

ZOOM TRAINING

- ACCESSING CLASS
- BASIC FUNCTIONS
- ACTIVITIES
- OTHER RESOURCES

HOW DO I ENTER CLASS?



- www.zoom.us
- Recommend downloading the app on computer. Browser is less stable.
- Classes are set up using CLUES' account. You do NOT need a personal account.
- CLUES staff are meeting hosts.

HOW DO I ENTER CLASS?

AM Classes:

<https://zoom.us/j/401967033?pwd=bVljM0pVL3lrY3dLdFVSQmhSRmZpdz09>

Meeting ID: 401 967 033

Password: class

PM Classes:

<https://clues.zoom.us/j/583914613?pwd=Y3FsVFpISkFGTnBWUEhMN2ZtVTJFQT09>

Meeting ID: 583 914 613

Passcode: class

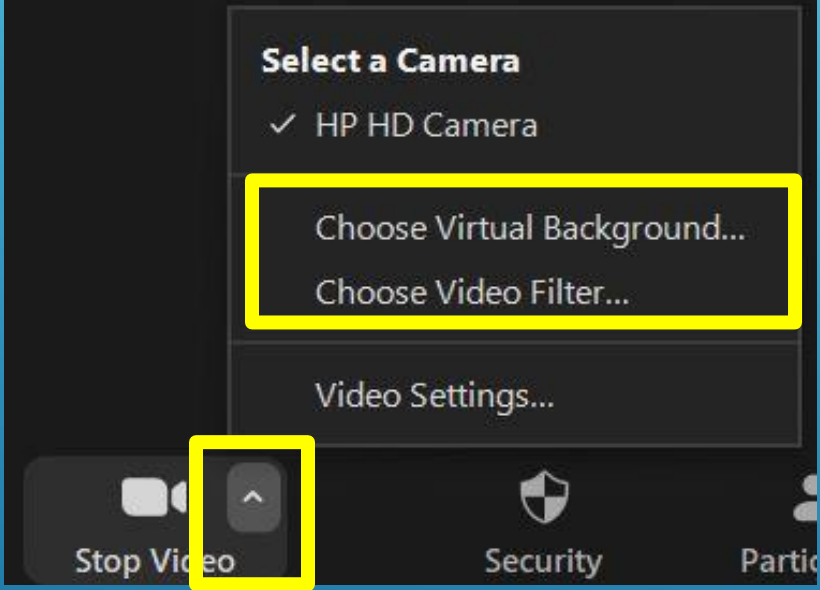
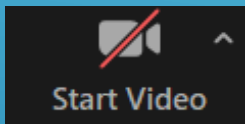
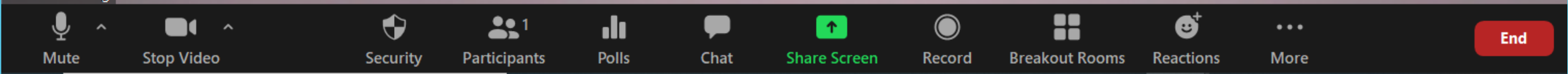
Links do not change. They will be the same all term.

Mute Stop Video Security Participants Polls Chat Share Screen Record Breakout Rooms Reactions More End

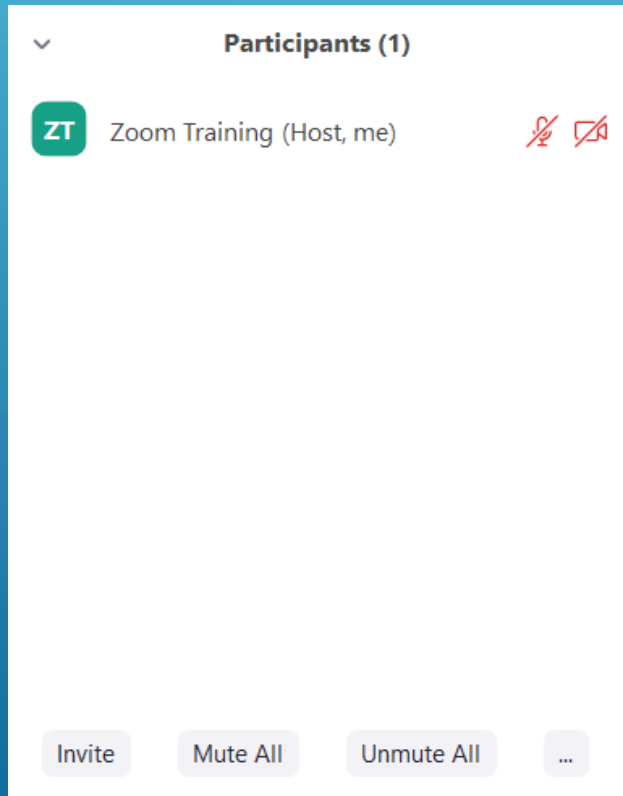


Unmute

AUDIO

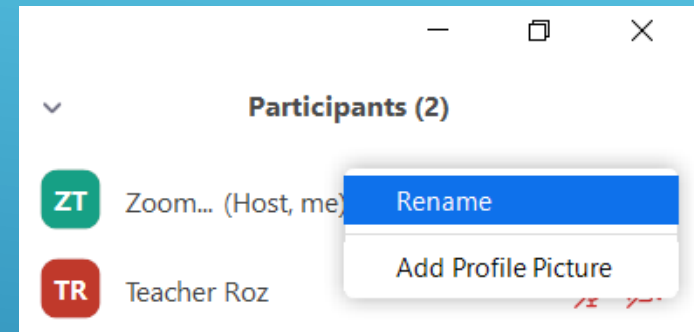
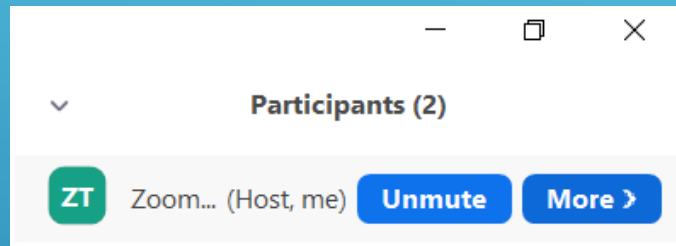
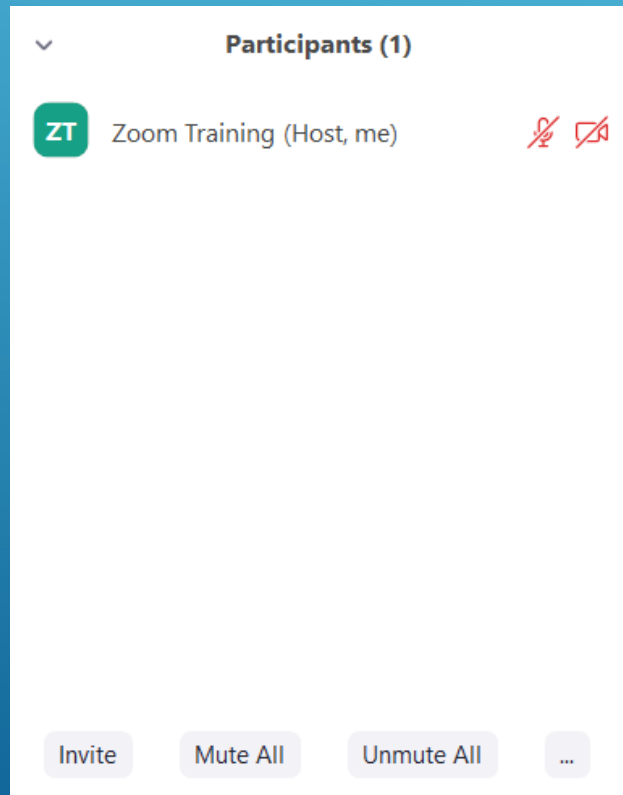
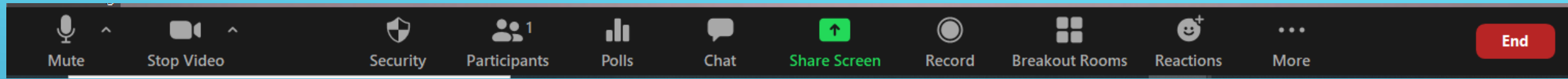


VIDEO



Teacher Tip: Write the names of your students on a piece of paper as they enter the class. It is helpful to know who is in the class so you can engage all students on the list during the lesson.

