

## **Adult Education**

- **Developed & Presented by Stacy Lomax**

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zoom academy  
SUMMER 2020

# Ready for Back-to-School?

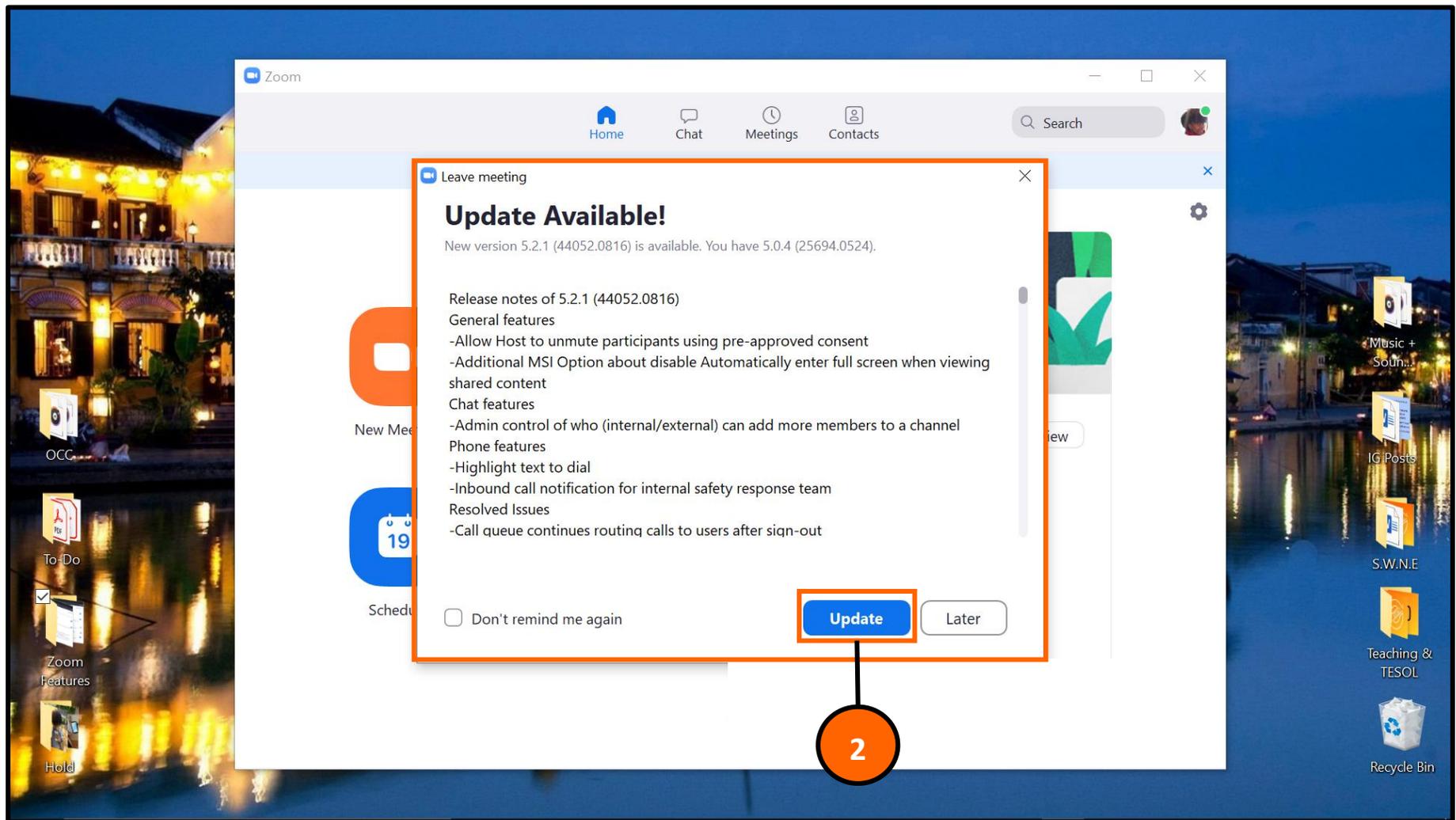
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**Step 1: Log into zoom.us or the zoom desktop app using your \_\_\_\_@oakton.edu email address.**



