Introduction to Virtual Learning Platforms & Online Tools

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Why we're here

- **How to connect to Zoom**
- **Differences between Zoom and other online learning platforms: GoToMeetings, Webex, Microsoft Teams, Skype, Google Hangouts**
- **Difference between an online meeting/class and a webinar**
- **Zoom Meeting Roles:**
  - **Host**
  - **Co-Host**
- **Basic Zoom features:**
  - **Renaming**
  - **Chat – Everyone Vs Direct Message**
  - **Participant Emojis**
  - **Reactions**
  - **Video/Audio Settings**
  - **Interpretation Settings**
- **Advanced Zoom Features:**
  - **Polls**
  - **Breakout Rooms**
  - **Whiteboard**
  - **Screen Sharing**
  - **Files/URL Links Sharing**
  - **Virtual Background**
  - **Filters**

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How to Connect
to a Zoom Meeting

zoom

Meetings

- ➔ See each other
- ➔ Interact with the speakers
- ➔ Up to 500* ppl
- ➔ Collaboration
- ➔ No Q&A
- ➔ Chat
- ➔ Polling
- ➔ Breakout rooms

Webinars

- ➔ You want to present info without much interaction
- ➔ A virtual lecture hall
- ➔ Up to 100 panelists and 10k viewers
- ➔ Q&A
- ➔ Chat
- ➔ Polling
- ➔ No Breakout Rooms

Zoom Meeting Roles

<u>Host – Co-Host - Instructor</u>

Delivers content with a focus on ensuring equitable and inclusive participation.

<u>Note-Taker</u>

Takes notes throughout the meeting in a shared Google doc that can be shared with those attending and those who missed the meeting.

<u>Remote Advocate</u>

In a hybrid in-person and remote meeting, ensures remote participants are included throughout the meeting (this should not be the facilitator)

<u>Timekeeper</u>

<u>Tech Helper</u>

Provides technical assistance for those experiencing issues or who have tech questions.

<u>Facilitator</u>

Assists Instructors throughout the class. Roll call, and verification of participants ID/Profile

