

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**

How to Connect to a Zoom Meeting





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

Host – Co-Host - Instructor

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

Note-Taker

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

Remote Advocate

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

Timekeeper

Tech Helper

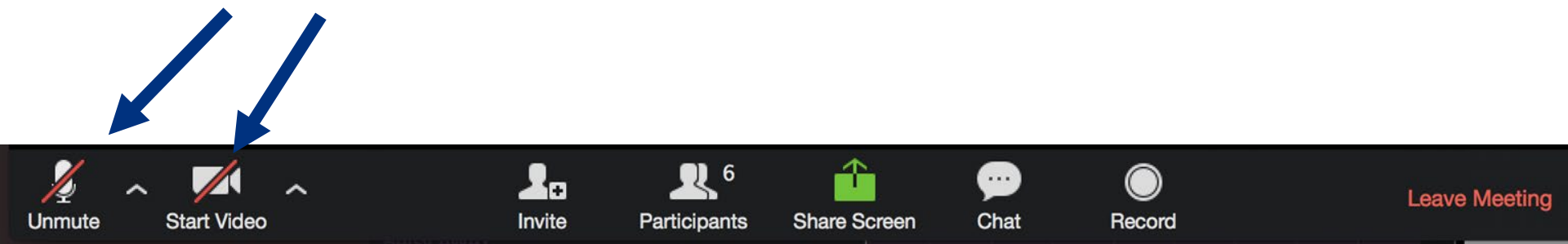
Provides technical assistance for those experiencing issues or who have tech questions.

Facilitator

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

Set-up

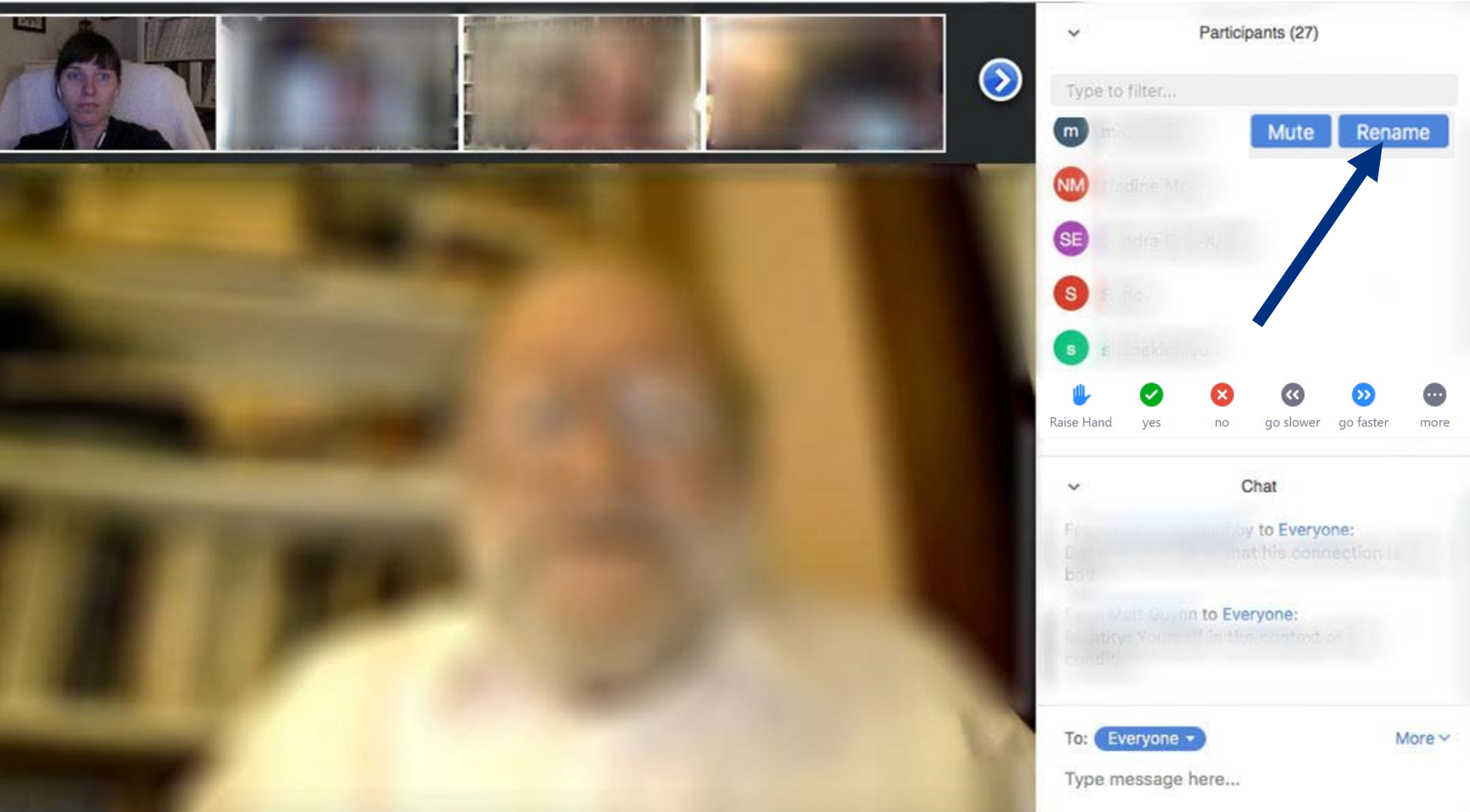
Click Unmute and Start Video to say hello