PARTICIPANT LIST

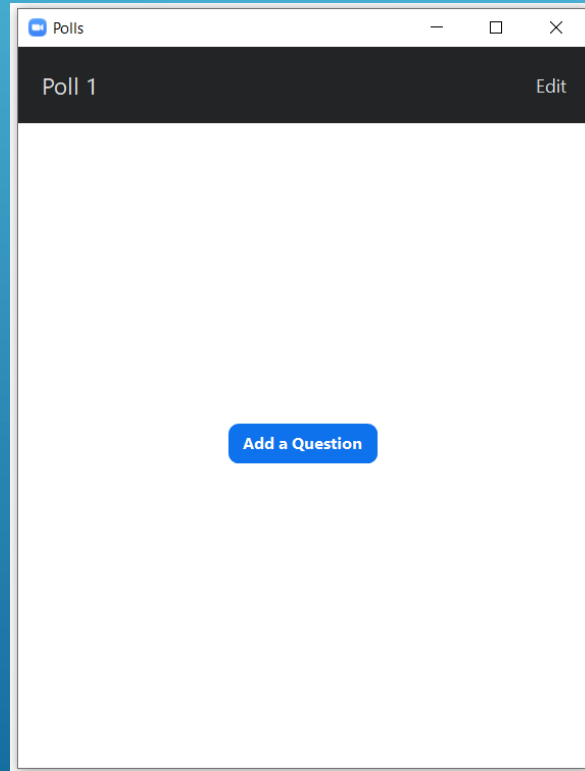


Teacher Tip: Add "Teacher" before your first name so students know who you are

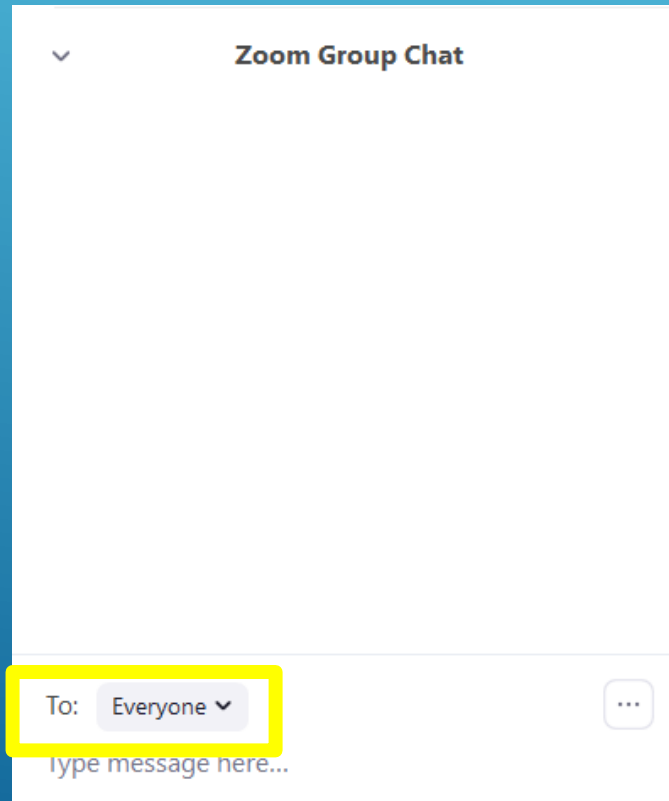
PARTICIPANT LIST



Only available in main session, not in breakout rooms



POLLS



- Send messages to everyone or a direct message to an individual.
- Can only send messages to people in your room.

CHAT

2

Select a window or an application that you want to share

Basic Advanced

The screenshot shows the 'Share Screen' dialog box with the 'Basic' tab selected. It displays a grid of application windows available for sharing. A red arrow points from the 'Share Screen' button in the top toolbar to the dialog box. A green arrow points from the instruction 'Select a window or an application that you want to share' to the 'Screen' window. A yellow box highlights the 'day1_healthwellness_convo-level...' window. Other visible windows include 'Whiteboard', 'iPhone/iPad', 'Zoom Tech Info - PowerPoint (CL...', 'Microsoft OneDrive - Access files ...', 'Snipping Tool', '2 - August (CLUES RemoteApp S...', 'English Class AM - Meeting Occur...', and 'Calendar - tmcintyre@clues.org - ...'. A 'Show all windows...' link is at the bottom right of the window list.

3

Share computer sound Optimize Screen Sharing for Video Clip

4

Share

SHARE SCREEN

CONVERSATION
LEVEL 1/2
05.18.2020

- Chat Alt+H
- Breakout Rooms
- Record Alt+R
- Disable participants annotation
- Show Names of Annotators
- Hide Floating Meeting Controls Ctrl+Alt+Shift+H
- Live on Facebook
- Live on Workplace by Facebook
- Live on YouTube
- Live on Custom Live Streaming Service
- Share computer sound
- Optimize Share for Full-screen Video Clip
- End Alt+Q

CONVE
LEVEL 1/2
05.18.2020

Teacher Tip: Most students connect using their phones. Make sure to use large text so students can read it.

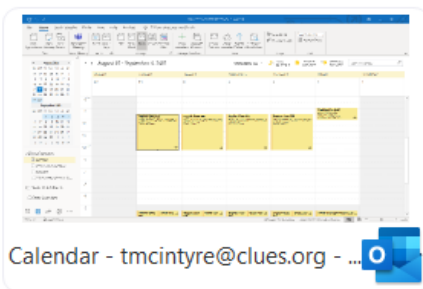
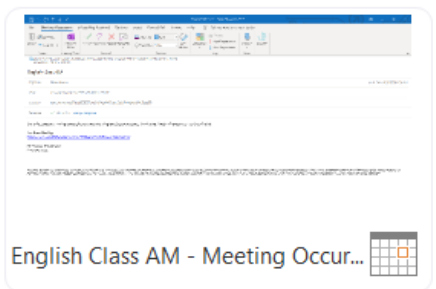
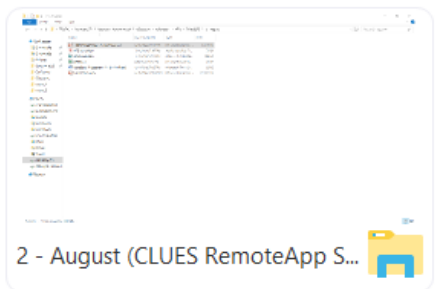
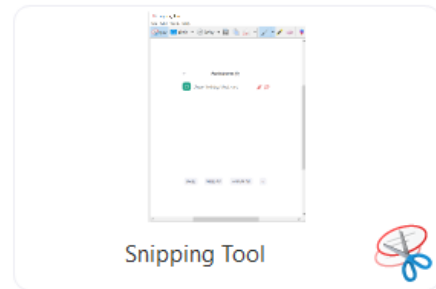
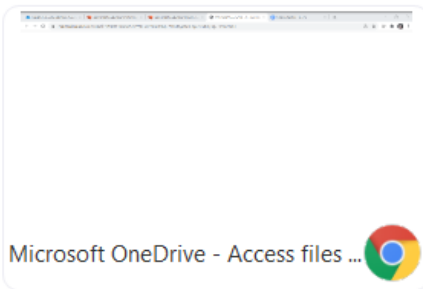
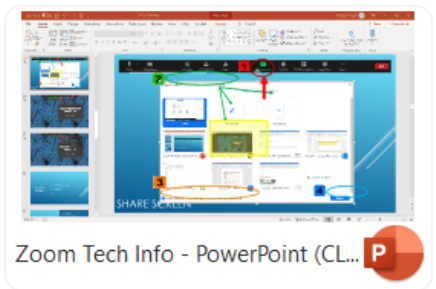
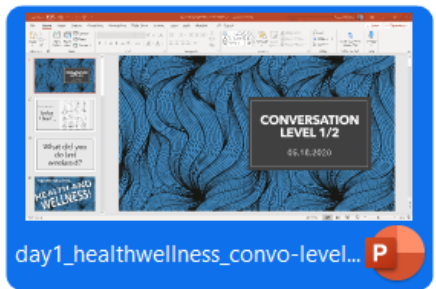
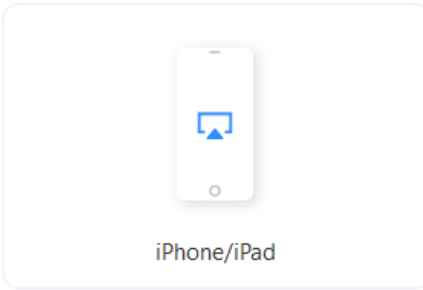
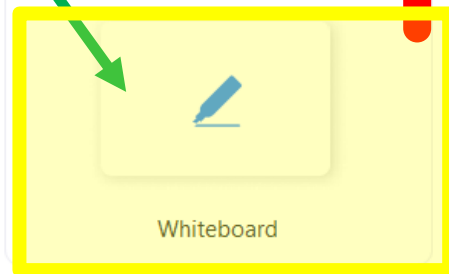
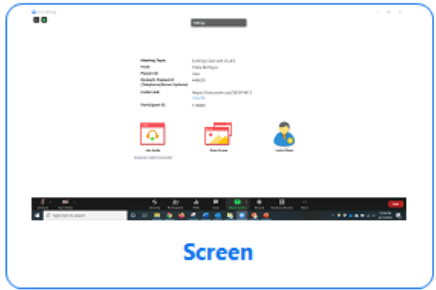
CONVERSATION LEVEL 1/2