Set-up
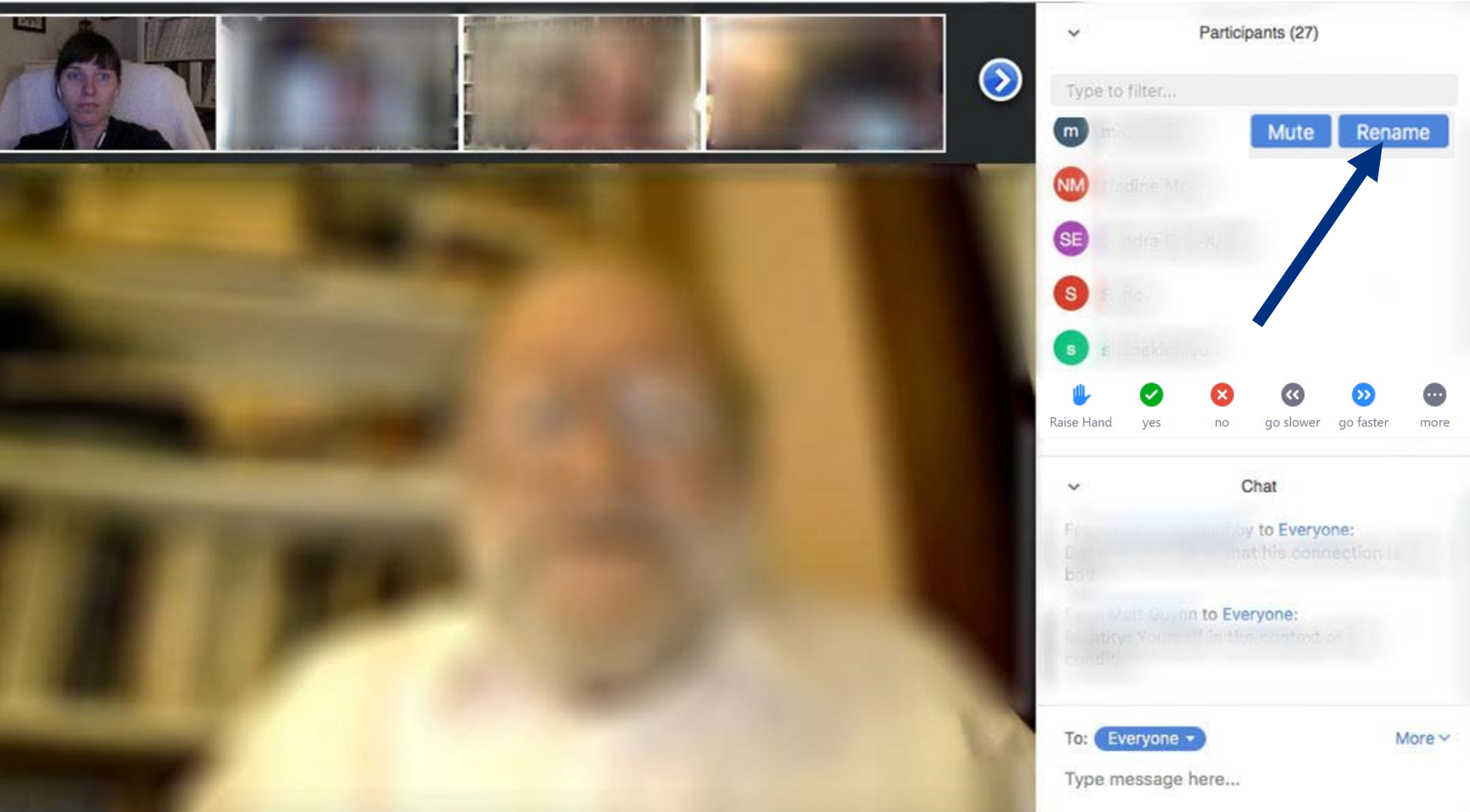
Click Unmute and Start

Video to say hello
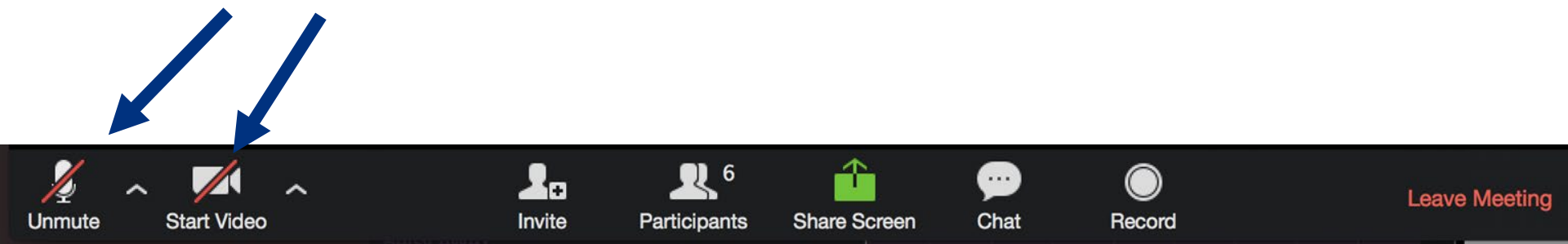
Click Participants

and Chat

Rename

Rename yourself by hovering on your name in the Participants menu and clicking "Rename". Add your pronouns & location.

Chat

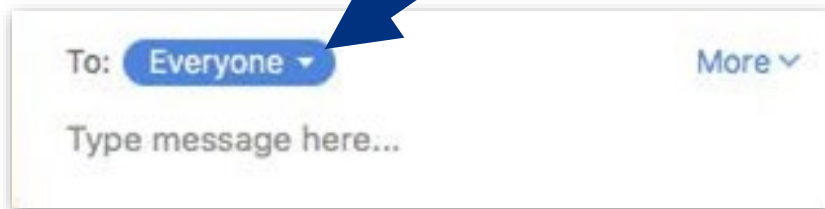## "What's one thing you're doing to de-stress during these uncertain times?"

