ZOOM

For One to One Tutoring

by Lynn Busch & Joyce Bucciantini

"I'm ever changing - always evolving always trying new things."

–Thomas Rhett

Zoom Learning Goals

* Join a Meeting

* Create a Zoom account & sign in

* Schedule and host a meeting

* Use the tools (icons)

* Share documents & white board
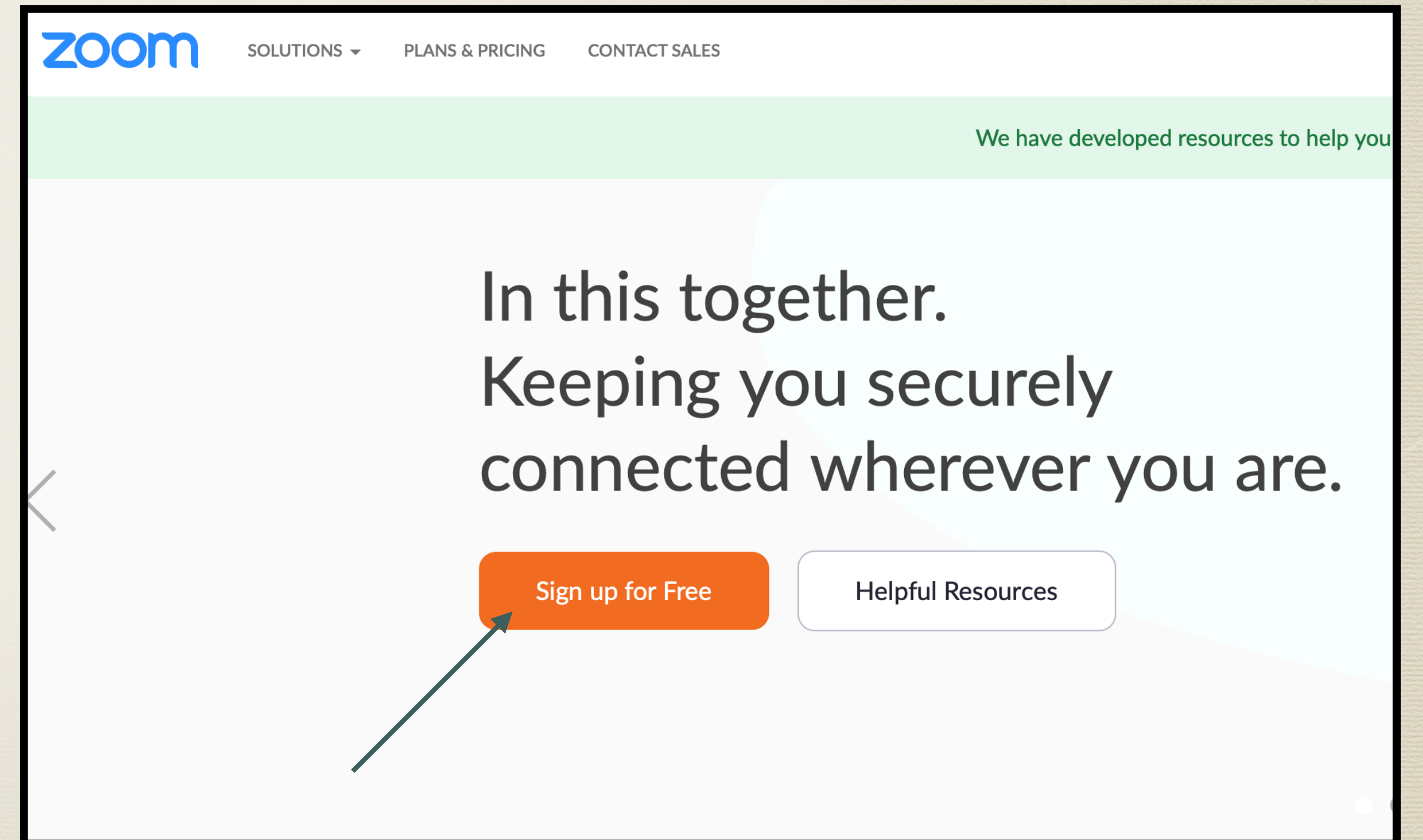
* End the meeting

Anyone can join a Zoom meeting

* Your student or invited participants DO NOT NEED to have an account to join a Zoom meeting.

* The HOST (you) MUST HAVE AN ACCOUNT in order to host a meeting.

Setting Up Zoom

Setting Up Your Zoom Account

* Go to zoom.us/signup

* Click : join for free

* Enter your email

* You will receive an email from Zoom to activate your account. Open the email and activate your account.

* Follow the directions to download and launch zoom.

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We have developed resources to help you

In this together.
Keeping you securely
connected wherever you are.

Sign up for Free   Helpful Resources

Signing In
Using your browser

✳ Log in using the web at zoom.us/signin

✳ Use the panel on the left to navigate the Zoom portal

✳ Update profile, schedule meetings, edit settings

Sign In

Email Address

Email Address

Password

Password   Forgot?

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.
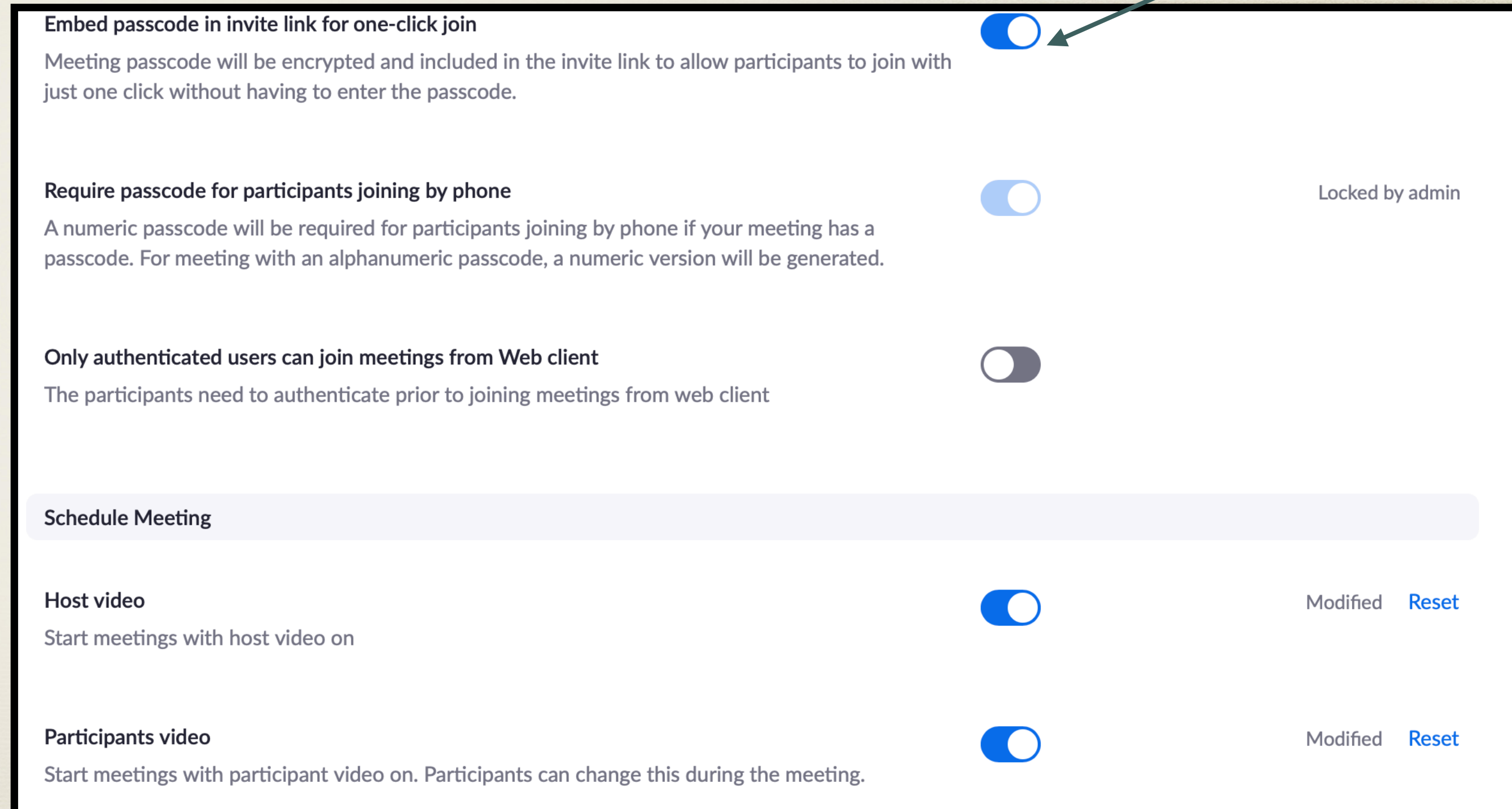
Sign In

☑ Stay signed in   New to Zoom? Sign Up Free

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New Features Our latest release went live on April 12t

New Features Our latest release went live on April 7th

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

› User Management

› Room Management

› Account Management

› Advanced

Attend Live Training

Video Tutorials

Knowledge Base

Settings

Go to settings using your web browser

* Go through the categories in settings

* Start with passcodes

* Some settings are preset.Embed passcode in invite link - yes

* Host video - yes

* Participant video - yes

Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

Require passcode for participants joining by phone   Locked by admin

A numeric passcode will be required for participants joining by phone if your meeting has a passcode. For meeting with an alphanumeric passcode, a numeric version will be generated.