Click Participants
and Chat

Rename

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



The image shows a Zoom meeting interface. On the left, there is a video gallery with several blurred thumbnails. On the right, the 'Participants (27)' panel is open, displaying a list of participants with their initials and names. A blue arrow points to the 'Rename' button next to the first participant's name. Below the participant list, there are icons for 'Raise Hand', 'yes', 'no', 'go slower', 'go faster', and 'more'. The 'Chat' panel is also visible, showing a message from Malt Guyon to Everyone: 'Identity: Yourself in the context of...'.

Chat

“What’s one thing you’re doing to de-stress during these uncertain times?”

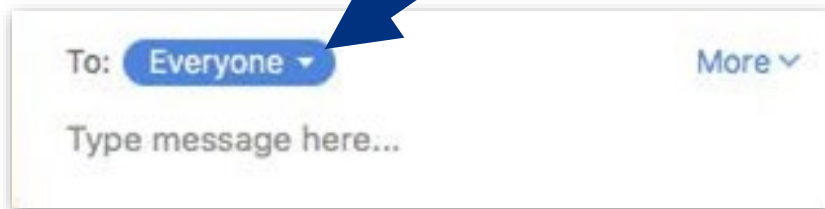
To: **Everyone** ▾

More ▾

Type message here...

Private Chat

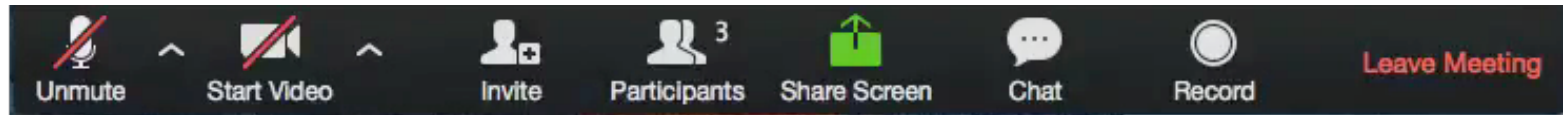
Click to choose who to send your private chat to.



To: **Everyone** ▾ More ▾

Type message here...

A screenshot of a chat interface. At the top left, it says 'To:'. To its right is a blue rounded rectangle containing the word 'Everyone' and a small downward-pointing triangle. Further right is the word 'More' followed by another downward-pointing triangle. Below this is a text input field with the placeholder text 'Type message here...'. A large blue arrow points from the text above to the 'Everyone' dropdown menu.



unmute mic only when it's your turn to speak



turn webcam on/off



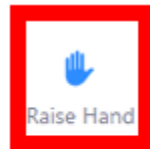
raise your hand or view who else is in the meeting