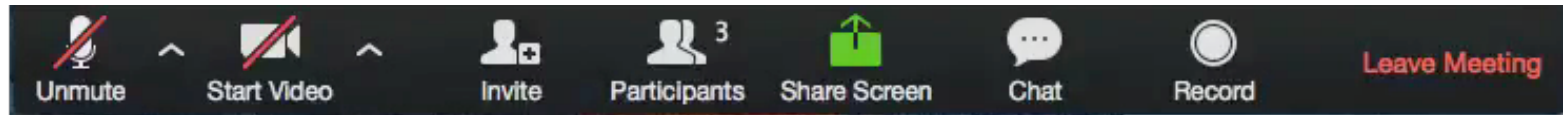To: **Everyone** ▾

More ⌄

Type message here…

Private Chat

Click to choose who to send your private chat to.

To: **Everyone** ▾   More ⌄

Type message here...

Unmute — unmute mic only when it's your turn to speak

Start Video — turn webcam on/off

Participants — raise your hand or view who else is in the meeting

Share Screen — share your screen when it's your turn to present

Chat — join the chat discussion or share links

Leave Meeting — leave the meeting at the end of class
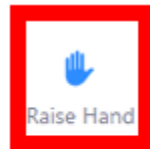
Raise Hand   yes   no   go slower   go faster   more

Unmute Me

Share Screen   Record   Reactions   More
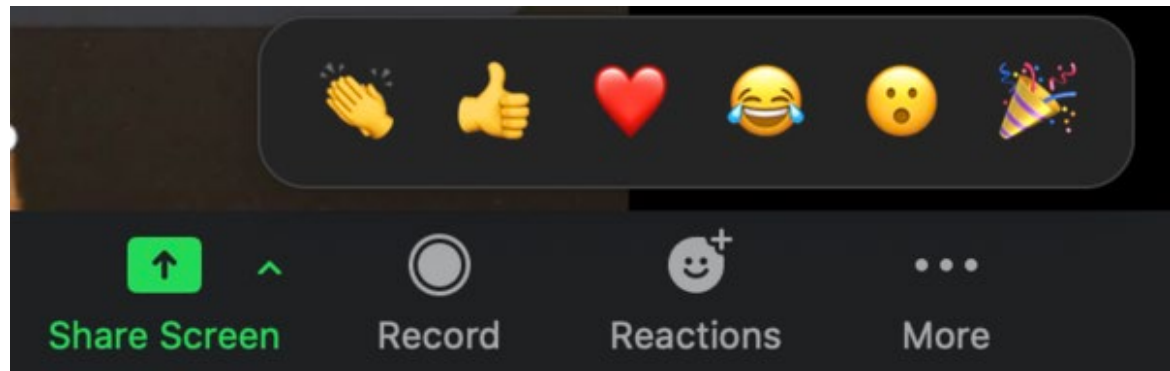
Raise your hand

- Use the participants menu tool

  --*or*--

- Type * in chat

- *9 on phone

Participants (27)

Type to filter...

