1. **What are breakout rooms in Zoom?**
   a. Breakout rooms give you the ability to split your class into groups or sessions. Within each breakout room, participants have full audio, video, and sharing capabilities. Each room can also alert the host when help is needed, and the host can visit any of the breakout rooms at any time to assist and answer questions.

2. **How do I setup breakout rooms?**
   a. To setup breakout rooms DURING a meeting, click on "breakout rooms" on the bottom toolbar. Select how many rooms and then choose how you want to break up the groups: "automatically" or "manually."
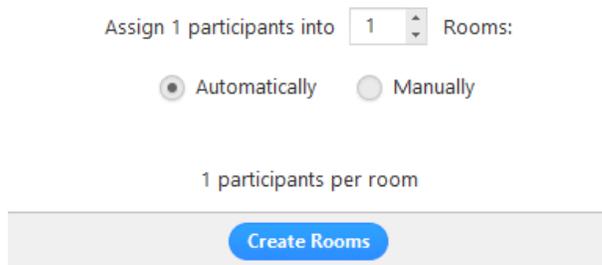
   b. If you selected "automatically," students will be automatically assigned to their breakout rooms. If you clicked "manually" you will assign students to each room by clicking "assign" next to each breakout room.
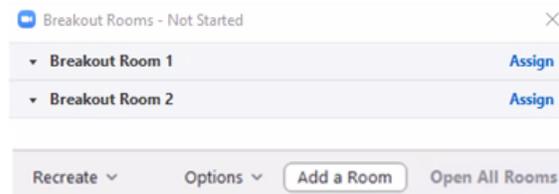

   c. Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them. There are several options for breakout rooms. To see all your options, please see this link: https://support.zoom.us/hc/en-us/articles/206476313
   d. The teacher must click "open all rooms" for the breakout meetings to begin.

3. **How do I launch a poll in Zoom?**
   a. The polling feature allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results.
   b. Click on the "polls" icon on the bottom tool bar.

- Enter a title and your first question.
- (Optional) Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.
- Select whether you want the question to be single choice (participants can only choose one answer) or multiple choice question (participants can choose multiple answers).
- If you would like to add a new question, click Add a Question to create a new question for that particular poll.
- Type in the answers to your question and click Save at the bottom.
- Once you click save, you will see a preview of your poll. You must hit "Launch Polling" to allow users to begin responding to the poll.

c. The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live. Once you would like to stop the poll, click **End Poll**.
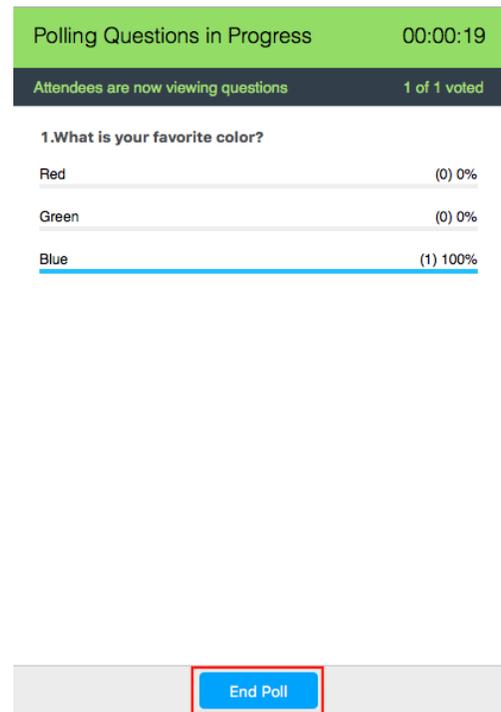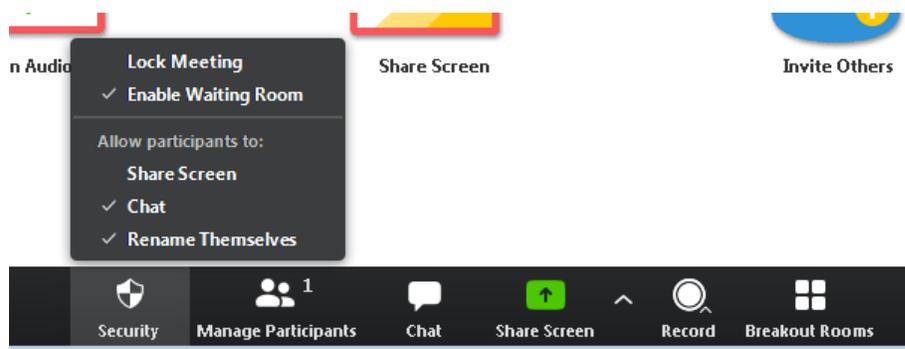
d. If you would like to share the results to the participants in the meeting, click **Share Results**. Participants will then see the results of the polling questions.

Polling 1: Polling Questions	Edit
Poll closed	1 voted

1.What is your favorite color?

Red	(0) 0%
Green	(0) 0%
Blue	(1) 100%

Share Results   Re-Launch Polling 1

Sharing Poll Results

Attendees are now viewing poll results

1.What is your favorite color?