**Step 2: Once logged in, you may see a prompt to install updates. Please click the blue “Update” button so that the program works at its best.**



The screenshot shows the Zoom web interface. The browser address bar displays 'us02web.zoom.us/meeting'. The top navigation bar includes 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. The Zoom logo is on the left, and navigation links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING' are on the right. The left sidebar is divided into 'PERSONAL' and 'ADMIN' sections. Under 'PERSONAL', 'Meetings' is highlighted in blue, and 'Settings' is highlighted with an orange box and a red circle containing the number '3'. Under 'ADMIN', there are links for 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The main content area shows 'Upcoming Meetings' with a 'Schedule a New Meeting' button. Below this is a table of meetings:

Start Time	Topic	Meeting ID	Start	Delete
Today (Recurring) 04:00 PM	Testing.....Testing.....1.....2.....3!!!	849 8173 8874	Start	Delete
Tomorrow 01:30 PM	Zoom Teacher Training - Account Set Up & Reoccurring Class Set Up with Reminders	889 8116 4748	Start	Delete
Thu, Aug 20 (Recurring) 04:00 PM	Testing.....Testing.....1.....2.....3!!!	849 8173 8874		Delete

**Step 3: You will automatically be sent to the “Meetings” zoom page. On the left side, click on the “Settings” option.**

The screenshot shows the Zoom profile settings page. The left sidebar has 'Settings' highlighted. The main content area is under the 'Meeting' tab, with a 'Security' section. Two settings are highlighted with orange boxes and numbered circles:

- 4** **Waiting Room**: A toggle switch is currently off (gray). Description: "When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host." Options: Modified, Reset.
- 5** **Require a passcode when scheduling new meetings**: A toggle switch is currently on (blue). Description: "A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included." Options: Locked by admin.

Below the second setting, there is a checked checkbox for "Require a passcode for meetings which have already been scheduled" and a text field for "Passcode for already scheduled meetings" with the value "oakton" and a pencil icon to edit it.

**Step 4: The “Waiting Room” is optional. The color gray is off/disabled and the color blue is on/enabled.**

**Step 5: The new meetings “passcode” is locked on for security purposes, but you have the option to change the passcode by clicking the pencil on the right of the current passcode.**

The screenshot shows the Zoom profile settings page. The URL in the browser is [us02web.zoom.us/profile/setting](https://us02web.zoom.us/profile/setting). The page features the Zoom logo, navigation links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base', and buttons for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. Two settings are highlighted with orange boxes and numbered circles:

- Setting 6:** 'Require a passcode for Personal Meeting ID (PMI)'. The toggle is turned on (blue). Below it, there are radio buttons for 'Only meetings with Join Before Host enabled' (disabled) and 'All meetings using PMI' (selected). The current passcode is '187300' with a pencil icon to edit it. A 'Locked by admin' label is present.
- Setting 7:** 'Embed passcode in invite link for one-click join'. The toggle is turned on (blue). A description states: '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.'

Below these, there is another setting: 'Require passcode for participants joining by phone', which is also turned on (blue) and 'Locked by admin'. A description notes: '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.'

**Step 6: The “Personal Meeting ID Passcode” is locked on for security purposes, but you have the option to change the passcode by clicking the pencil on the right of the current passcode.**

**Step 7: Make sure the “Embed Passcode in Invite Link” is turned on. The color gray is off/disabled and the color blue is on/enabled.**

The screenshot shows the Zoom profile settings page. At the top, there is a navigation bar with the Zoom logo, 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING' buttons. Below this is a 'Schedule Meeting' section. Two settings are highlighted with orange circles and lines: 'Host video' (labeled with a circle containing the number 8) and 'Participants video' (labeled with a circle containing the number 9). Both settings are currently turned on, indicated by blue toggle switches. Below these settings is the 'Audio Type' section, which is currently set to 'Computer Audio'.