Raise Hand | yes | no | go slower | go faster | more

Mute Me | Claim Host
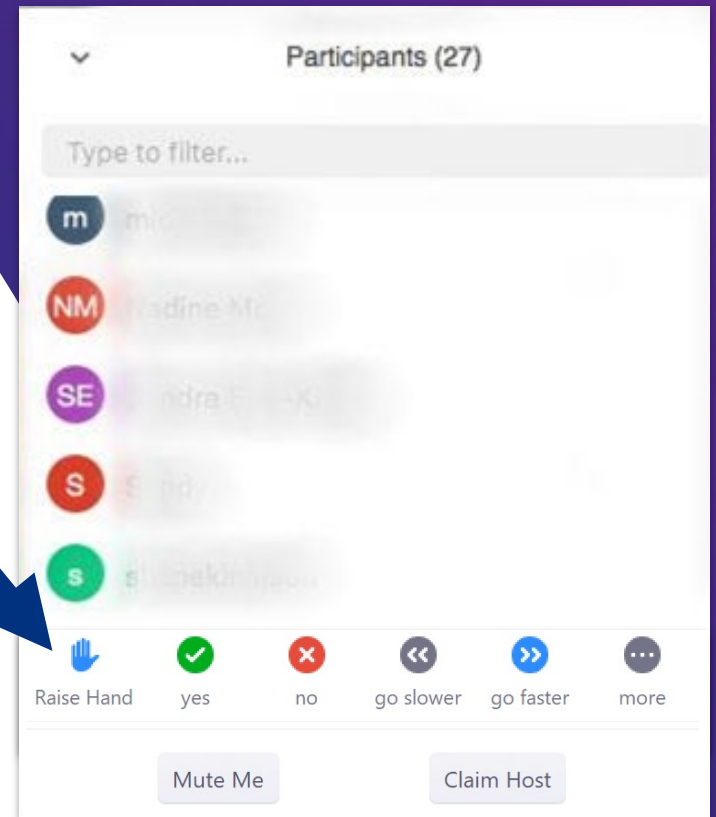
Using Interpretation in Zoom Meetings/Classes
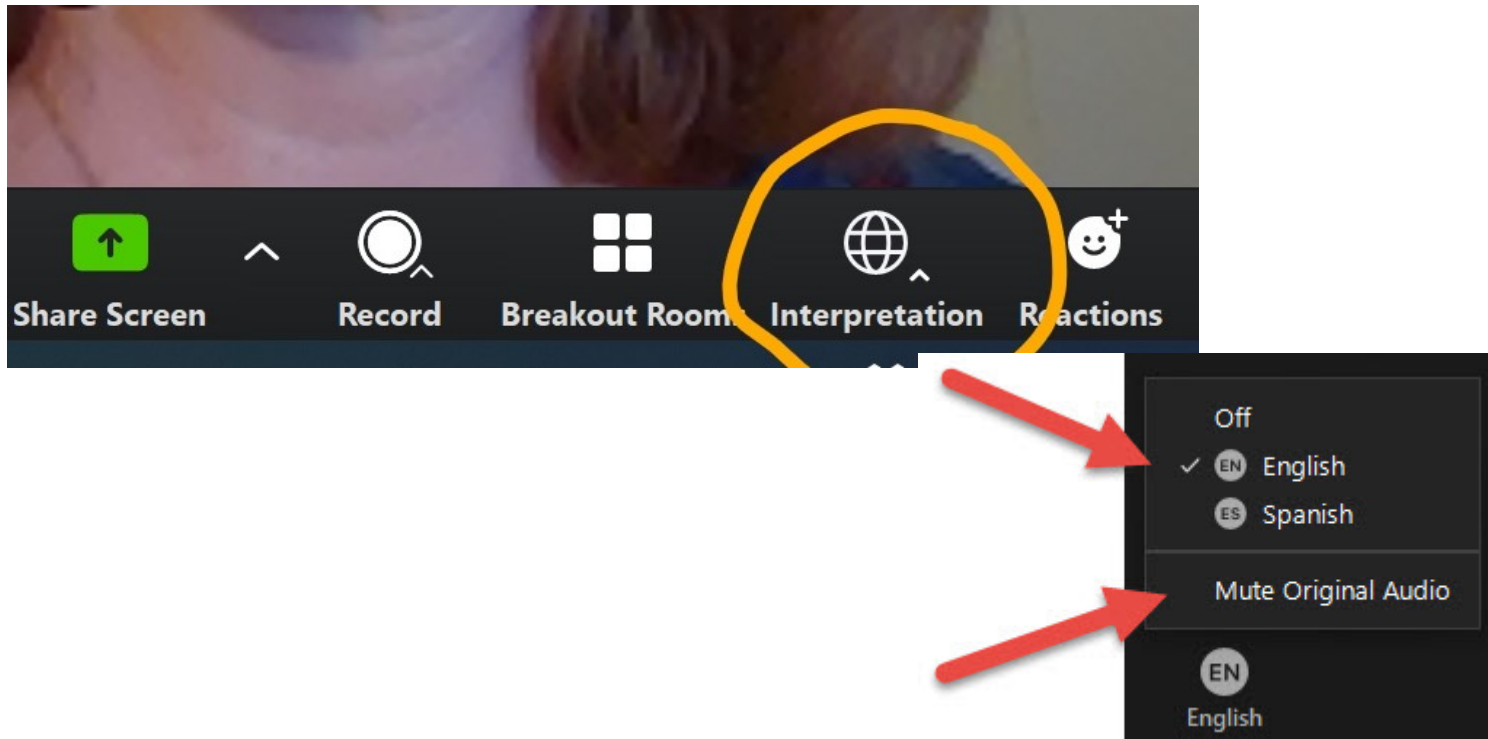
Breakouts