05.18.2020

2

Select a window or an application that you want to share

Basic Advanced



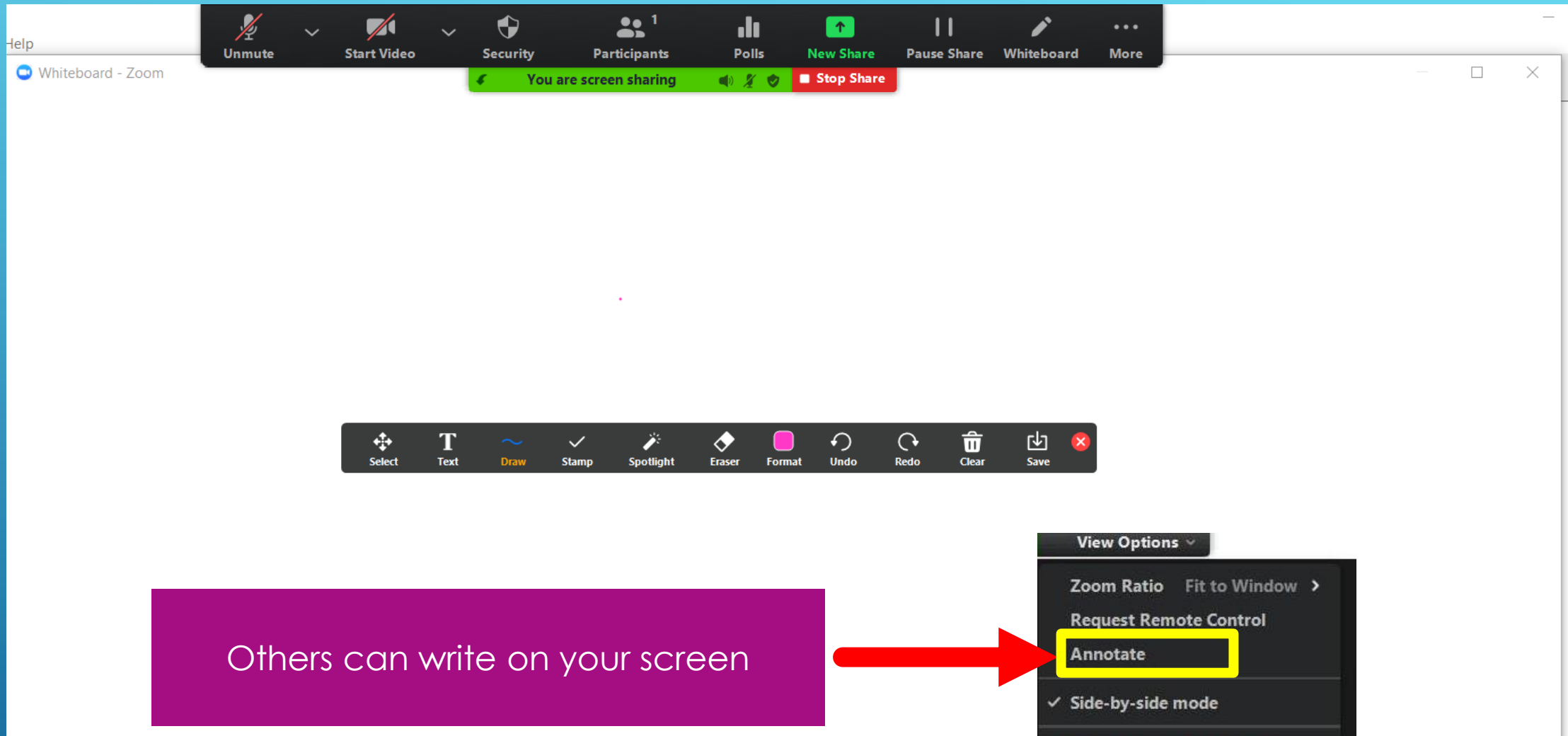
Show all windows...

Share computer sound Optimize Screen Sharing for Video Clip

3

Share

SHARE SCREEN



Others can write on your screen

View Options ▾

Zoom Ratio Fit to Window >

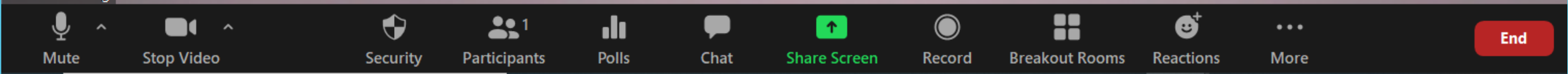
Request Remote Control

Annotate

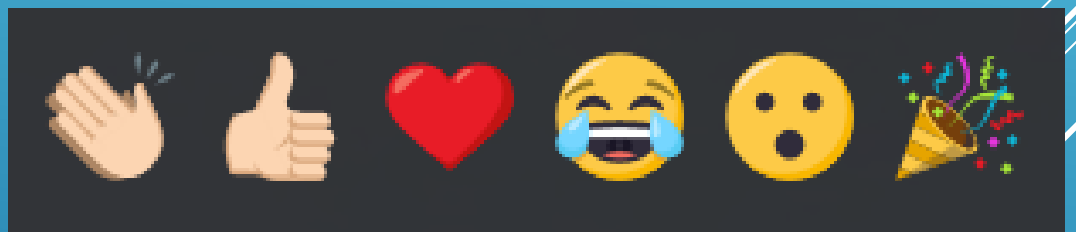
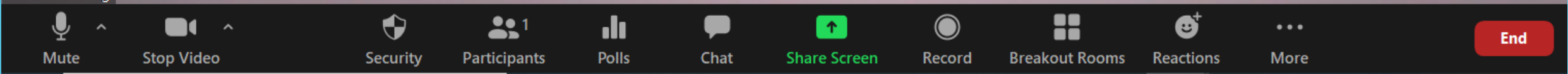
✓ Side-by-side mode