us02web.zoom.us/profile/setting

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

zoom SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Schedule Meeting

8 Host video Start meetings with host video on Modified Reset

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

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

**Step 8: “Host Video” is optional, but it is suggested that you turn it on so that your students can see you. The color gray is off/disabled and the color blue is on/enabled.**

**Step 9: “Participants Video is optional, but it is suggested that you turn it on so that your students can see their classmates, and you, their teacher. Once the “Participants Video” is enabled, the “Computer Audio” should be automatically enabled.**

The screenshot shows the Zoom profile settings page. The browser address bar displays 'us02web.zoom.us/profile/setting'. The page header includes the Zoom logo, navigation links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING', and a user profile picture. The settings list includes:

- 10 Join before host**: Allow participants to join the meeting before the host arrives. Status: On. Modified | Reset.
- 11 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](#) ⓘ. Status: On. Modified | Reset.
- Use Personal Meeting ID (PMI) when scheduling a meeting: You can visit [Personal Meeting Room](#) to change your Personal Meeting settings. Status: Off.
- Use Personal Meeting ID (PMI) when starting an instant meeting: Status: Off.
- 12 Mute participants upon entry**: Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. ⓘ. Status: On. Modified | Reset.

**Step 10: “Join Before Host” allows your students to be in class before the teacher clicks into the meeting.**

**Step 11: “Enable Personal Meeting ID” is optional.**

**Step 12: “Mute Participants Upon Entry” is optional.**

The screenshot shows the Zoom profile settings page at [us02web.zoom.us/profile/setting](https://us02web.zoom.us/profile/setting). The page features the Zoom logo, navigation links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING', and a user profile picture. Three settings are highlighted with orange circles and lines:

- Step 13:** 'Upcoming meeting reminder' is enabled (toggle is on). Description: 'Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.'
- Step 14:** 'Chat' is enabled (toggle is on). Description: 'Allow meeting participants to send a message visible to all participants'. There is also an unchecked checkbox for 'Prevent participants from saving chat'.
- Step 15:** 'Private chat' is enabled (toggle is on). Description: 'Allow meeting participants to send a private 1:1 message to another participant.'

**Step 13: Enable the “Upcoming Meeting Reminder” option.**

**Step 14: Enable the “Chat” option.**

**Step 15: Enable the “Private Chat” option.**

The screenshot shows the Zoom profile settings page at [us02web.zoom.us/profile/setting](https://us02web.zoom.us/profile/setting). The page features the Zoom logo, navigation links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING', and a user profile picture. The settings are organized into sections, with two specific settings highlighted by orange circles and lines:

- Step 16:** The 'Auto saving chats' setting is highlighted. It is currently turned on (indicated by a blue toggle switch). The description states: 'Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.'
- Step 17:** The 'File transfer' setting is highlighted. It is currently turned on (indicated by a blue toggle switch). The description states: 'Hosts and participants can send files through the in-meeting chat.' Below this, there is an unchecked checkbox for 'Only allow specified file types'.

Other visible settings include 'Sound notification when someone joins or leaves' (turned off), 'Feedback to Zoom' (turned off), and 'Display end-of-meeting experience feedback survey' (turned off). The 'Auto saving chats' setting has 'Modified' and 'Reset' links next to it.

**Step 16: Enable the “Auto Save Chats” option.**

**Step 17: Enable the “File Transfer” option.**

The screenshot shows the Zoom profile settings page. At the top, there is a navigation bar with the Zoom logo, a search bar, and links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The main content area is titled 'Screen sharing' and includes a toggle switch that is turned on. Below the toggle, there are two radio button options: 'Host Only' and 'All Participants', with 'All Participants' selected. There are also two more radio button options for 'Who can start sharing when someone else is sharing?'. A 'Save' button is highlighted with a blue box. Below the 'Save' button, there is a 'Disable desktop/screen share for users' toggle switch that is turned off. At the bottom, there is an 'Annotation' toggle switch that is turned on, and a checkbox for 'Allow saving of shared screens with annotations' which is checked.