In small groups, come up with 3-5 concrete ideas for how you could apply these best practices to your next meeting.
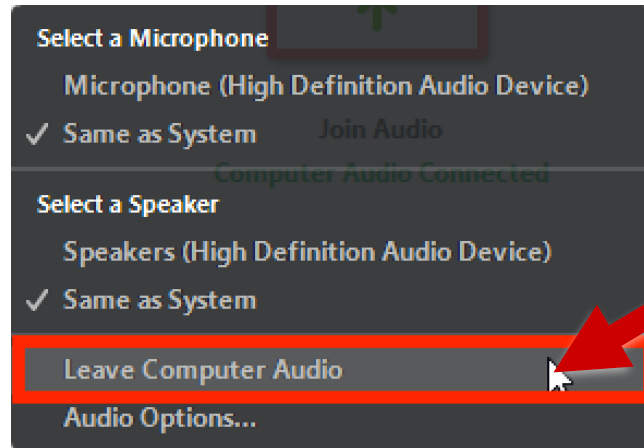
Thank you!

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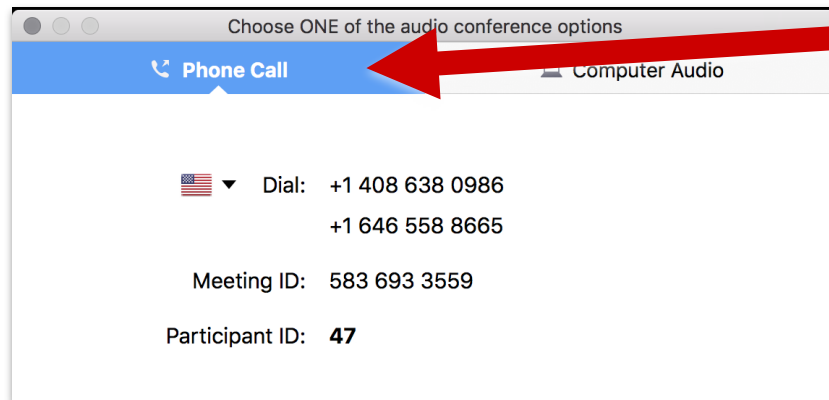**& Training Center**