Stop Participant's Sharing

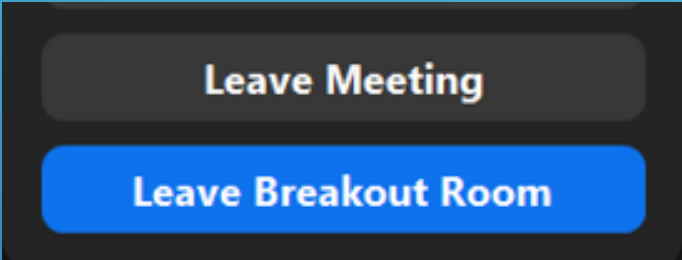
WHITEBOARD



BREAKOUT ROOMS



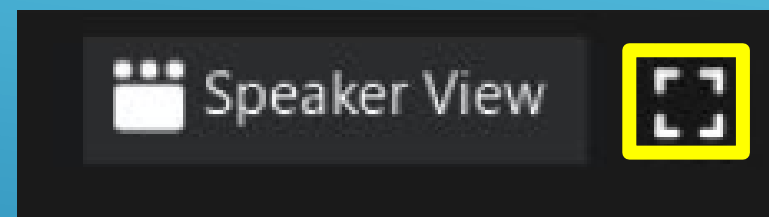
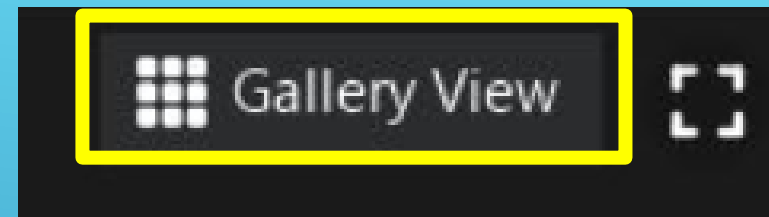
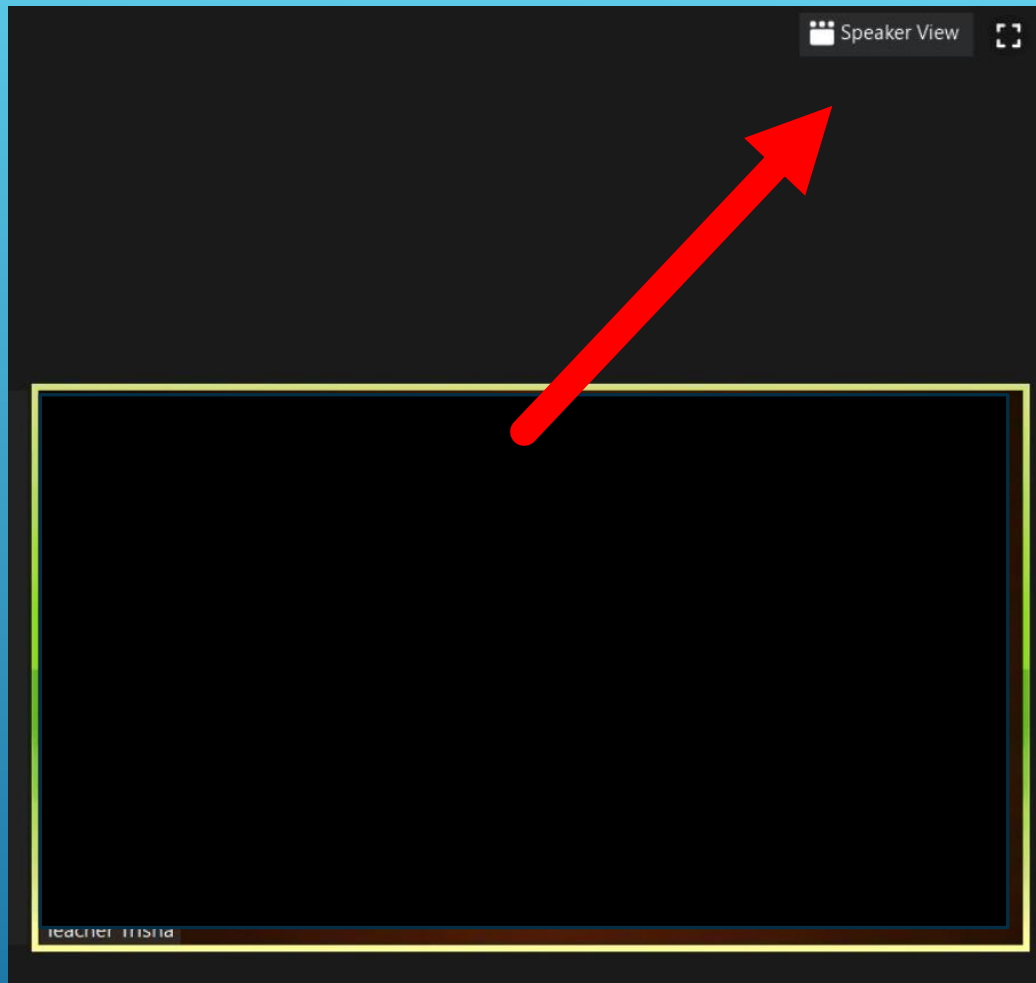
REACTIONS



Leave Meeting = Goodbye!

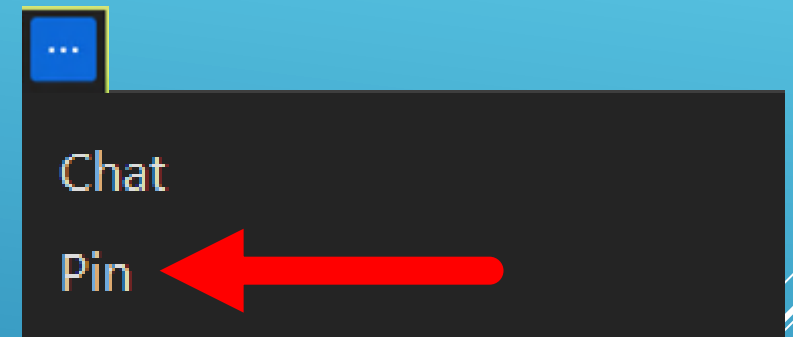
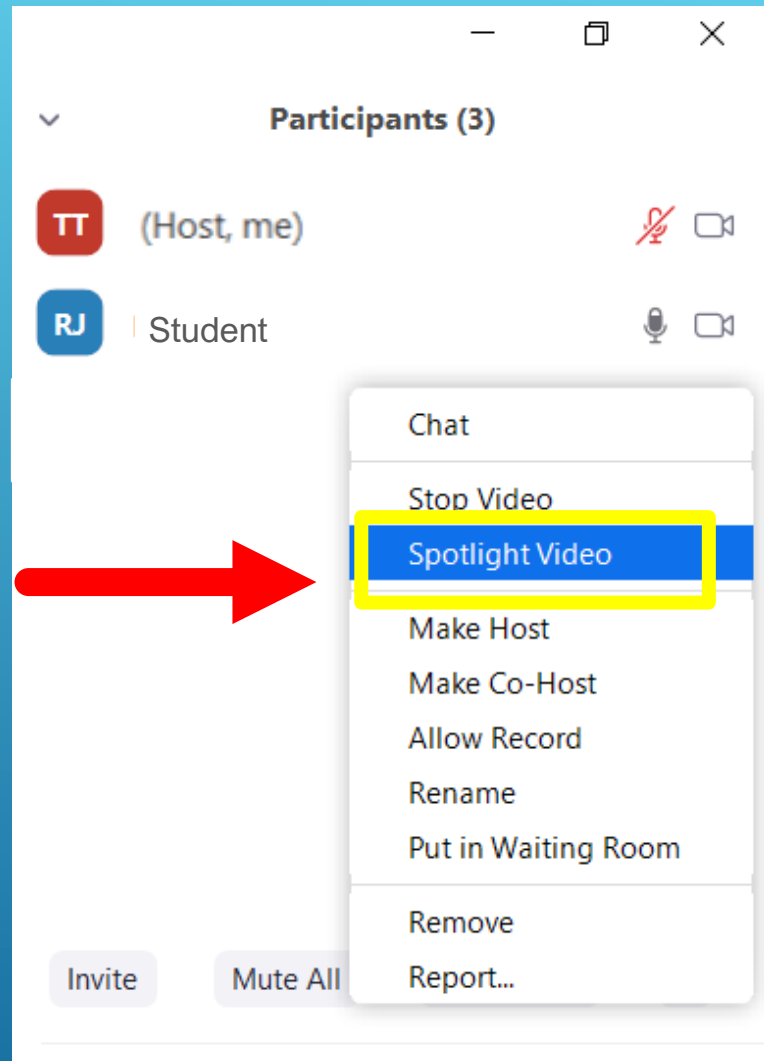
Leave Breakout Room = return to main session

END



Don't know who is speaking? Click this view. The image of speaker appears on your screen

VIEWS



VIEWS

I'M IN THE CLASS. NOW WHAT?

- All participants arrive in the main session with the host of the class.
- The host will make teachers co-hosts.
- Teachers & students are sent by the host to their breakout room (level 1, 2, 3, etc.).