Only authenticated users can join meetings from Web client

The participants need to authenticate prior to joining meetings from web client

Schedule Meeting

Host video   Modified   Reset

Start meetings with host video on

Participants video   Modified   Reset

Start meetings with participant video on. Participants can change this during the meeting.

Settings

Audio Settings:

* Computer audio- yes

* Join before host - no

* Personal Meeting ID - yes

Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

⦿ Computer Audio

Join before host

Allow participants to join the meeting before the host arrives

Enable Personal Meeting ID

A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit Personal Meeting Room to change your personal meeting settings. Learn more

Settings

In Meeting settings:

* Chat - allow participants to chat with other participants - yes

* Allow private chat - yes

* Auto save chats?

* File transfer - yes

In Meeting (Basic)

Require encryption for 3rd party endpoints (SIP/H.323)

By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.

Chat

Allow meeting participants to send a message visible to all participants

☐ Prevent participants from saving chat ⓥ

Private chat

Allow meeting participants to send a private 1:1 message to another participant.

Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

Sound notification when someone joins or leaves
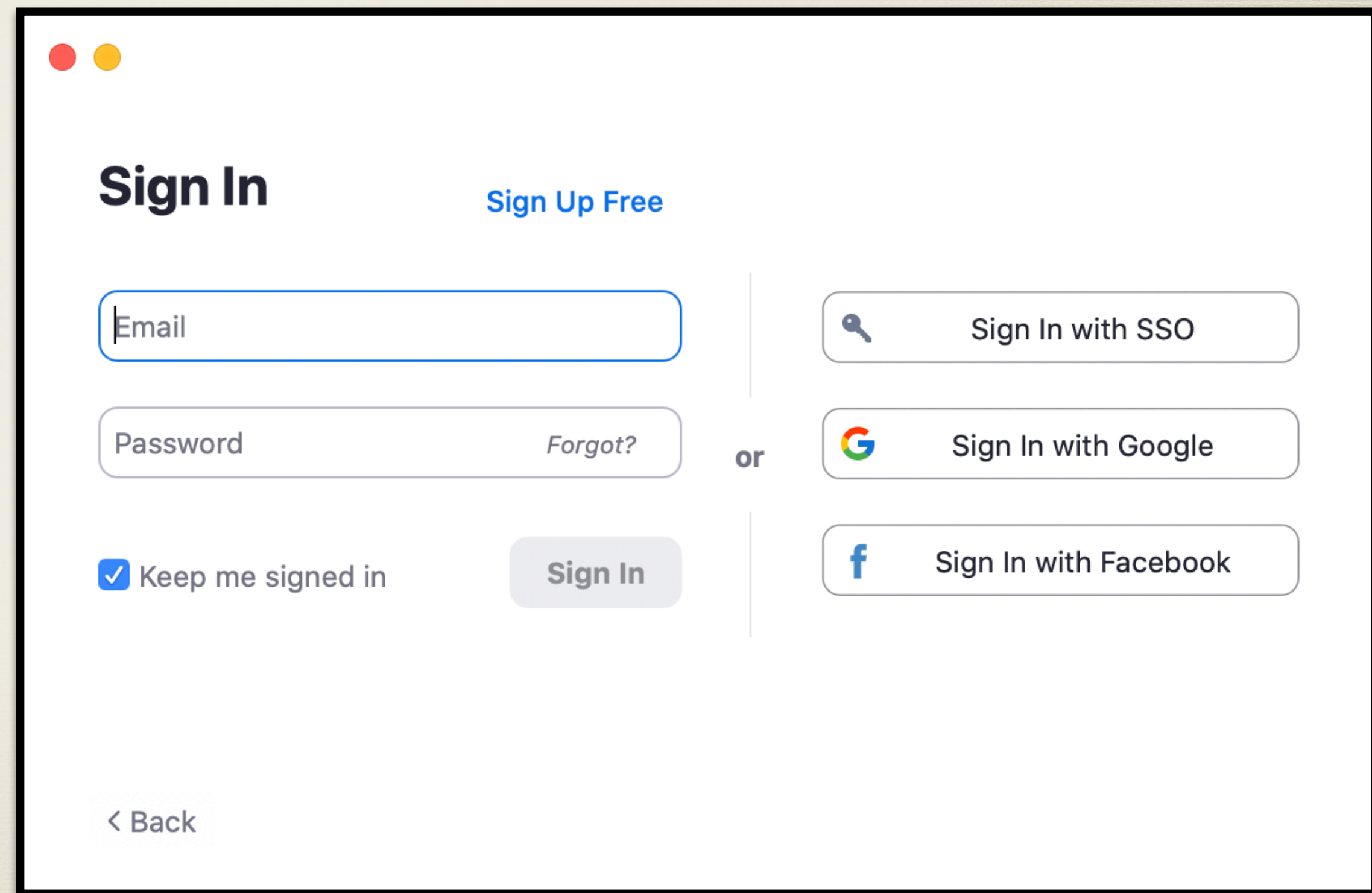
File transfer

Hosts and participants can send files through the in-meeting chat. ⓥ

Signing in Using the App

* After you have downloaded the Zoom App, you can sign in using the Zoom App.

* You can navigate your account from the home page.

Zoom App Home Page

* Use the icons to set up and manage meetings

* Use the tools at the top to manage meetings
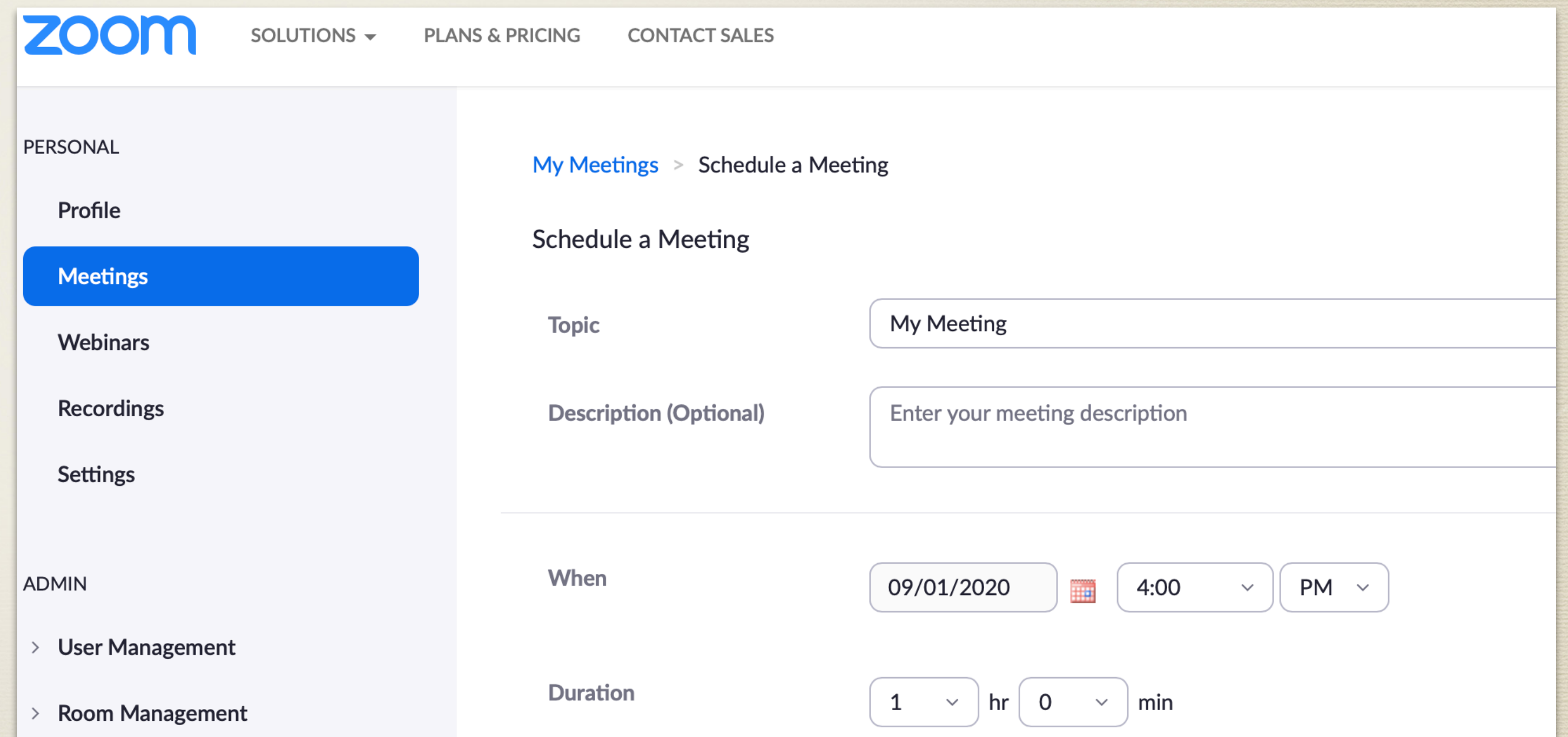
* Use the "gear" to manage settings