share your screen when it's your turn to present

join the chat discussion or share links

leave the meeting at the end of class



yes



no



go slower

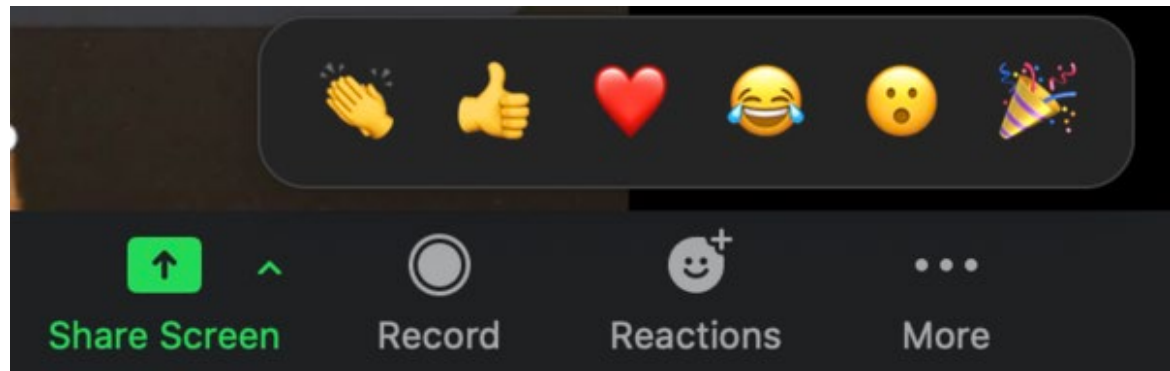


go faster



more

Unmute Me

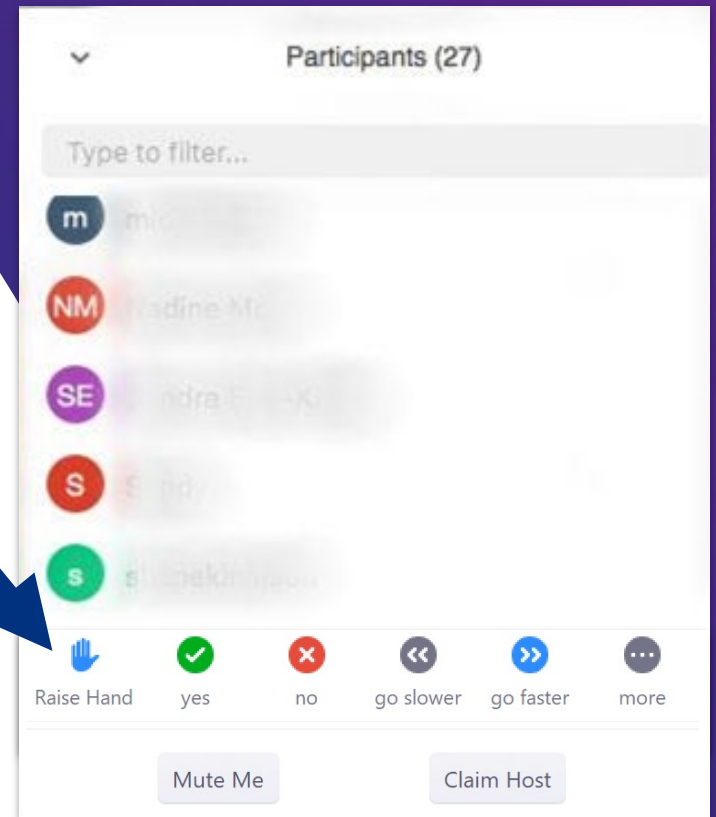