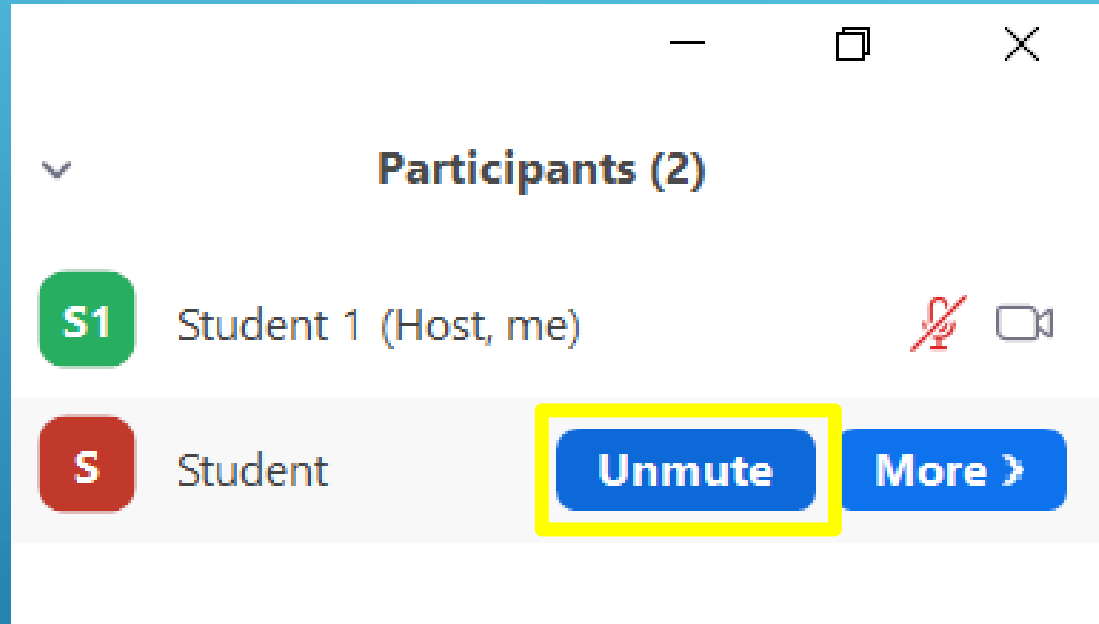
CO-HOST POWERS



- (Un)Muting
- Renaming
- Videos
- Admitting students

Click Participants > Hover over student's name > (Un)mute

CO-HOST POWERS



(UN)MUTING

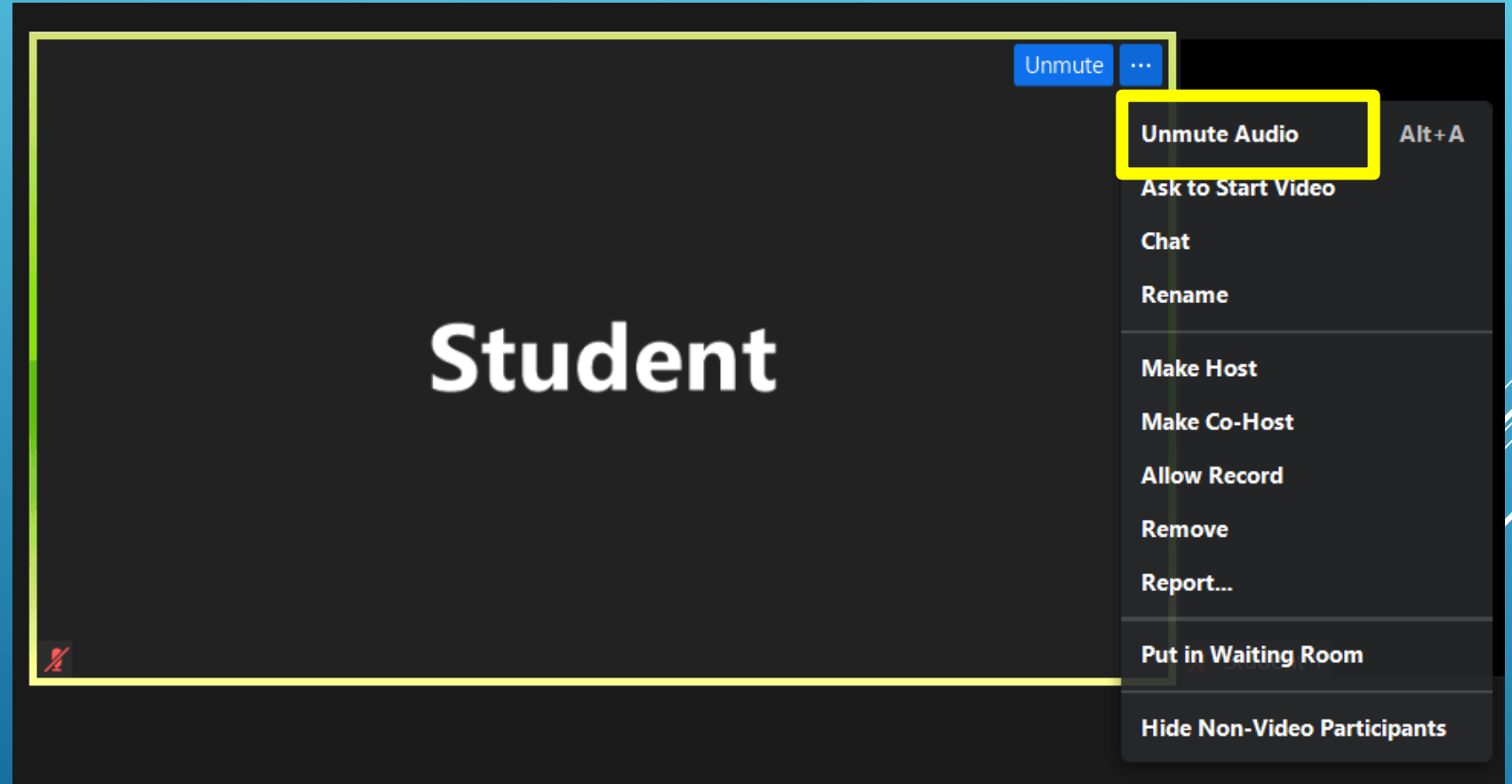
Teacher Tip: Background noise is common. If after asking the student to mute the noise continues, mute them.


Hover over student's image >  > (Un)mute

CO-HOST POWERS



(UN)MUTING



Unmute 

- Unmute Audio** Alt+A
- Ask to Start Video
- Chat
- Rename
- Make Host
- Make Co-Host
- Allow Record
- Remove
- Report...
- Put in Waiting Room
- Hide Non-Video Participants