**Step 18: Enable “Screen Sharing” and select both options for “All Participants” for participant screen sharing.**

**Step 19: Click the blue “Save” button.**

**Step 20: Enable the “Annotation” option and click “Allow” to saving of screen sharing with annotations.**

us02web.zoom.us/profile/setting

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

zoom

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

**21** **Whiteboard**  
Allow host and participants to share whiteboard during a meeting   
 Allow saving of whiteboard content   
 Auto save whiteboard content when sharing is stopped

**22** **Remote control**  
During screen sharing, the person who is sharing can allow others to control the shared content

**23** **Nonverbal feedback**  
Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel.  Modified [Reset](#)

**24** **Meeting reactions**  
Allow meeting participants to communicate without interrupting by reacting with an emoji that shows on their video. Reactions disappear after 10 seconds. Participants can change their reaction skin tone in Settings.

**Step 21: Enable “Whiteboard” and click “Allow”**

**Step 22: Enable “Remote Control”**

**Step 23: Enable “Nonverbal Feedback”**

**Step 24: Enable “Meeting Reactions”**

The screenshot shows the Zoom profile settings page. The browser address bar displays "us02web.zoom.us/profile/setting". The Zoom logo is in the top left. The top navigation bar includes "REQUEST A DEMO", "1.888.799.9666", "RESOURCES", and "SUPPORT". Below the navigation bar are links for "SCHEDULE A MEETING", "JOIN A MEETING", and "HOST A MEETING". The settings list includes:

- 25** **Allow removed participants to rejoin**: Allows previously removed meeting participants and webinar panelists to rejoin. The toggle is currently off.
- 26** **Allow participants to rename themselves**: Allow meeting participants and webinar panelists to rename themselves. The toggle is currently on.
- Hide participant profile pictures in a meeting**: All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting. The toggle is currently off.
- In Meeting (Advanced)**: A section header for advanced settings.
- 27** **Report participants to Zoom**: Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar. The toggle is currently on.

**Step 25: “Allow Removed Participants to Rejoin” is optional.**

**Step 26: “Allow Participants to Rename Themselves” is optional.**

**Step 27: “Report Participants to Zoom” is optional.**

The screenshot shows the Zoom profile settings page. The browser address bar displays 'us02web.zoom.us/profile/setting'. The Zoom logo is in the top left. Navigation links include 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Action buttons for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING' are visible. The 'Breakout room' setting is highlighted with an orange box and a callout circle containing the number '28'. The 'Breakout room' toggle is turned on. Below it, the checkbox 'Allow host to assign participants to breakout rooms when scheduling' is checked. Other settings like 'Remote support', 'Closed captioning', 'Save Captions', and 'Far end camera control' are shown with their respective toggle switches.

28

**Breakout room**

Allow host to split meeting participants into separate, smaller rooms

Allow host to assign participants to breakout rooms when scheduling

**Remote support**

Allow meeting host to provide 1:1 remote support to another participant

**Closed captioning**

Allow host to type closed captions or assign a participant/third party device to add closed captions

**Save Captions**

Allow participants to save fully closed captions or transcripts

**Far end camera control**

Allow another user to take control of your camera during a meeting. Both users (the one requesting control and the one giving control) must have this option turned on.

**Step 28: Enable the “Breakout Room” option.**

**We will go into “Break Room” features a bit more later in this training.**

The screenshot shows the Zoom Settings interface. At the top, there are navigation links: 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The left sidebar contains 'PERSONAL' settings (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' settings (User Management, Room Management, Account Management, Advanced). The 'Settings' page is open to the 'Recordings' tab. Three orange circles with numbers 29, 30, and 31 are overlaid on the page. Circle 29 points to the 'Recording' tab. Circle 30 points to the 'Local recording' toggle, which is currently turned on. Below it, the checkbox 'Hosts can give participants the permission to record locally' is checked. Circle 31 points to the 'Automatic recording' toggle, which is also turned on. The 'Recording disclaimer' toggle is currently turned off.