Gear

Home   Chat   Meetings   Contacts   Search   JB

New Meeting   Join

Schedule   Share Screen

3:09 PM
Wednesday, September 16, 2020

No upcoming meetings today
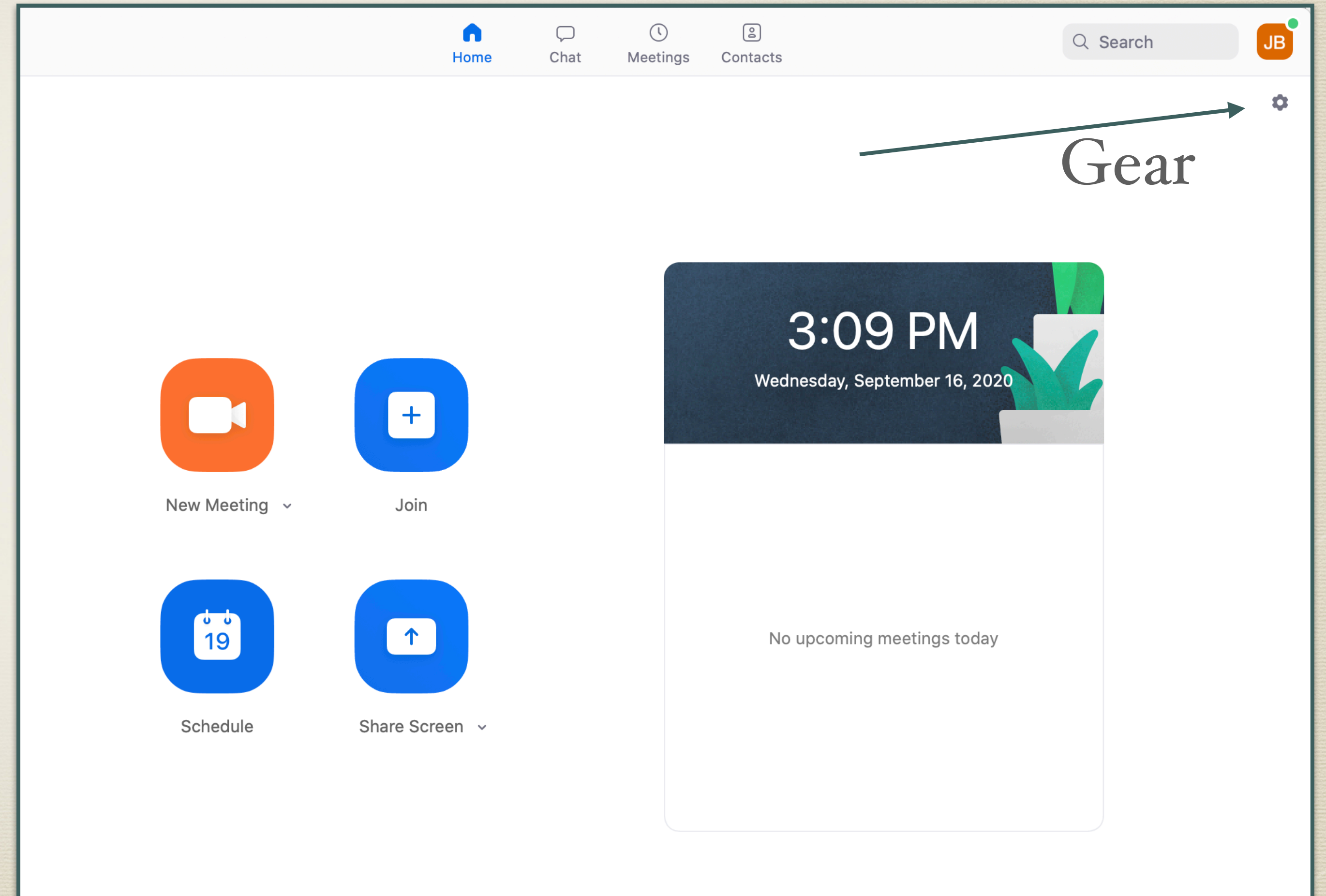
Scheduling a Meeting
You are the host with the most!

Scheduling a Meeting
Web based- through your browser

* In Zoom speak, you are hosting the meeting

* Sign into your Zoom account

* Click on Meetings

* Click on Schedule a Meeting

Scheduling a Meeting

* Name your meeting

* Ex: Lit. Vol Tutoring

* Choose the date and time

* Your meeting time is now scheduled

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic   My Meeting

Description (Optional)   Enter your meeting description

When   09/01/2020   4:00 ⌄   PM ⌄

Duration   1 ⌄   hr   0 ⌄   min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now

☐ Do not show this message again

Time Zone   (GMT-4:00) Eastern Time (US and Canada) ⌄

☐ Recurring meeting

Settings

* <u>**Check Your Settings:**</u>

* Generate meeting ID automatically.

* Passcode - yes

* Video - on
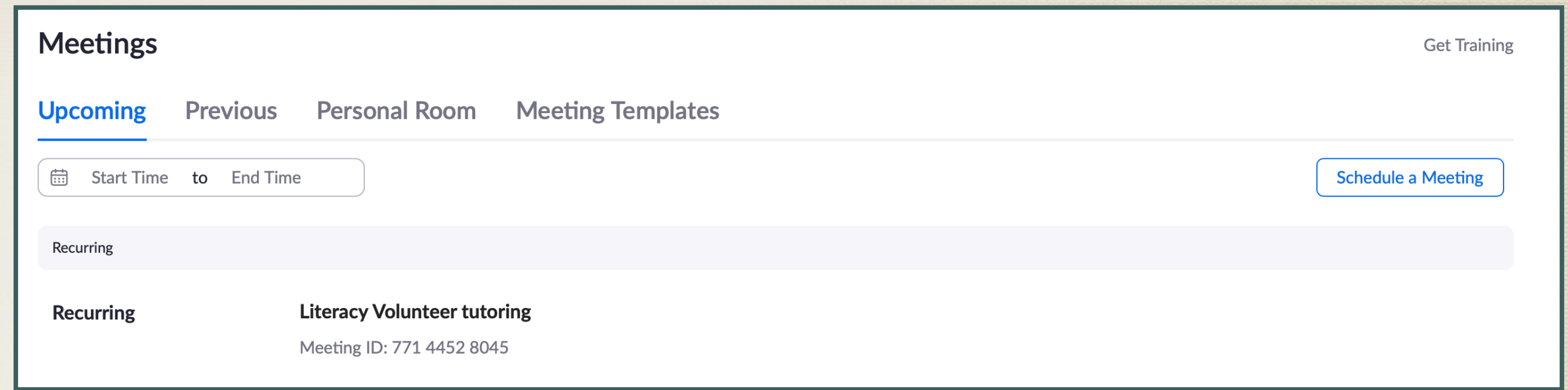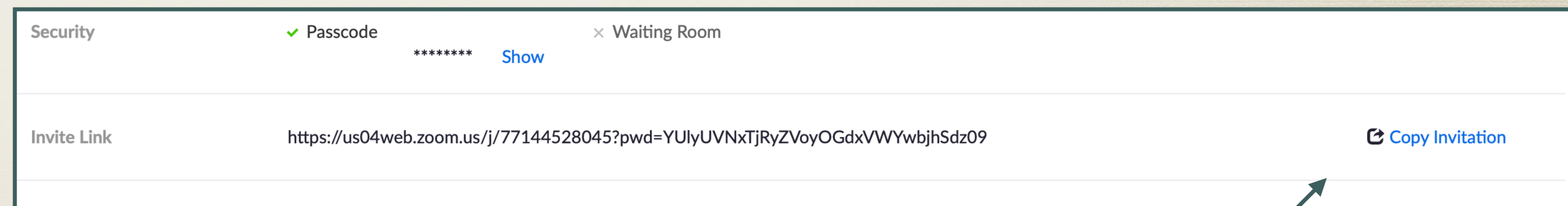
* Meeting Options ?