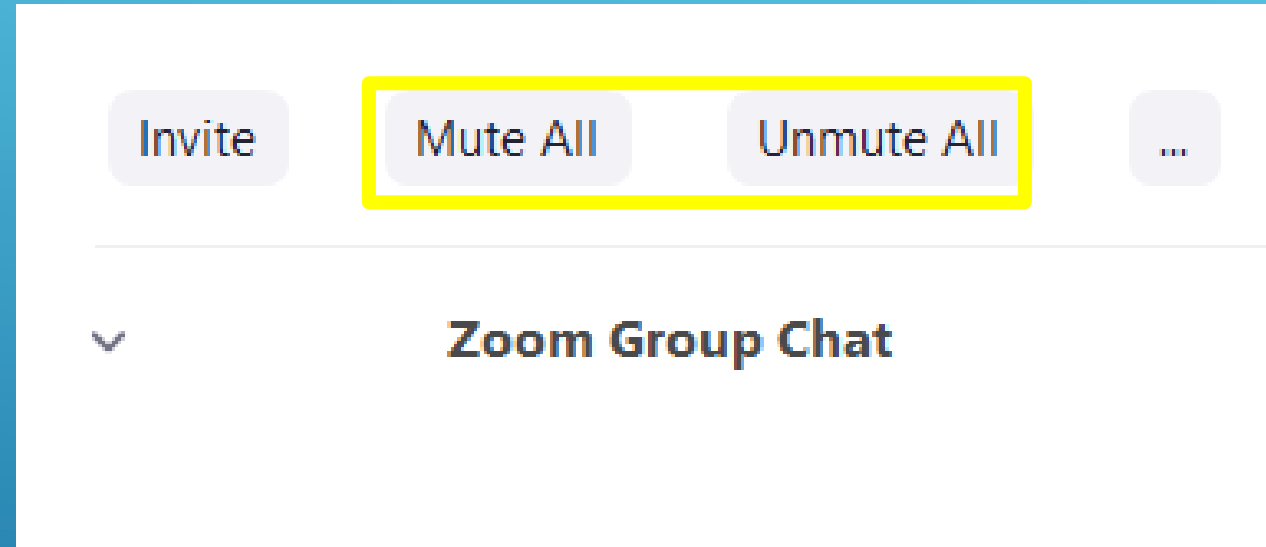
Student

Click Chat > Mute All / Unmute All

CO-HOST POWERS



(UN)MUTING

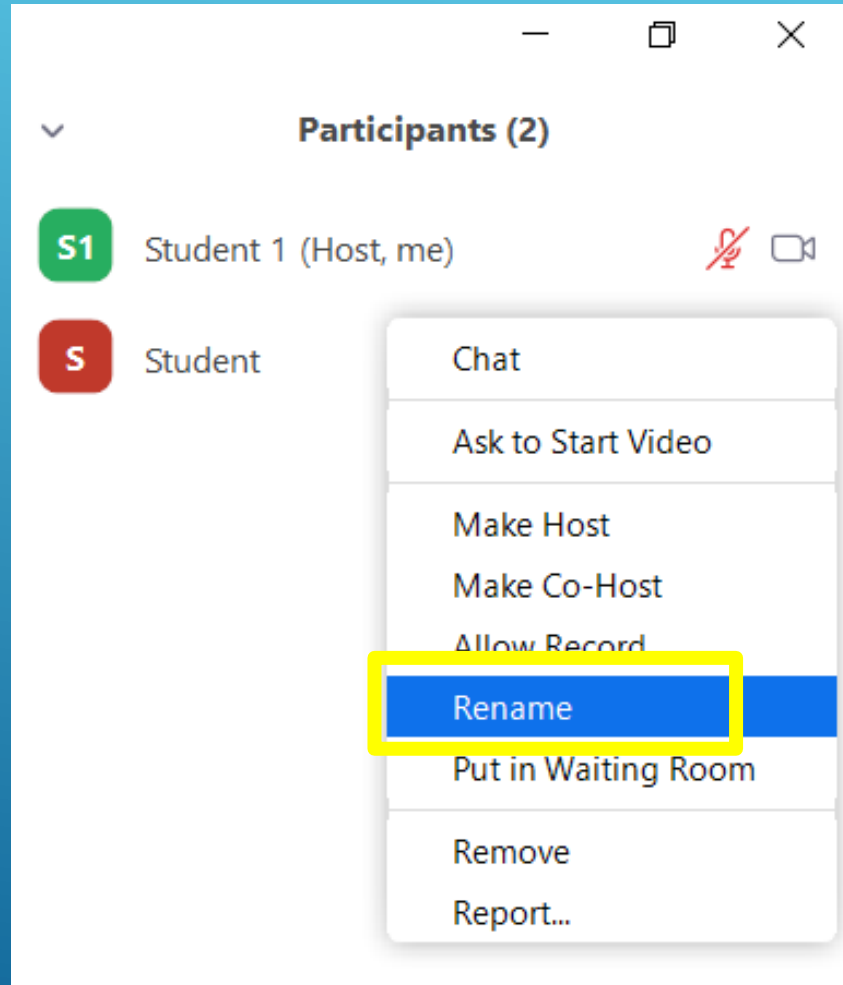


Click Participants > Hover over student's name > More > Rename

CO-HOST POWERS



RENAMING

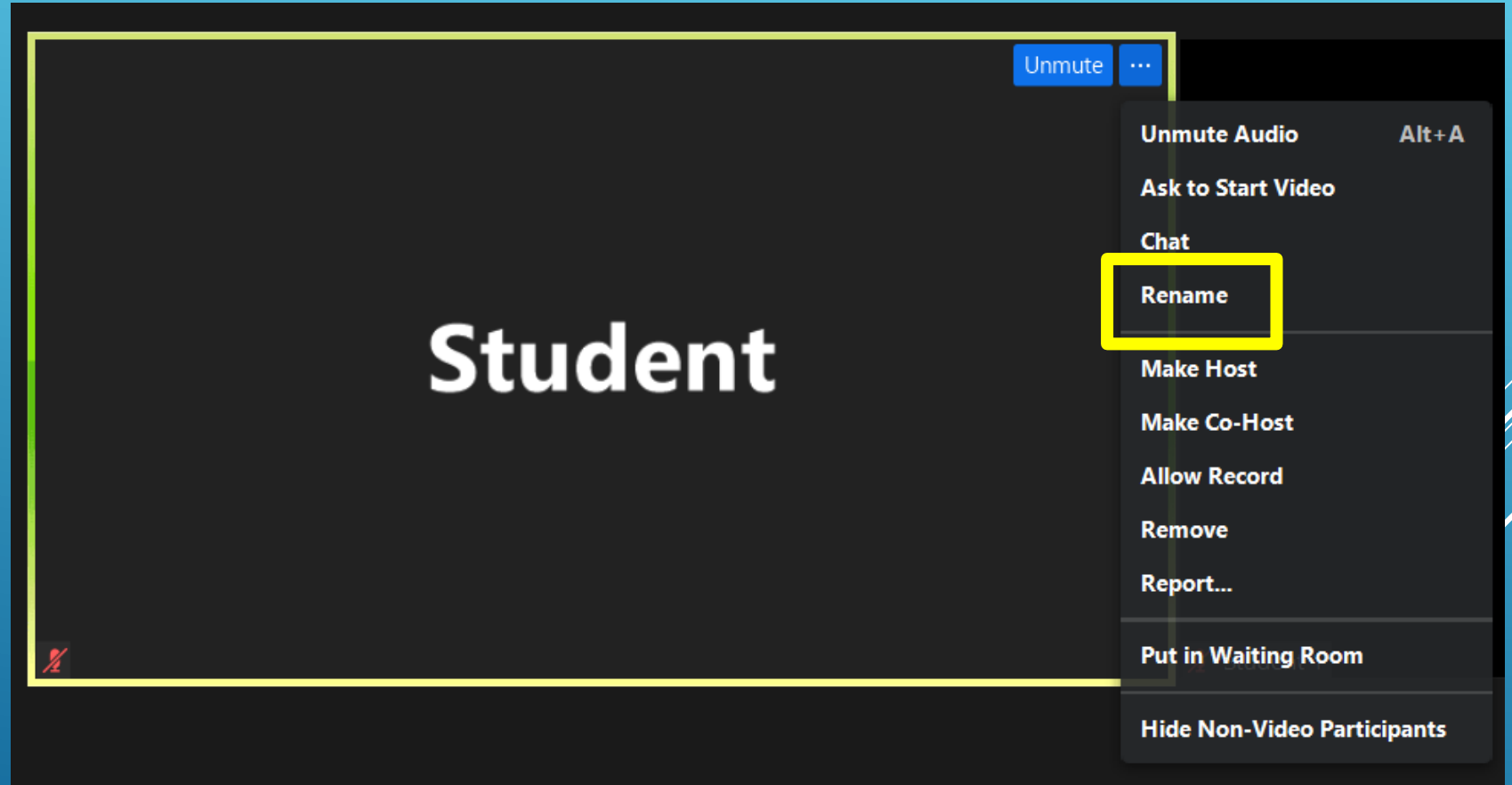


Hover over student's image >  > Rename

CO-HOST POWERS



RENAMING



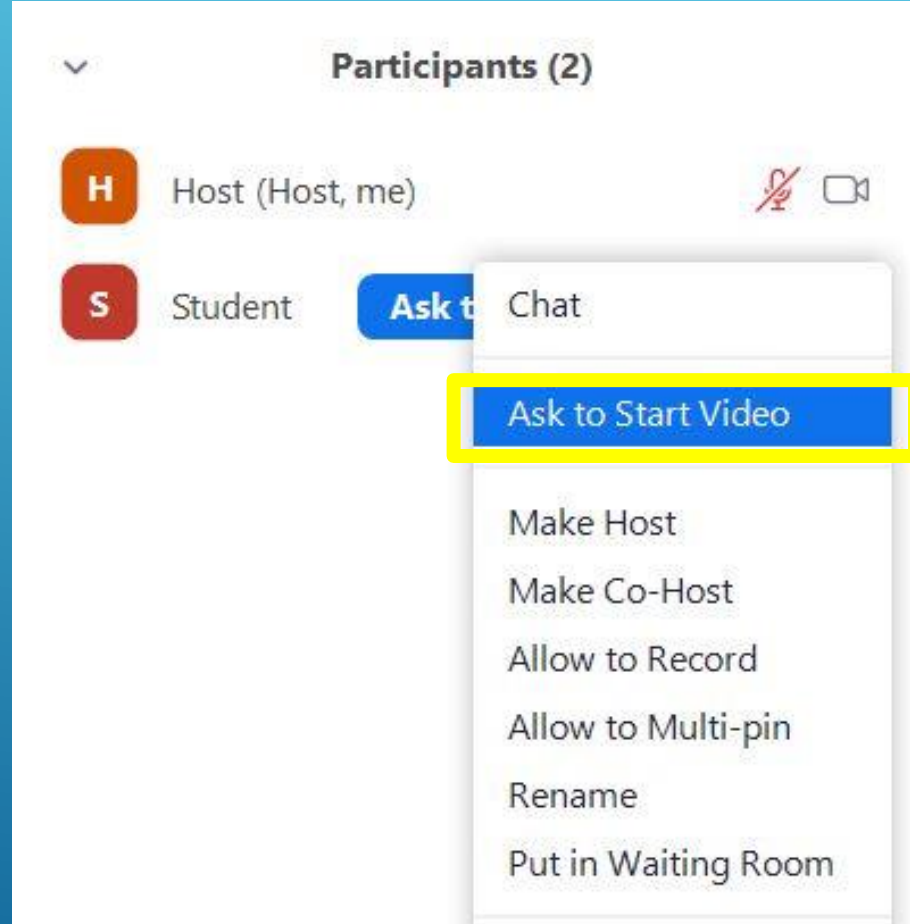
The screenshot shows a Zoom meeting interface. In the center, the name "Student" is displayed in large white text. Above the name, there is a blue "Unmute" button and a blue square icon with three white dots. A context menu is open over the name, listing several options: "Unmute Audio" (with "Alt+A" shortcut), "Ask to Start Video", "Chat", "Rename" (highlighted with a yellow box), "Make Host", "Make Co-Host", "Allow Record", "Remove", "Report...", "Put in Waiting Room", and "Hide Non-Video Participants".