Red	(0) 0%
Green	(0) 0%
Blue	(1) 100%

Stop Sharing
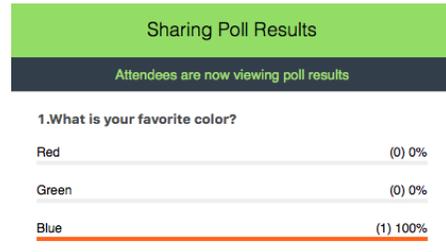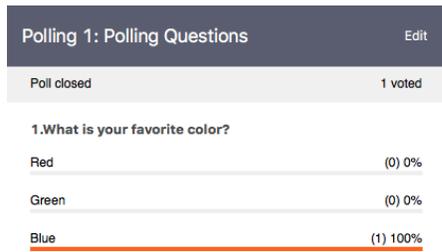
Updated Zoom Security setting as of April 16, 2020

1. **Can I change the security settings when I'm in a Zoom Meeting with my students?**
   a. There is a Security icon that will display in your toolbar next to the Manage Participants. Some options have a check mark as they are automatically enabled when you create a meeting. You can turn those off if you wish and you can turn others on.
   b. Some examples are if you check "Lock Meeting" once your students are all in you will prevent others from joining during your meeting. The "Allow participants to" section allows you to uncheck the Chat so students won't be able to send messages during the meeting if this is becoming disruptive.

n Audio   **Lock Meeting**
          ✓ **Enable Waiting Room**

Share Screen

Invite Others

Allow participants to:
Share Screen
✓ **Chat**
✓ **Rename Themselves**

Security   Manage Participants   Chat   Share Screen   Record   Breakout Rooms

<u>Updated Zoom Security setting as of April 4, 2020</u>

1. **How do I admit participants into the Zoom Meeting, now that it is a default of all meetings?**
   a. As the host, once you've joined, you'll begin to see the number of participants in your waiting room within the Manage Participants icon. Select Manage Participants to view the full list of participants, then you'll have the option to admit individually by selecting the blue Admit button or all at once with the Admit All option on the top right-hand side of your screen.

2. **If my students are using the zoom link on my teacher page in Clever will my meetings require a password because of the new zoom security changes?**
   a. No, your personal meeting ID's were all updated in your Zoom links on your teacher page in Clever to include the embedded password.
   b. If your meetings are still requiring a password, please let Beth Jacobs or Jennifer Milburn know and they will assist in fixing this for you.

3. **How do I find the password for scheduled meetings now that these are required with the Zoom security changes (Note: this is not when using your direct Zoom link on your teacher page in Clever)?**
   a. To locate your meeting password, log in to your account, visit your Meetings tab, select your upcoming meeting by name, and copy the new meeting invitation to share with your attendees. The password will be included in the new invitation that you email out to participants.

<u>Tips for Recording in Zoom</u>

1. **Is it possible to record a zoom without recording the students (if teachers know that they will be uploading)?**
   a. Yes, Zoom is going to record whatever is on your screen at the time you are recording. You can use the Share Screen option and only record what you are showing in your shared screen.
   b. If you are viewing all participants and not sharing your screen, that is what would be recorded.
   c. Any student that should not be recorded, can turn their video off and it will display only their name.
   d. Teachers can also stop the video of individual students by click on the 3 dots on the students screen and selecting Stop Video.
   e. As the host, you also can change the name that is entered for a student using Manage Participants section, clicking the three dots in the participant's video screen and selecting Rename.

2. **Is it possible to have a portion of a Zoom where you can see all the students (for the social aspect) but another part where the teacher is presenting so you just see the teacher?**
   a. Yes, you could start your meeting showing everyone's videos and then change to Share Screen and start recording at that point.

b. You are also able to show your video only, as the host, and then record that portion of the screen.
c. Note: you can pause your recording and then restart recording at any point during the meeting.

3. **Is it possible to have a zoom where all you see is the teacher? Like some sort of presentation mode?**
    a. Yes, you will need to pin your video to the screen and only your video will be recorded. You will see your other participants, but it will not record them.
    b. To pin your video, hover the mouse over the right hand corner of your video display, click on the three dots and select Pin Video. Then turn on the record feature to start recording. (Note, select "Record on this computer" if given the option).

<u>Additional Questions</u>

1. **Why are student's saying they do not see my Zoom link in Clever?**
    a. If you added the District Zoom link (see image below) into your teacher class page, students will not see the icon. You need to add a new link on teacher page with your personal meeting id, which now has the embedded password included. (see "Adding a Link in Clever" on the new Teacher Tech Tips page on the website, www.ecusd7.org/tech)

Zoom
DISTRICT

2. **What if I click on the zoom link I created on my teacher page in Clever and Zoom opens up saying "Please wait for the host to start this meeting," what can I do?**
    a. If this occurs, go back to your main Clever screen and click on the Zoom District icon (see image above). Your Zoom profile page will pull up, which signs you into your zoom account. Go back to your Clever tab and then to your teacher page and click on your teacher page zoom link. This should fix the issue and you should now be the Host of the meeting.