* Be sure to <u>**Save**</u>

Meeting ID	⦿ Generate Automatically	◯ Personal Meeting ID
Security	☑ Passcode 🔒 `fuK1it`	☐ Waiting Room
Video	Host ⦿ on ◯ off	
	Participant ⦿ on ◯ off	
Meeting Options	☐ Enable join before host	
	☐ Mute participants upon entry ½	
	☐ Automatically record meeting on the local computer	

Save　**Cancel**

Invite Others

* Click on the meeting you have scheduled

* Click Copy Invitation

* Go to your email and paste the invitation into the email

* Send the email to your student or those invited to your meeting

Meetings

Upcoming   Previous   Personal Room   Meeting Templates

📅 Start Time to End Time   Schedule a Meeting

Recurring

Recurring   **Literacy Volunteer tutoring**
                           Meeting ID: 771 4452 8045

Security	✓ Passcode	✕ Waiting Room
	******** Show	
Invite Link	https://us04web.zoom.us/j/77144528045?pwd=YUIyUVNxTjRyZVoyOGdxVWYwbjhSdz09	⎘ Copy Invitation

Scheduling a Meeting Zoom App

* Log into the Zoom App

* Click on the Schedule Icon

* Fill in your meeting information

* Double check your settings

* Remember to Save
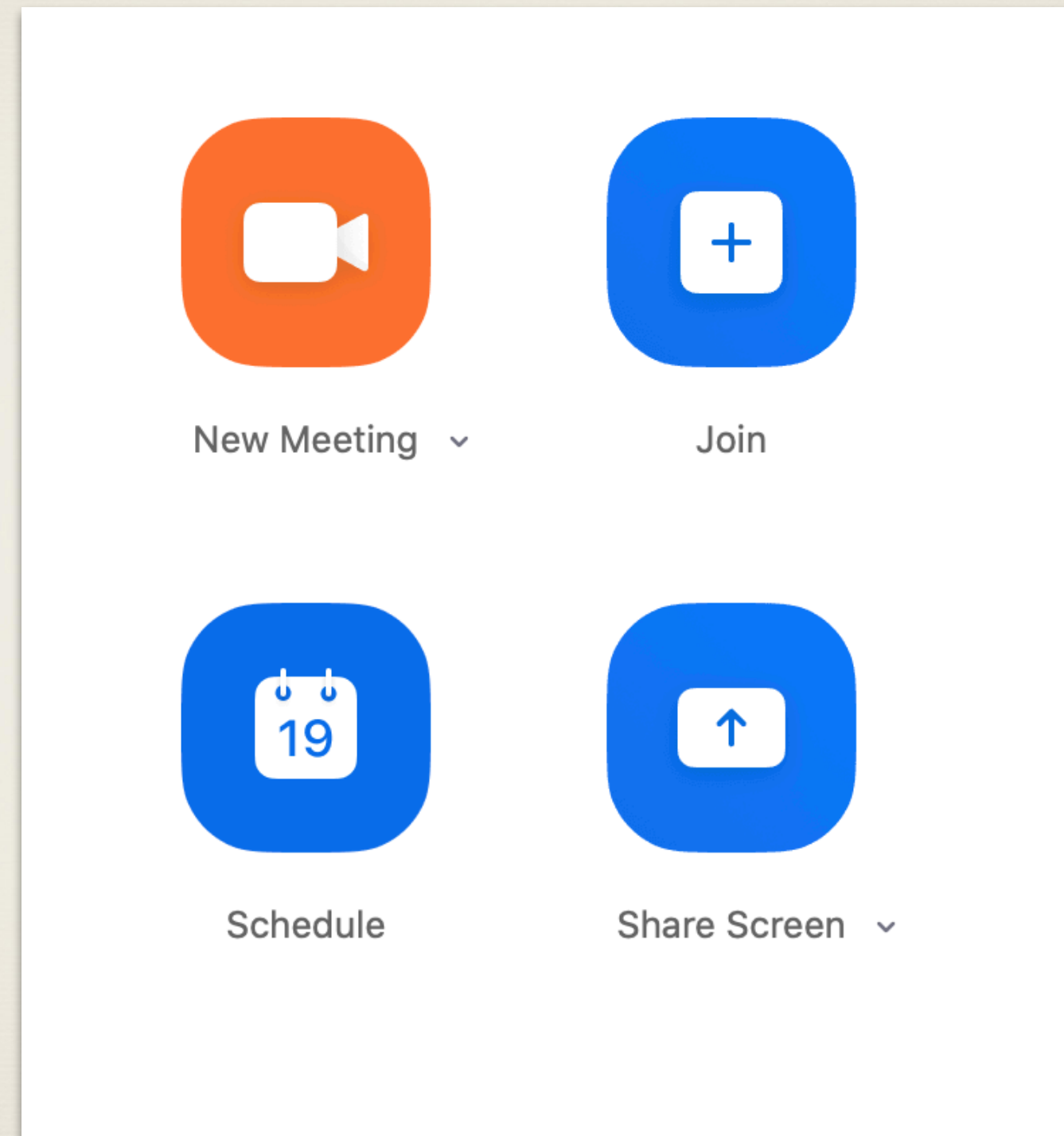
Schedule Meeting

Topic

Zoom Meeting

Date & Time

9/21/2020 ⌄   3:30 PM ⌄   to   4:00 PM ⌄   9/21/2020 ⌄

☐ Recurring meeting   Time Zone: Eastern Time (US and Canada) ⌄

Meeting ID

⦿ Generate Automatically   ◯ Personal Meeting ID

Security

☑ Passcode   0DKG38   ⓘ   ☐ Waiting Room

Video

Host ⦿ On ◯ Off   Participants ⦿ On ◯ Off

Calendar

⦿ iCal   ◯ Google Calendar   ◯ Outlook   ◯ Other Calendars

Advanced Options ⌄

Cancel   **Save**

Starting the Meeting

* Open up your account

* Click on the meeting list located on the left of the screen

* Select your meeting

* Click on "Start the Meeting"

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

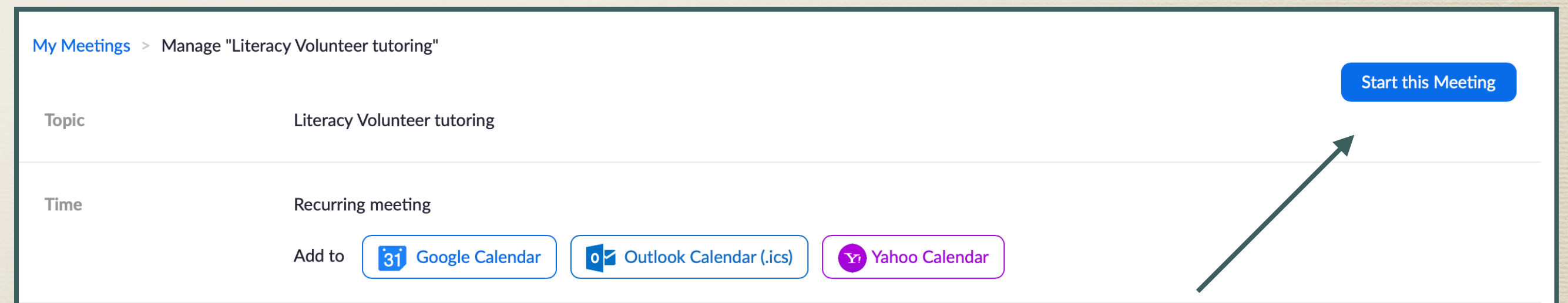## Meetings

Upcoming   Previous   Personal Room   Meeting Te

📅 Start Time   to   End Time

Recurring

Recurring   **Literacy Volunteer tutoring**
Meeting ID: 771 4452 8045

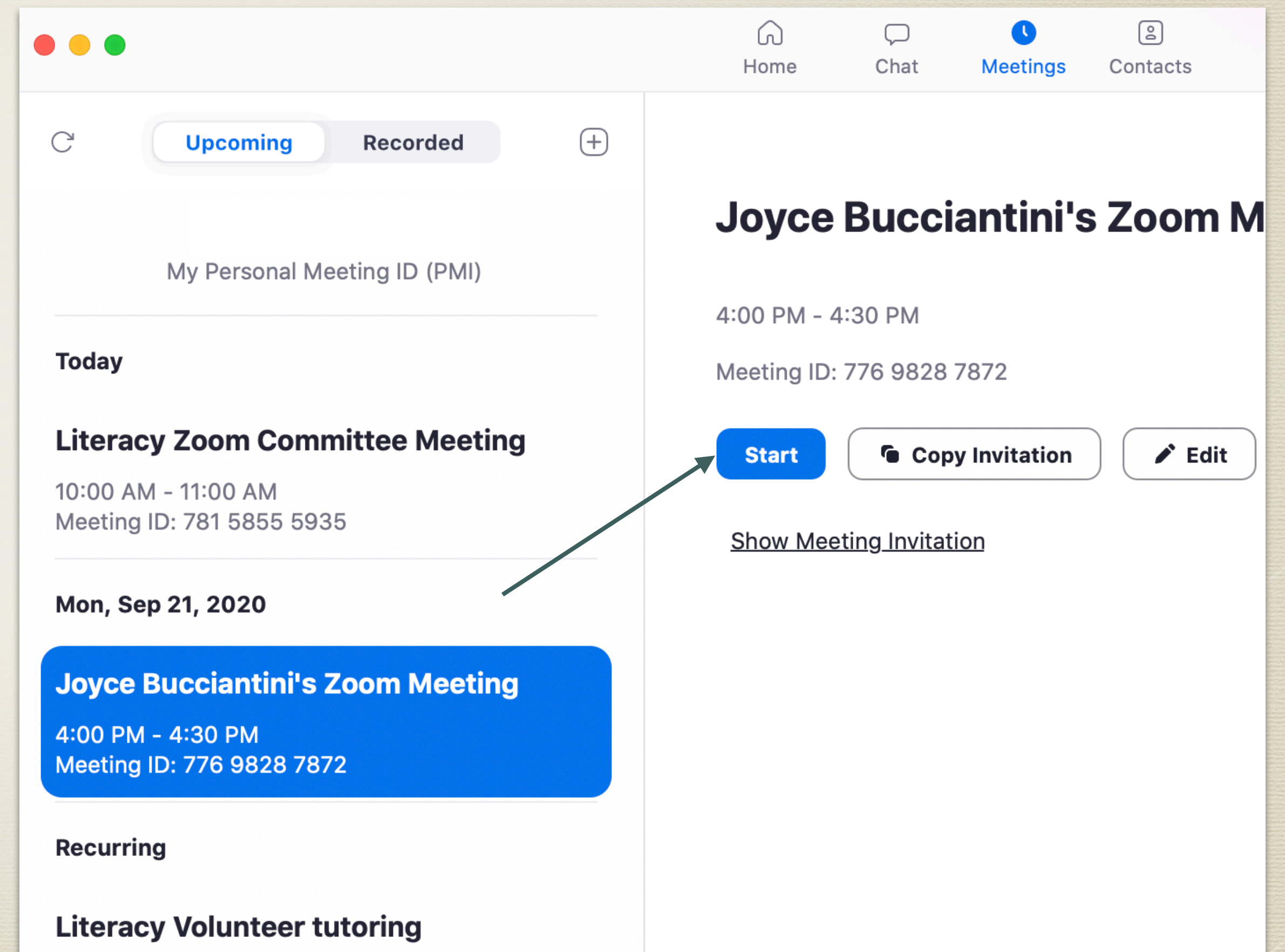My Meetings > Manage "Literacy Volunteer tutoring"