Click Participants > Hover over student's name > More > Ask to Start Video

CO-HOST POWERS



VIDEO

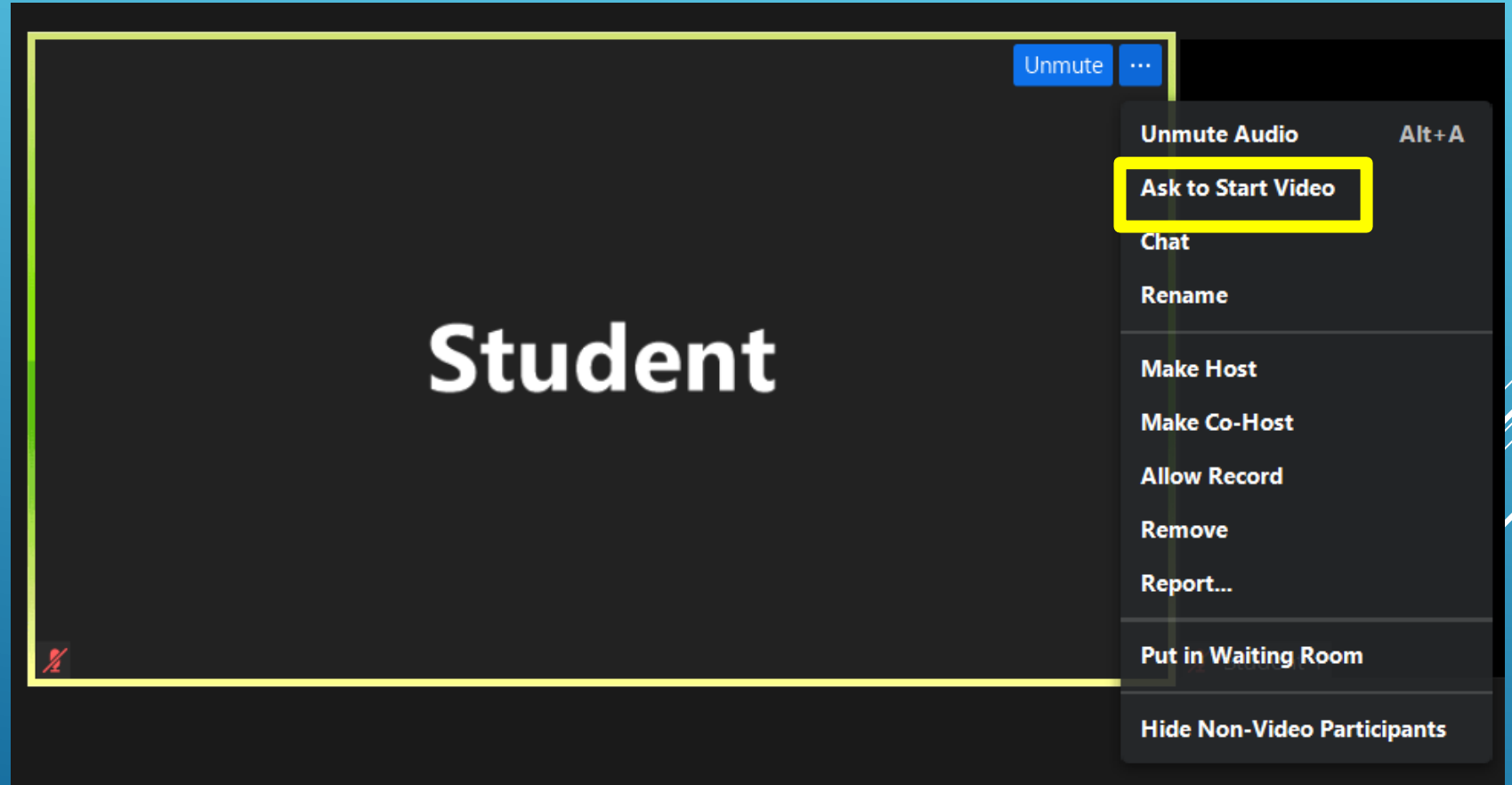



Hover over student's image >  > Ask to Start Video

CO-HOST POWERS



VIDEO



Unmute 

Unmute Audio Alt+A

Ask to Start Video

Chat

Rename

Make Host

Make Co-Host

Allow Record

Remove

Report...

Put in Waiting Room

Hide Non-Video Participants

Student

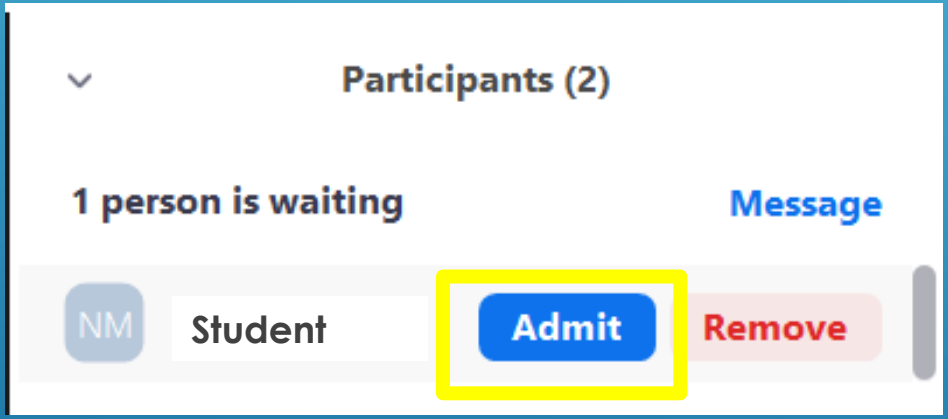
CO-HOST POWERS

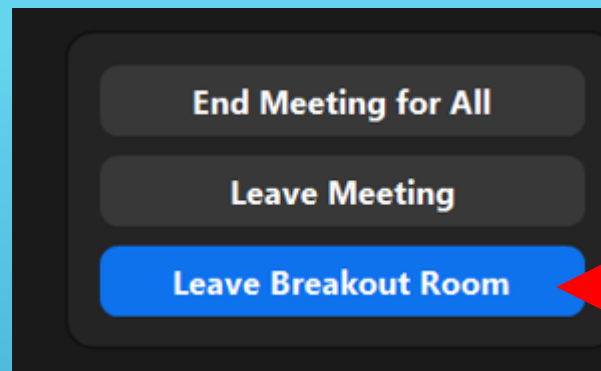
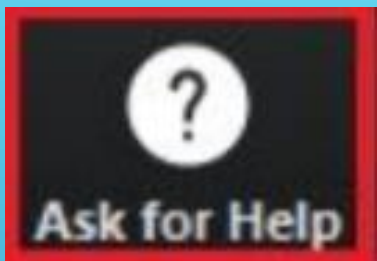


ADMIT

Admit Students – in Main Session

- All participants arrive in a virtual waiting room
- Please allow the **HOST** to manage this function





- Click the “Ask for Help” button. This will send a notification to the host – NOT AVAILABLE FOR COHOSTS!