Raise your hand

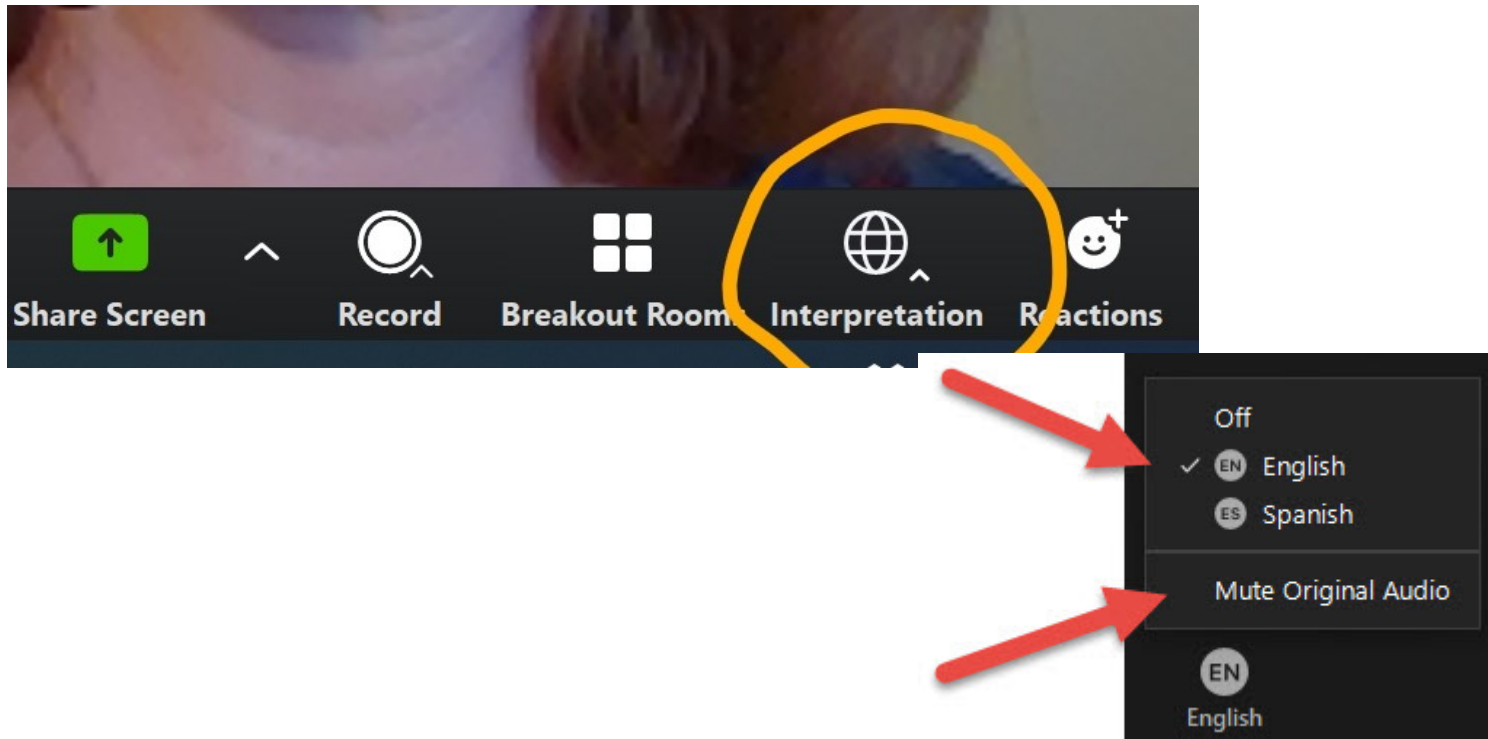
- Use the participants menu tool

--or--

- Type * in chat
- *9 on phone



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.



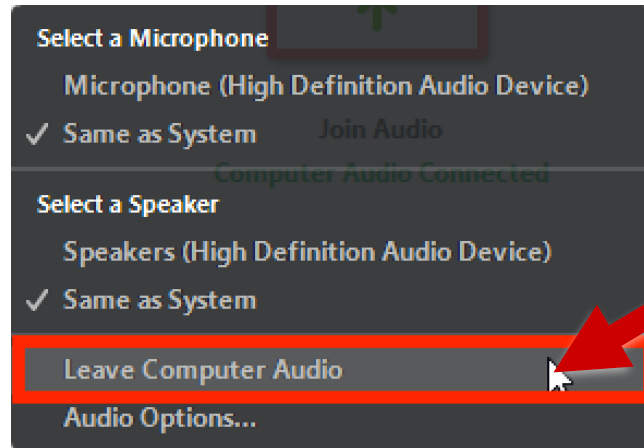
Thank you!