Start this Meeting

Topic   Literacy Volunteer tutoring

Time   Recurring meeting

Add to   📅 Google Calendar   0️⃣ Outlook Calendar (.ics)   Y! Yahoo Calendar

Starting the Meeting Zoom App

* Open the Meeting icon at the top of the screen

* Select your meeting from the list

* Click on Start

* You have now started your meeting

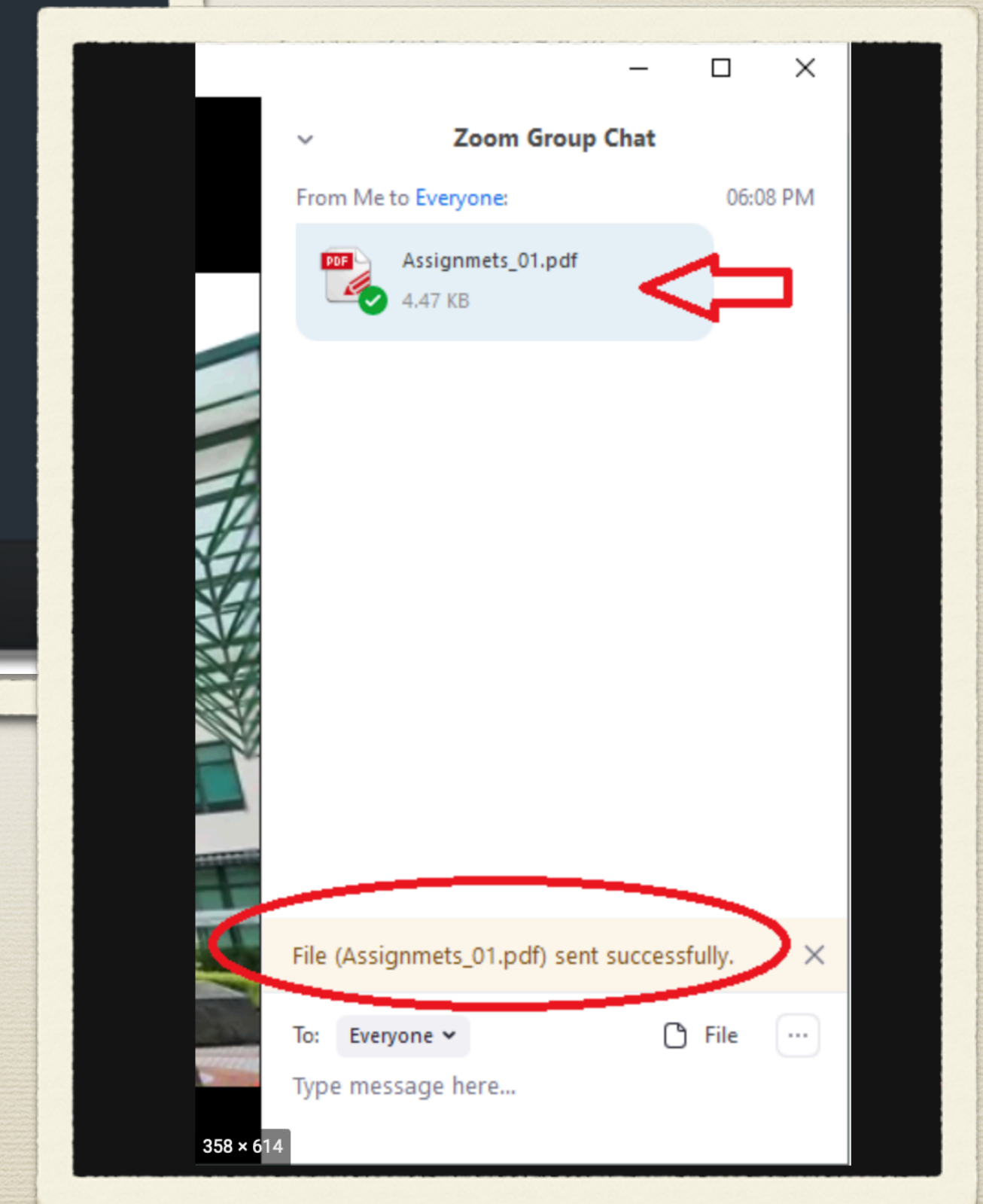# Using Tools as a Host

Zoom Meeting Tools
How to use the icons....

* Zoom tools are at the bottom of the screen

* Microphone - use to mute and unmute yourself to talk

* Video - allows you to turn off your video for a moment as needed

* Chat - you can send a text chat as a part of the meeting

Manage participants

* Use the participant icon to see participants as a list

* The host can mute or unmute participants
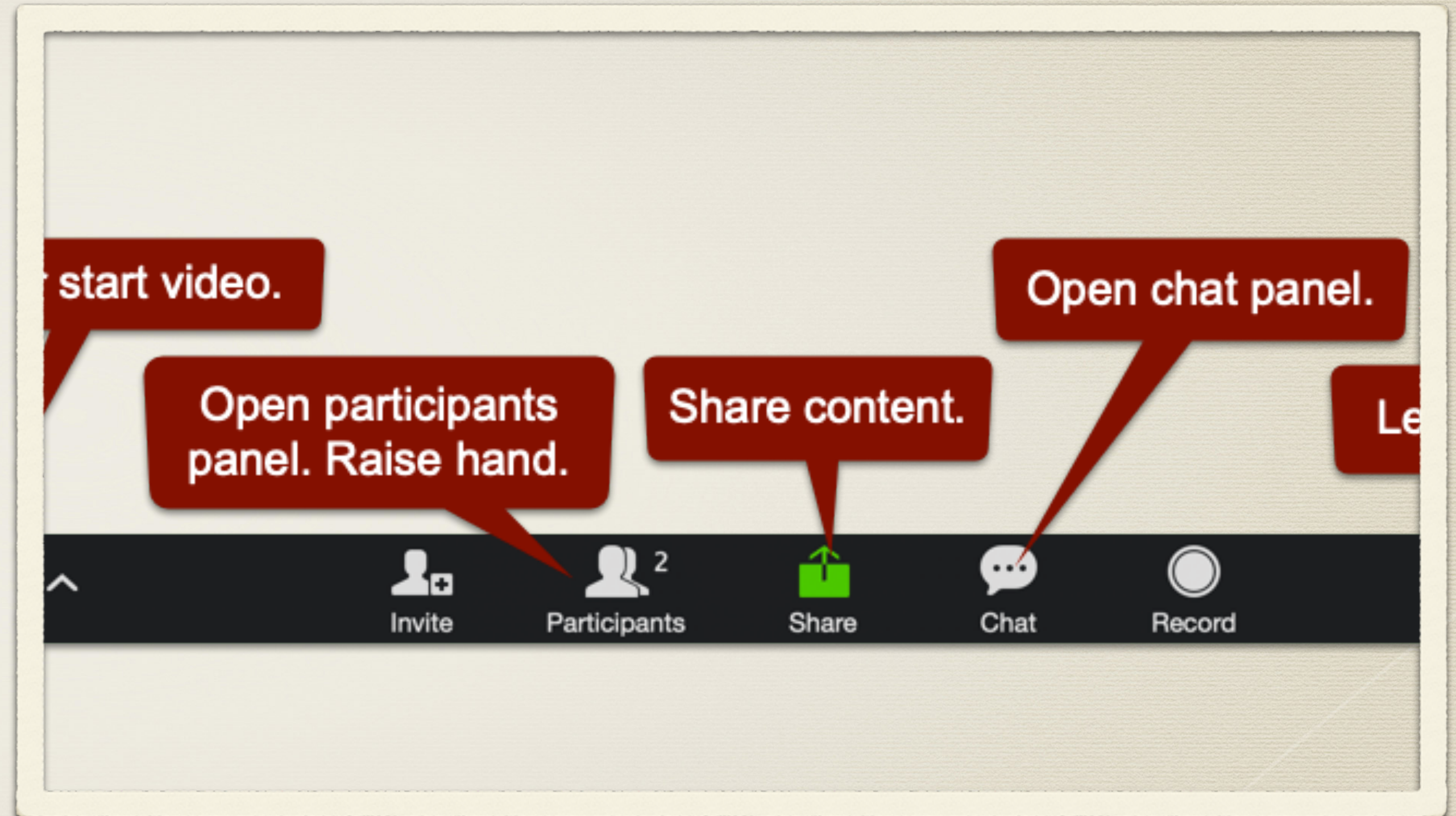
Screen Sharing