**Step 29: Scroll back to the top of the “Settings” and click on the “Recordings” tab.**

**Step 30: Enable the “Local Recordings” option and it’s suggested to check the box that gives your students the option to record the classes as well.**

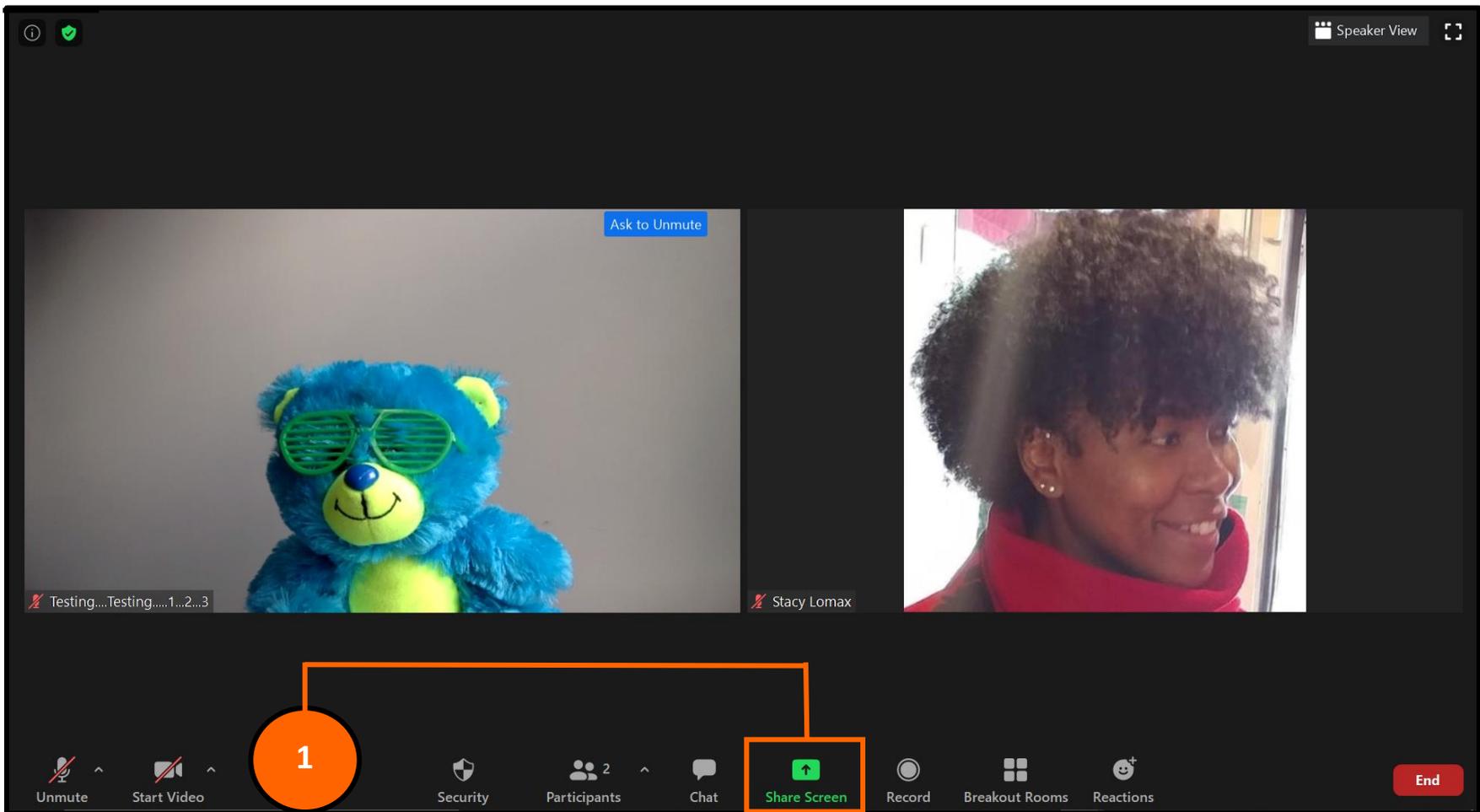
**Step 31: Enable the “Automatic Recording” if you find yourself forgetting to record your classes.**



