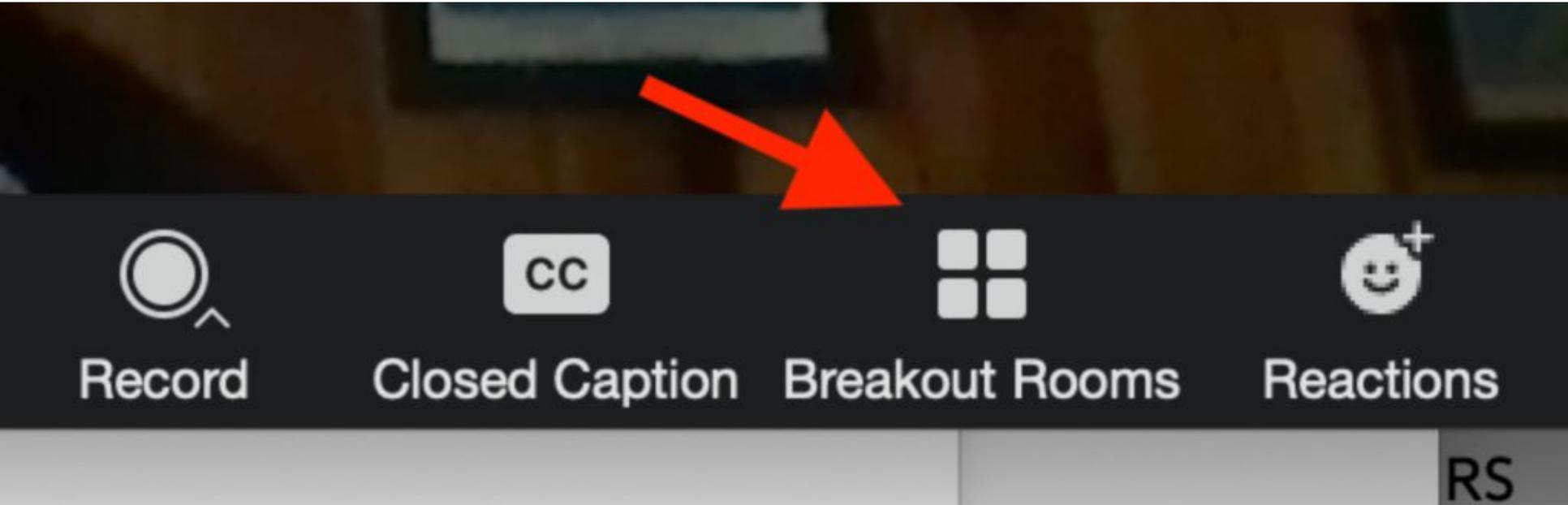
Consider a Second Monitor



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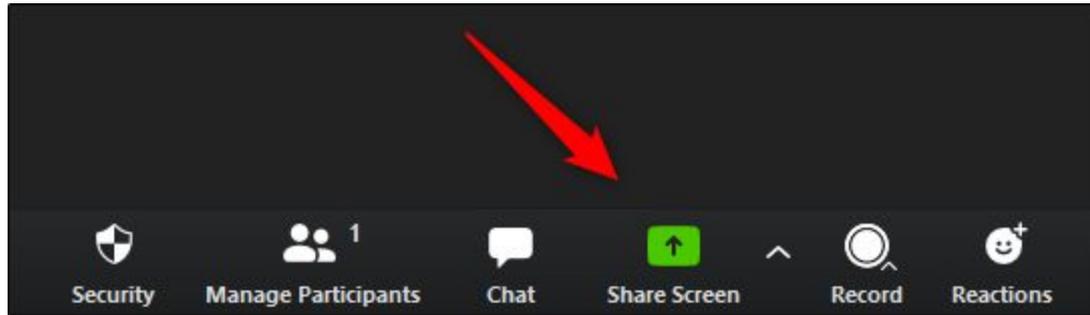
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Breakout Rooms



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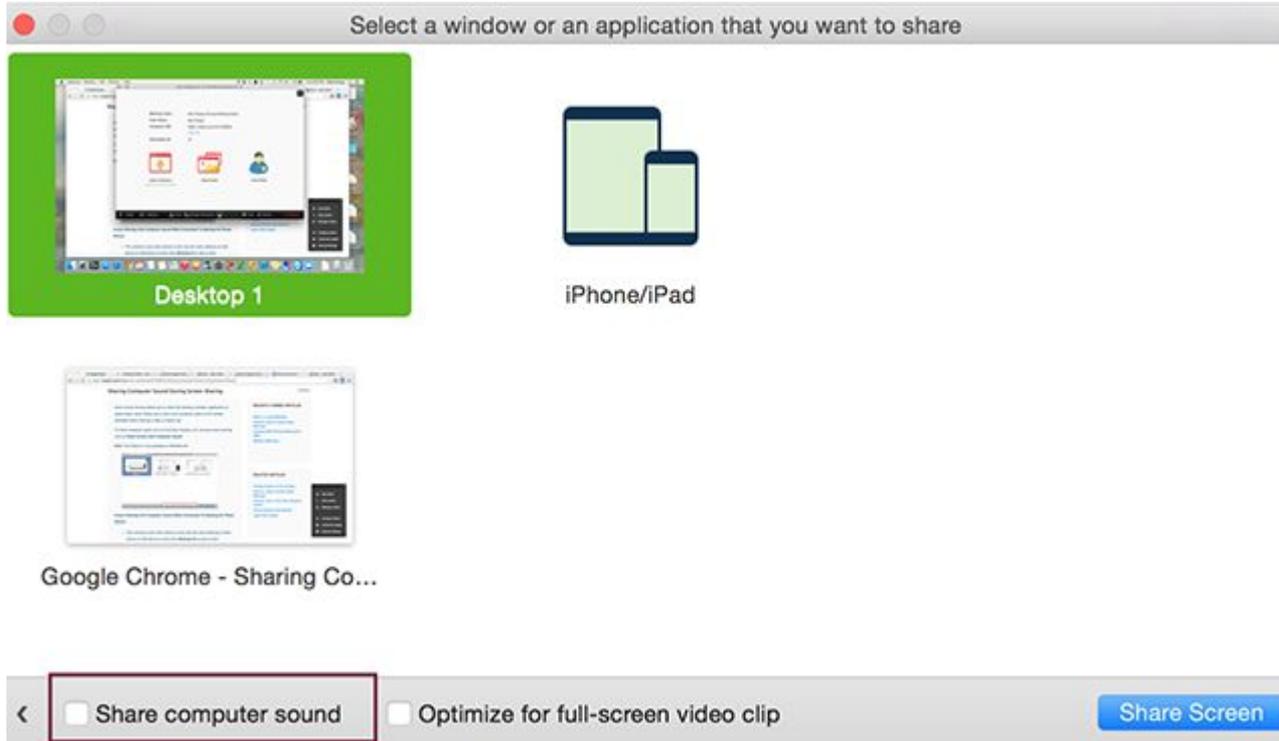
Sharing your screen



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Share Your Screen: Choose Application & Share Computer Sound



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See you next time:

Best Practices and Ideas for Engaging
Children Online (Oct 26)

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