* Click on the green share icon (located at the bottom of the screen)

* Select what you want to share - have the document open and ready to share

* Ex: Documents on your desktop, a video, power point, etc

* When done, select stop share (at the top of the screen)
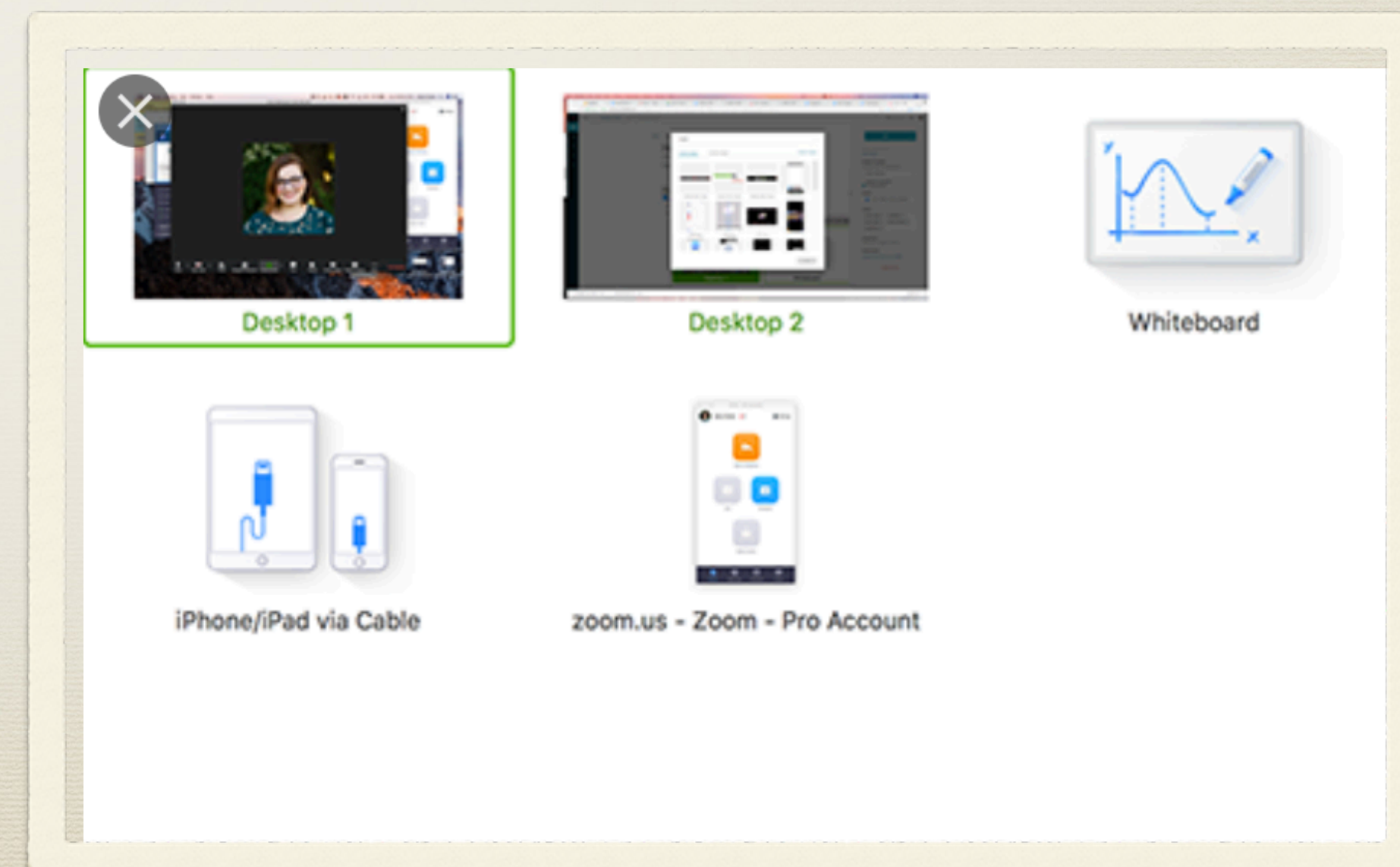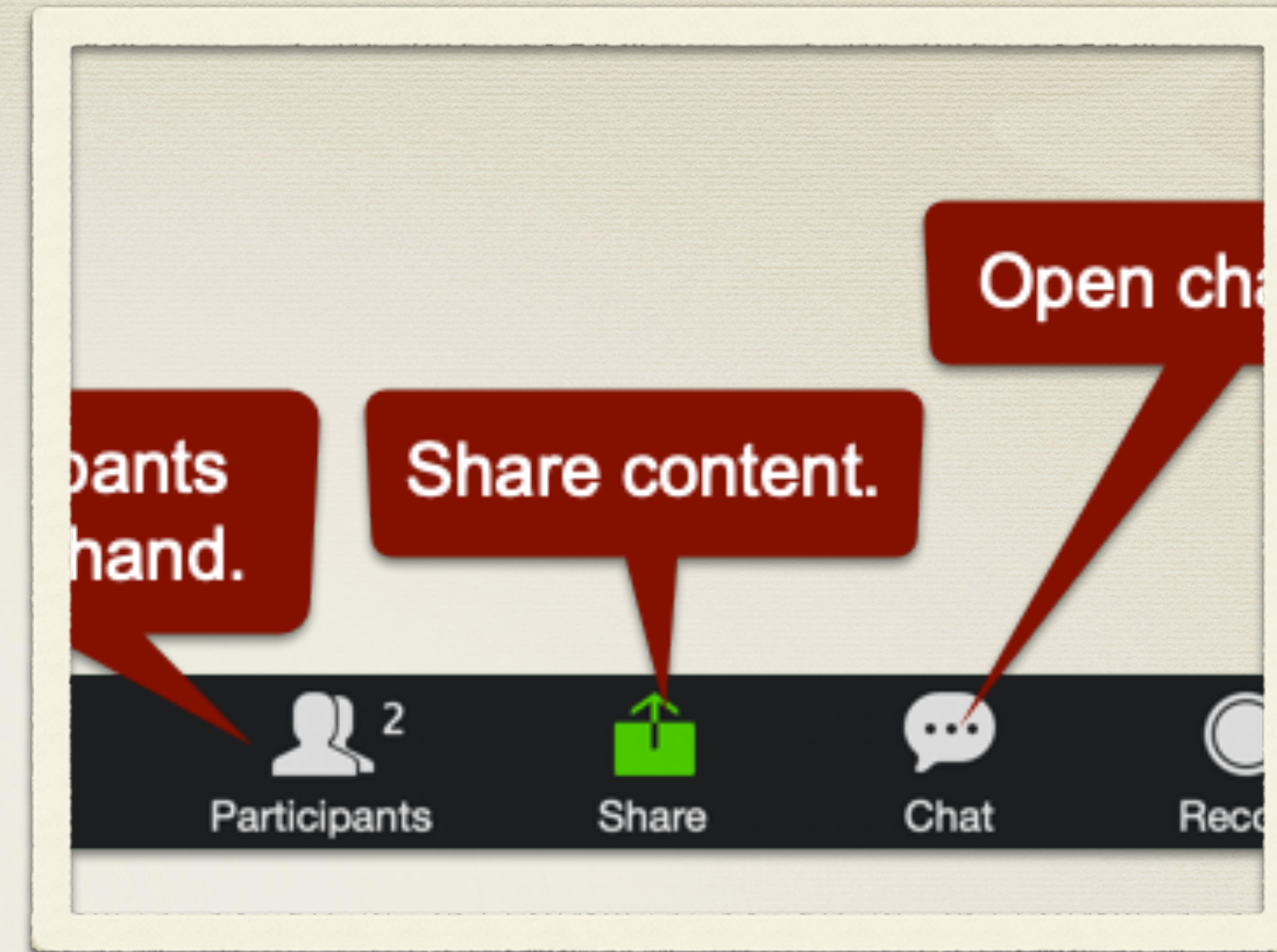
Annotating in Screen Share

* While in sharing mode, annotation tools will appear at the top of the screen

* You can allow participants to annotate

* Participants <u>need to choose "options" in</u> and then select annotate

* Try out the tools!