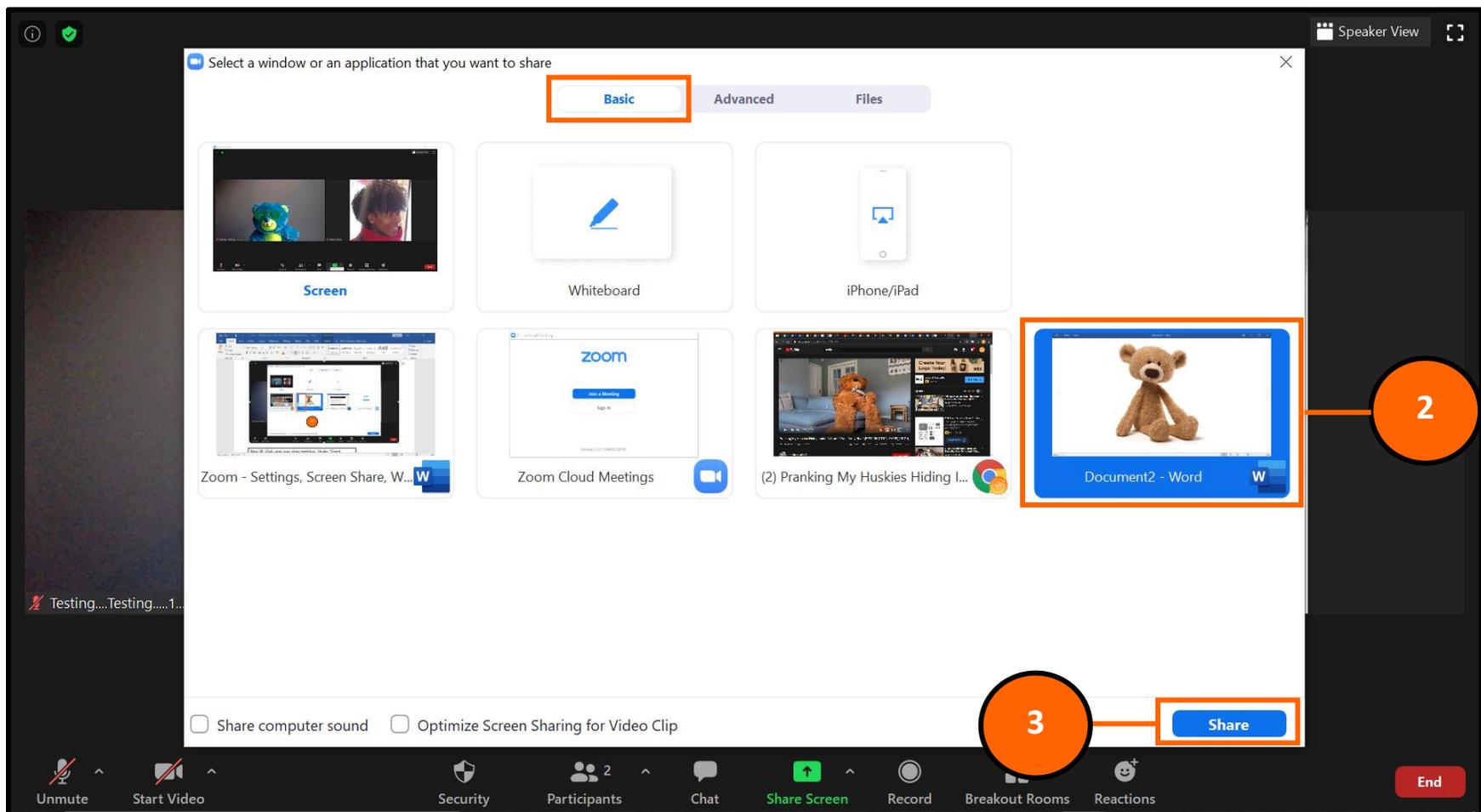
# ZOOM

Screen Share





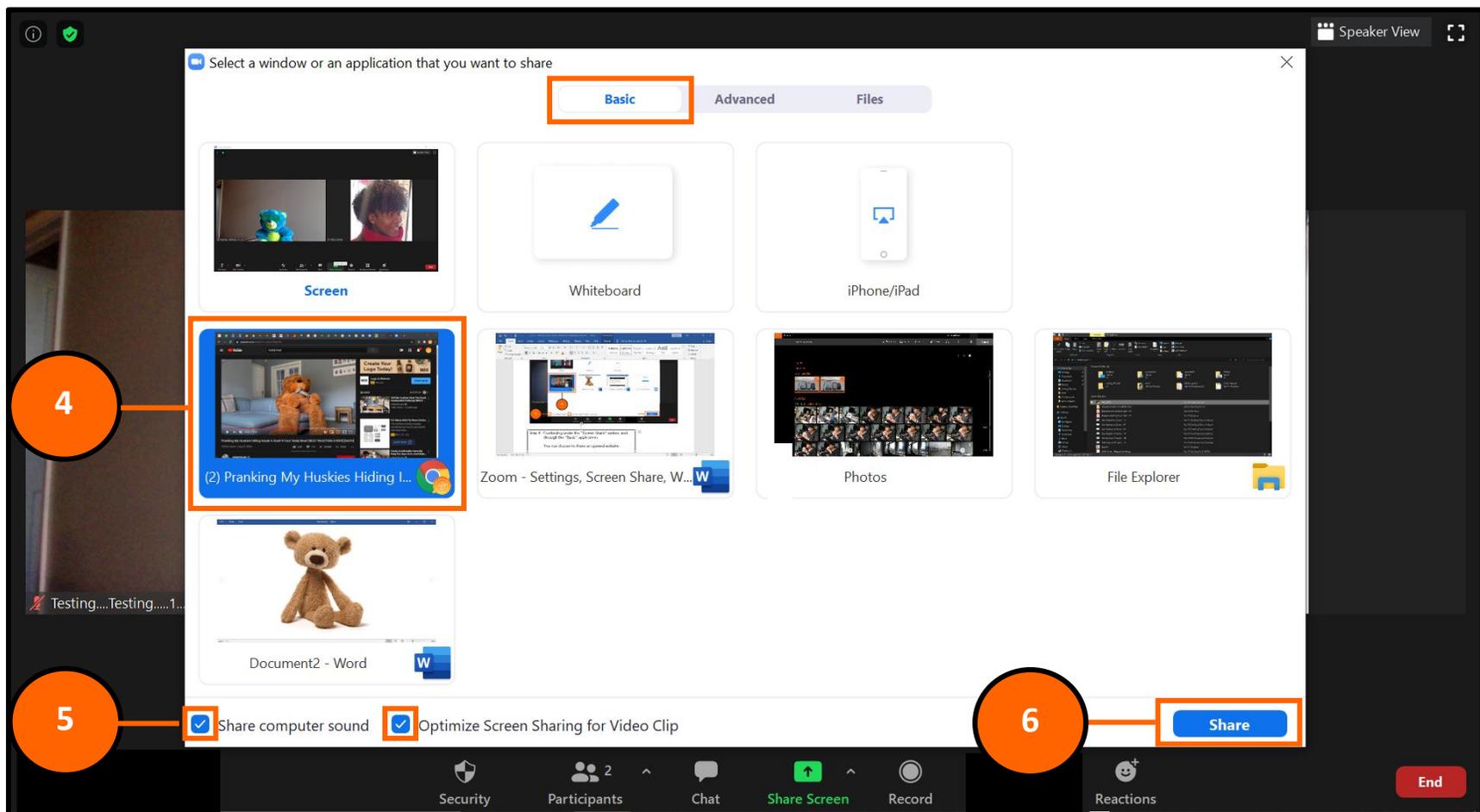
**Step 1: Once you've opened a new meeting and your students have joined and you have pre-selected what you would like to share on the screen, click the green "Share Screen" option at the bottom, middle of the screen.**