- Students may click this thinking it sends a message to the teacher. This message goes to the host.

- Leave Breakout Room and return to the main session

- Can only send messages in chat to people in your room

WHAT HAPPENS IF I NEED HELP IN MY BREAKOUT ROOM?

HAVING TECHNICAL ISSUES?

- When a participant exits the class, the host will hear a chime. The host can't immediately see who exited.
- Coordinators can jump in when necessary.

Co-Teacher Tip: Have the presentation ready on your screen in case your co-teacher gets disconnected.

- Scavenger Hunt (around the house/internet)
- Show and Tell (objects around the house)
- Crosswords
- Pictionary (on Zoom whiteboard)
- Charades
- Simon Says
- What do I have?
- Bring something to the camera (Get something blue!)
- Memory game (show a picture for 10 seconds and then ask questions)
- Set a timer and have students answer a question
- 20 questions
- Correct my line (grammar / make it true about you)
- Group storytelling
- What happens next?
- Wordless cartoons
- Dictation
- Read a text and ask students to spell words

ACTIVITIES

1. DIALOGUE BUBBLES



USING PICTURES

2. STORYBOARDS



USING PICTURES

3. PICTURE PROFILES



USING PICTURES

4. COMPARE AND CONTRAST



USING PICTURES

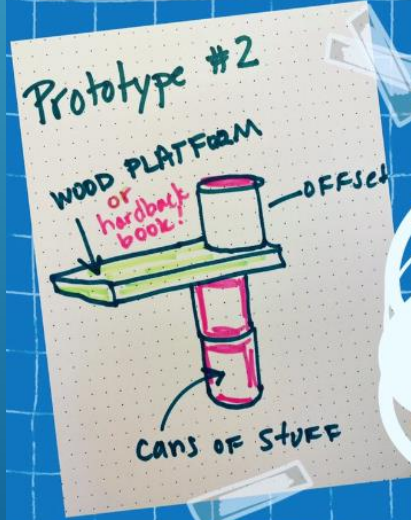
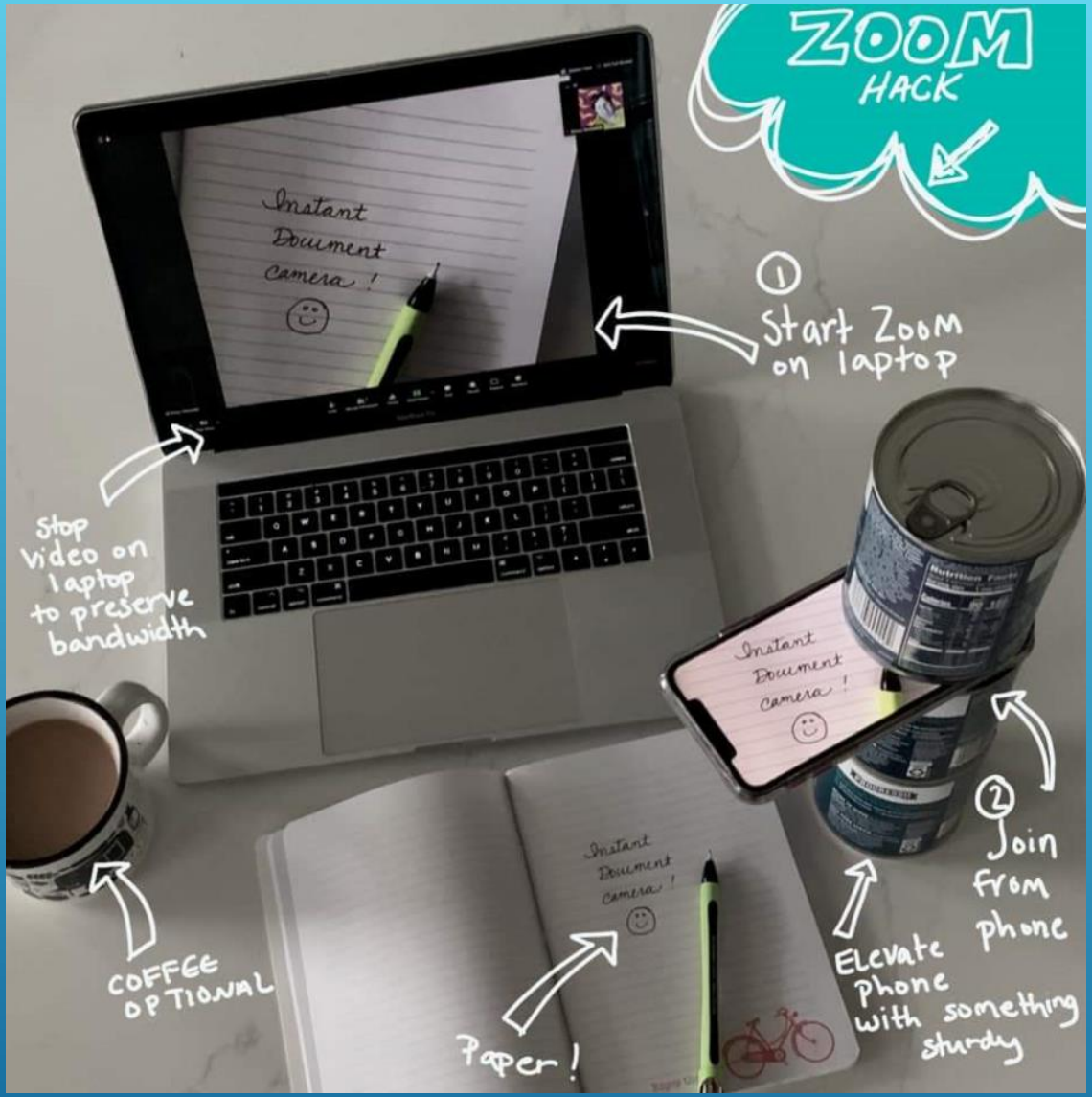
Grounding



- Breathing
- Relaxation
- Awareness/release of stress

PHYSICAL MOVEMENT

- **10 easy games:** <https://www.youtube.com/watch?v=0yIUGa2VB4w>
- **Games for high level learners:** <https://www.youtube.com/watch?v=-UcHGVvaLh8>
- **Free dice roller / coin flipper:** <https://freeonlinedice.com/>
- **10 Minute Timer:** <https://www.youtube.com/watch?v=4ASKMcdCc3g>
- **Wheel of Names:** <https://wheelofnames.com>



DIY DOC CAM



@KRISSEVENSDALE

DOCUMENT CAMERA

- **Literacy MN:**

<https://www.literacymn.org/remote-tutoring-resources>

- **Zoom:**

<https://zoom.us/docs/doc/Tips%20and%20Tricks%20for%20Teachers%20Educating%20on%20Zoom.pdf>

<https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>

- **CLUES Education Training:**

https://success.zoom.us/rec/play/uplpduyq-j83E9aV5ASDC6R4W9S4e6ys0yAZ8_oOzBy3BiMBZAX1ZrQVN-QYus42QpZ0bgMKmB3e9kwG?continueMode=true

- **Many more online!**

ZOOM TRAINING RESOURCES

QUESTIONS?

ASK YOUR
COORDINATOR

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a blue gradient background.