

---

---

# Zoom Tips and Tricks for Classes

Homeschool Co-op 2020

---

---

# Preparing the Room

- Can include registration (may be a barrier to participation)
  - Turn off annotation
  - Turn on waiting rooms (can include a waiting room note)
    - Helps prevent ‘zoombombing”
    - Make sure you are checking for late arrivals
  - Prepare polls in advance
    - Must be on a paid Pro account, not free one
  - Most of this must be done in Zoom’s website, not through the app.
  - Helpful to have a co-teacher so someone can focus on tech and someone can teach.
    - Homeschool Co-op may be able to provide a facilitator for your class if you need one.
-

---

# Turn on Waiting Rooms

Recordings

Settings

ADMIN

> User Management

> Room Management

√ Account Management

Account Profile

Account Settings

Billing

Security

## Waiting Room



When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

## Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

✓ Everyone will go in the waiting room

[Edit Options](#) [Customize Waiting Room](#)

## Meeting Passcode



All instant and scheduled meetings that users can join via client or room

---

---

# If You Need More Help

- Check out [Zoom's Help Center](#).
  - Email [Becca](#) or [Jasmina](#) if you have a specific question.
  - Homeschool Coop Volunteer [Chris Schabow](#) is available for Zoom practice. Please note that she is on PST and is likely available in afternoons/evenings EST.
-

---

# Prepare Polls in Advance

Must be set up in a scheduled meeting prior to the meeting started.

Poll

Live Streaming

---

You have not created any poll yet.


Add



Add a Poll



Enter a title for this poll.

Anonymous? 

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)



---

# During the Meeting

1. Sharing screens - share your own; allow others to share
2. Feedback - Mute/unmute
3. Video - share screen first and click box to turn on sound or it won't work
4. Chat - share links
5. Removing people from the room

Becca Harrison



Mute



Start Video



Security



Participants



Chat



Share Screen



Record



Breakout Rooms



Reactions

End

2:01 PM

# Sharing Screen for Video

Select a window or an application that you want to share

Basic Advanced Files

Screen

Whiteboard

iPhone/iPad

Launch Meeting - Zoom - Google...

File Explorer

Zoom Cloud Meetings

Share computer sound  Optimize Screen Sharing for Video Clip

Share

Other participants will be able to hear the audio from your computer and see your shared screen.



---

# Breakout Rooms

This is good to use if you want a large group to have smaller discussions.