* Click on quit sharing when done

* ****you must start and stop sharing to change documents****
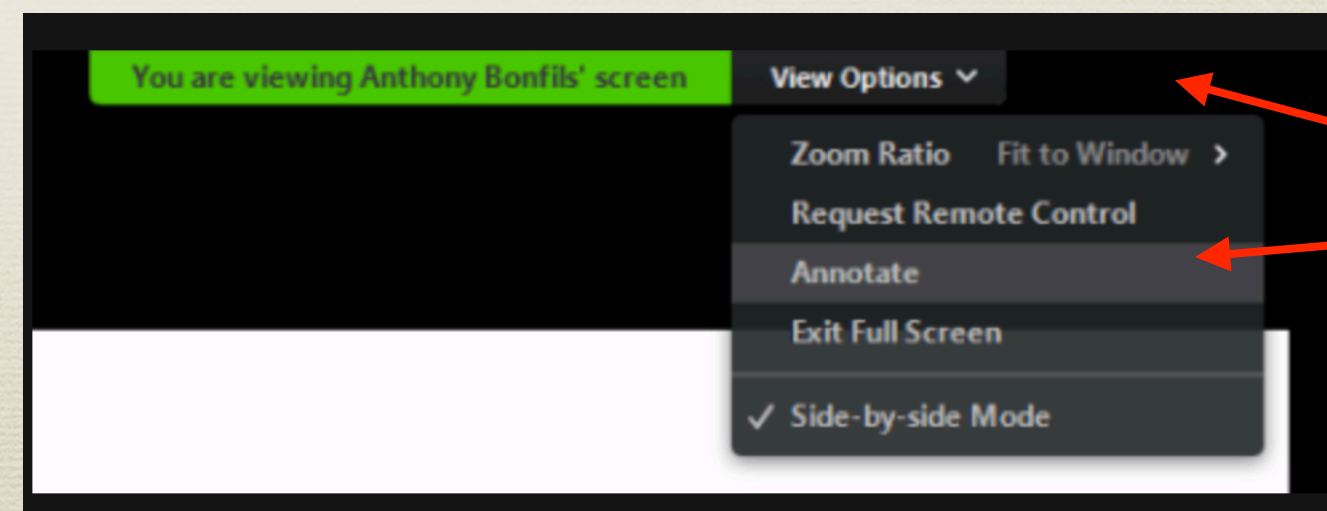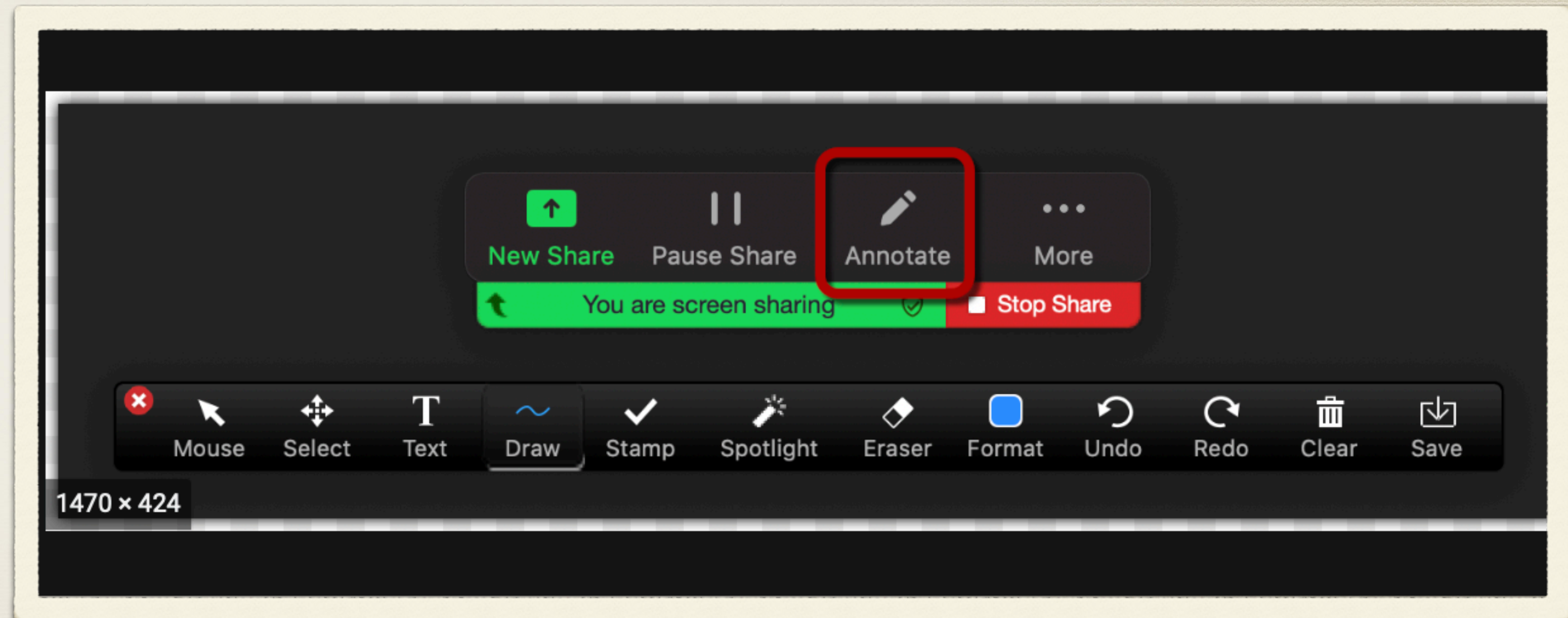
Participant's screen

Using the White Board


Select the whiteboard, then click "Share"