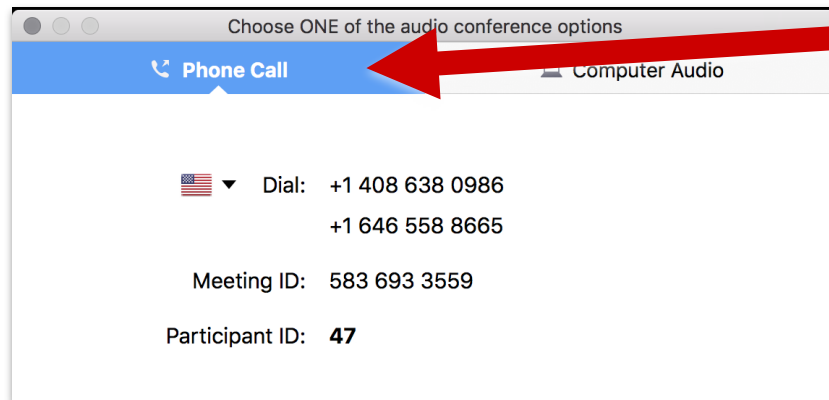
Use phone for audio



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



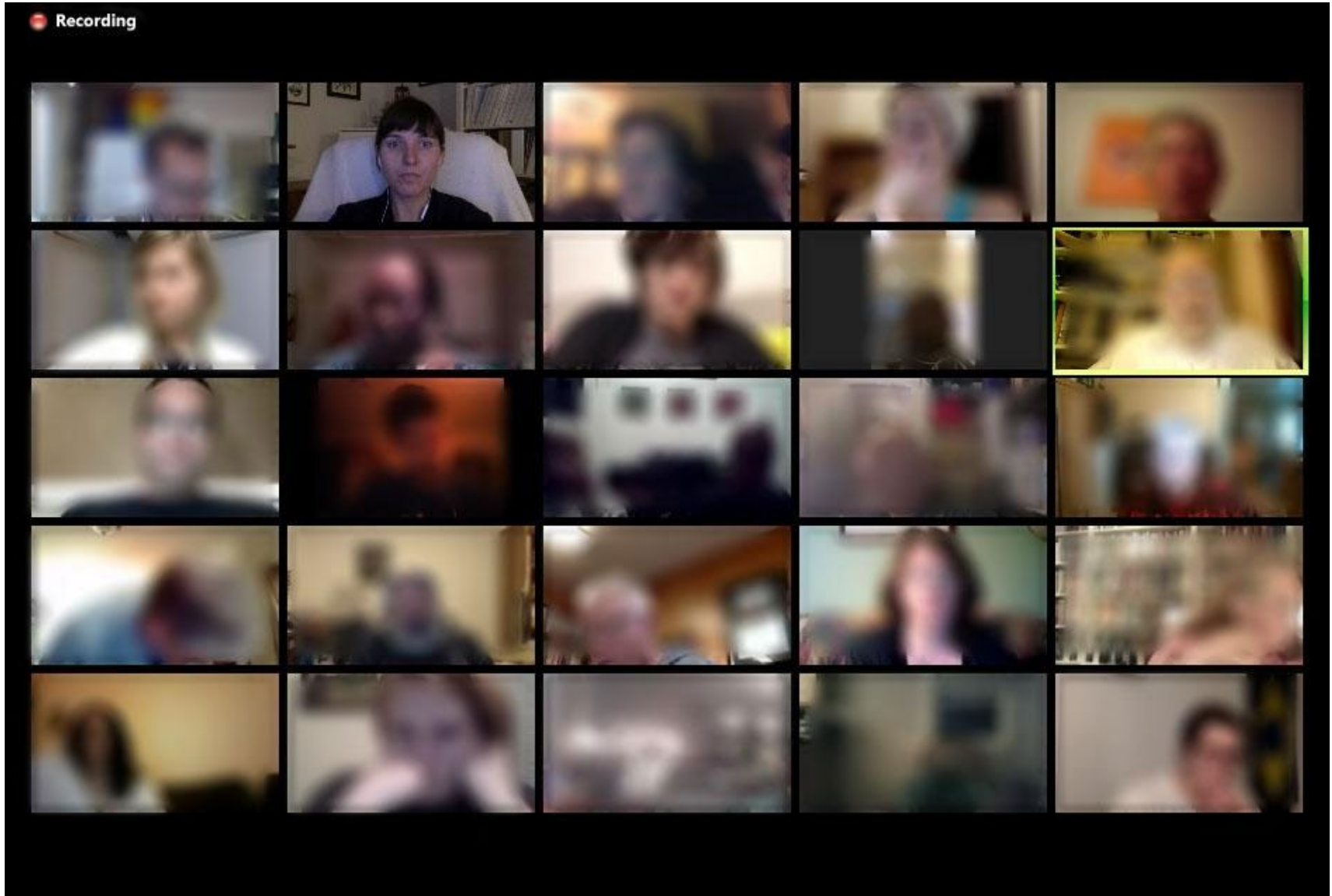
1. Click **Leave Computer Audio**.



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:

The image shows a Zoom meeting gallery view with 25 participants in a 5x5 grid. The interface includes a top bar with 'Recording', 'Speaker View', and a view toggle icon. A bottom toolbar contains 'Unmute', 'Stop Video', 'Invite', 'Participants' (27), 'Share Screen', 'Chat', 'Record', and 'Leave Meeting'. Annotations with blue arrows point to the view toggle icon (labeled 'Change Views'), a participant's video frame (labeled 'Loudest person'), a '1/2' navigation button (labeled 'More people'), and the 'Leave Meeting' button (labeled 'Tool bar').

Recording

Speaker View

Speaker View

Jeanne Rewa

1/2

1/2

Unmute Stop Video Invite Participants 27 Share Screen Chat Record Leave Meeting

Change Views

Loudest person

More people

Tool bar

Speaker View

Helps you focus on the speaker



Change Views

More people