Use phone for audio

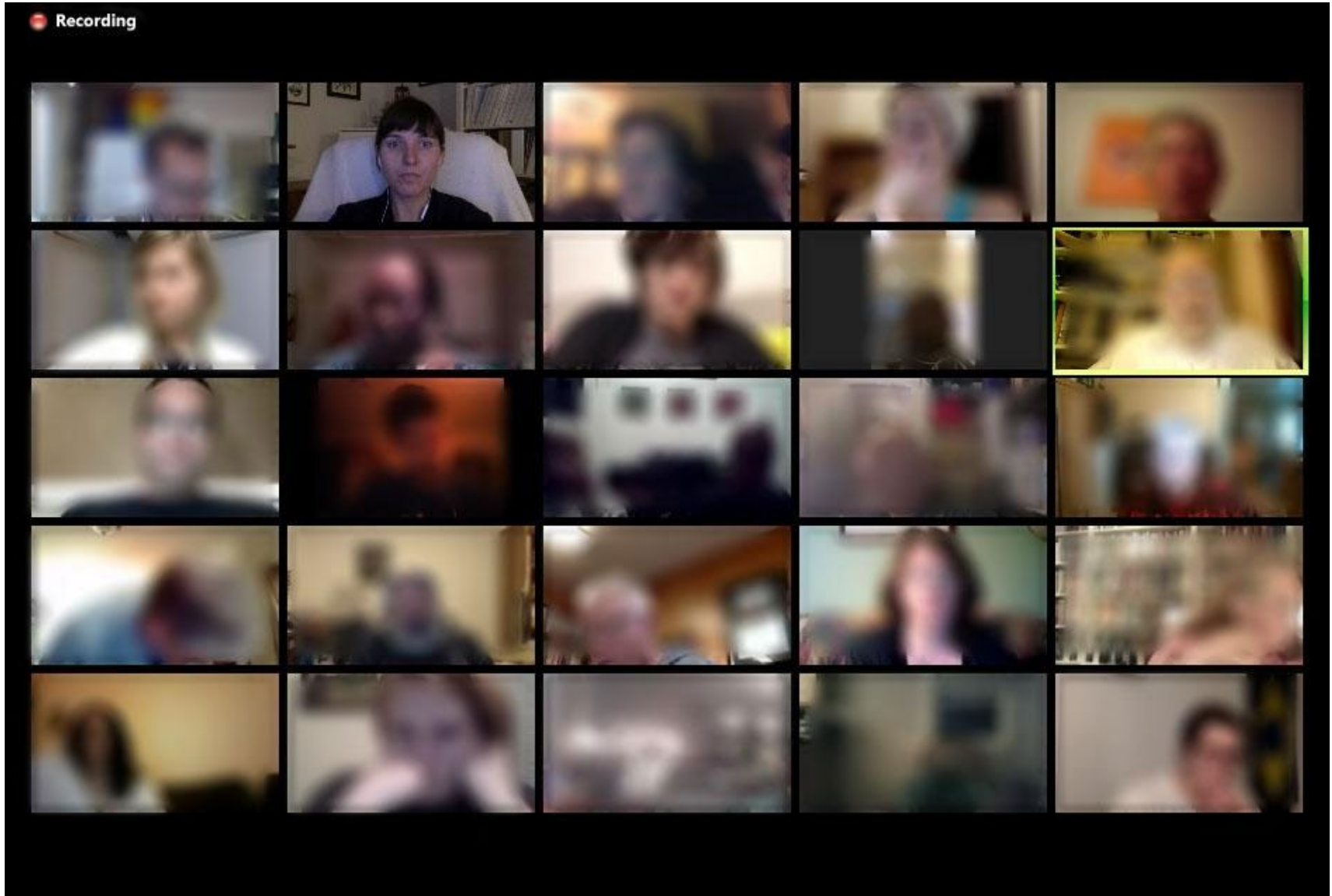1. Click the **^** arrow next to Mute/Unmute.

1. Click **Leave Computer Audio**.

1. Click **Phone Call** for dial in info. Click the flag for your country's dial in number.

Gallery View

You can see everyone!

Gallery View

When you put your mouse cursor on the screen:

Change Views

Loudest person

More people

Tool bar

Speaker View

Helps you focus on the speaker