* Using the white board is one of your screen share options

* It is just like using a real white board

* Use the text box feature to type

* Use the annotation tools to write or draw on the white board

there are multiple drawing tools
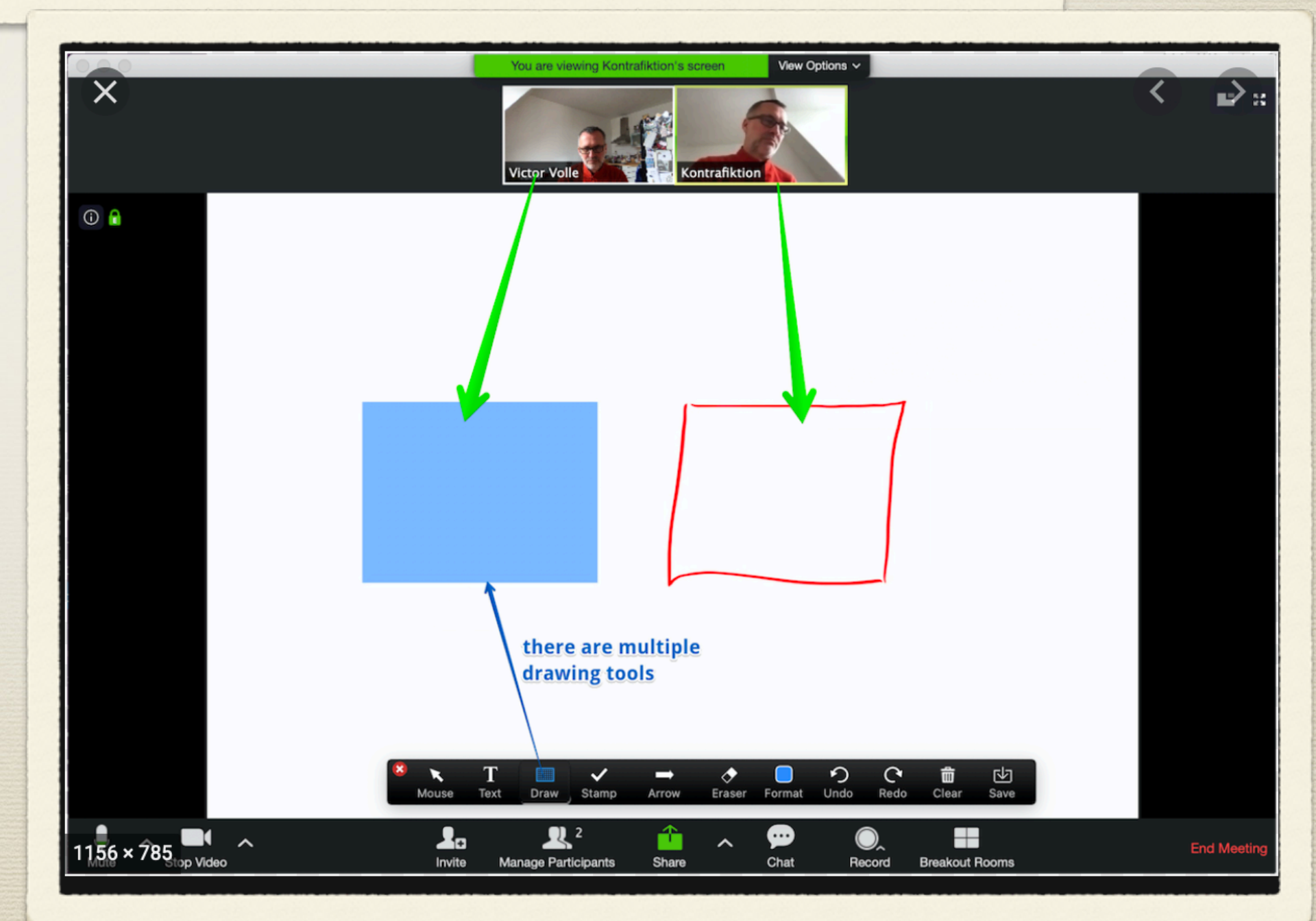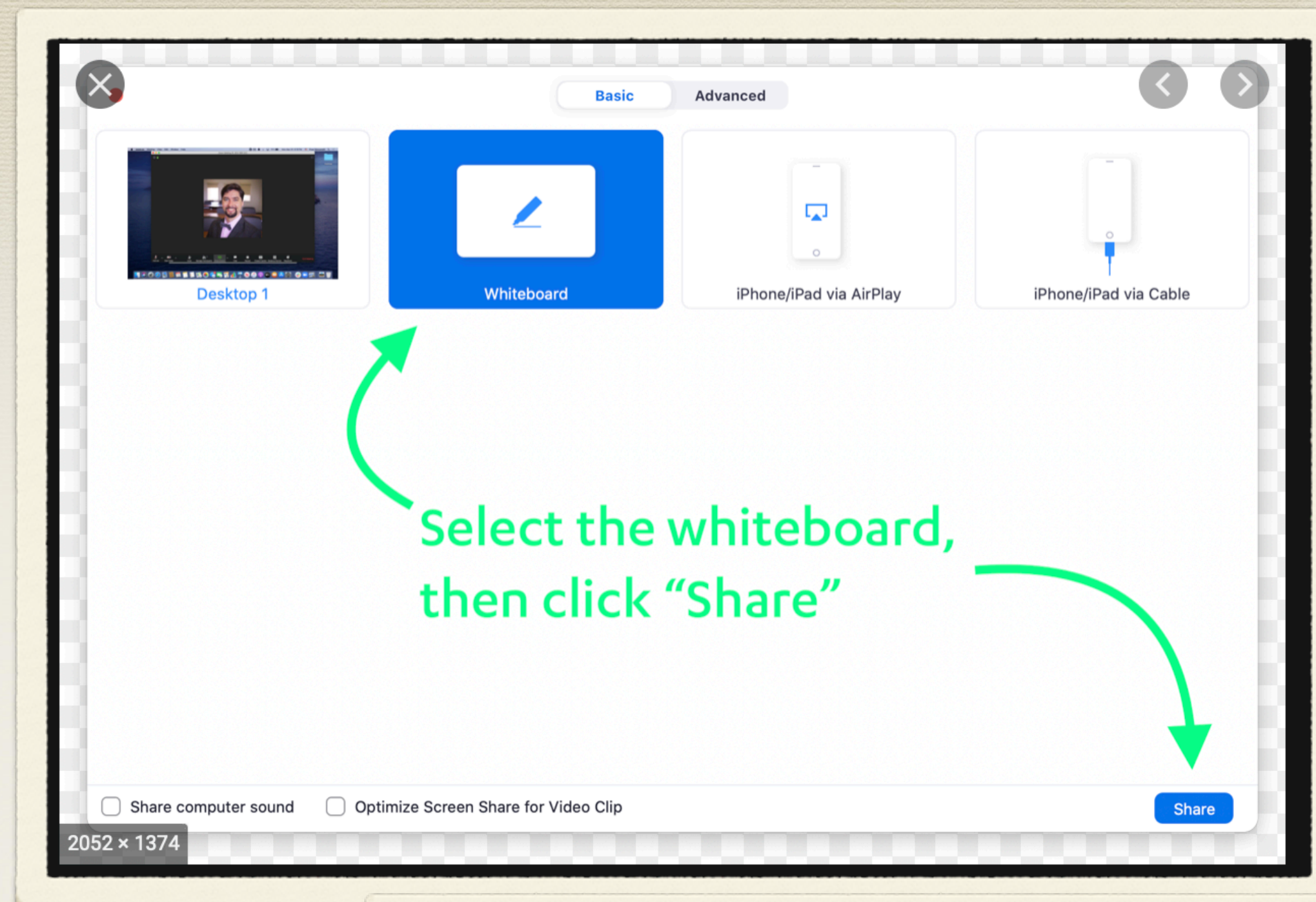
Ending the Meeting

Ending the Meeting

* Your participants can click on leave the meeting

* You as the host, can click on end the meeting for all

* It is recommended to end the meeting for all
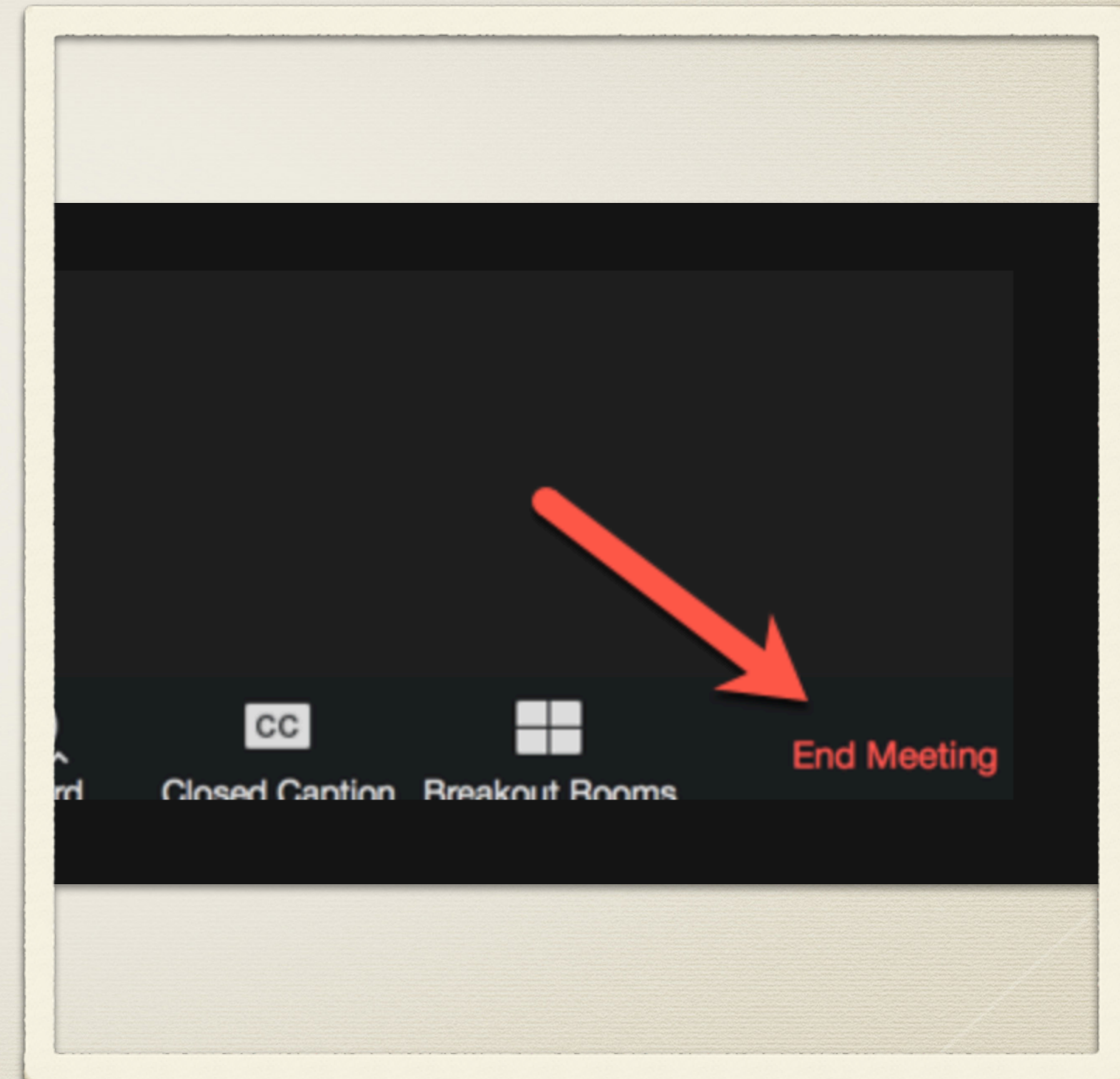
Next Steps

Now it is your turn!

* Select a Zoom buddy to practice your Zoom hosting skills

* Schedule a meeting and try out the tools

Questions?

Use the Zoom Tutorials for help
Use the Literacy Zoom Help list as a resource
Ask a Zoom buddy
Contact us at: lvandroscoggin@yahoo.com

Thanks!