**Step 2: Under the “Screen Share” option, you will come to the “Basic” application.**

**You can choose to share an opened Microsoft Office document, like Word, Excel, or PowerPoint.**

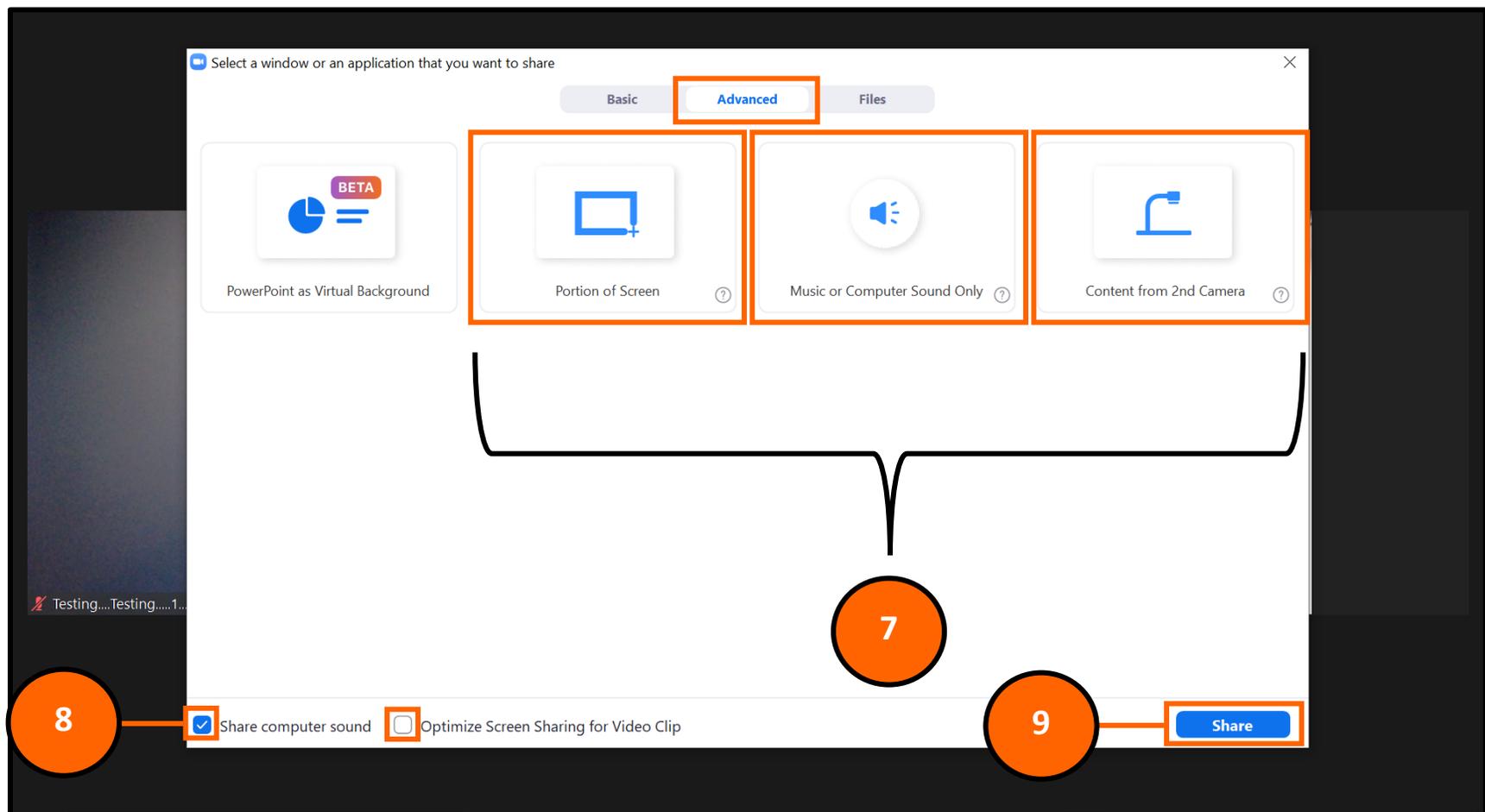
**Step 3: Click on the blue “Share” button at the bottom to activate the share.**



**Step 4: Continuing under the “Screen Share” option, and through the “Basic” application. You can choose to share an opened website.**

**Step 5: Check the options for “Share Computer Sound” and “Optimize for Screen Sharing for Video Clip”**

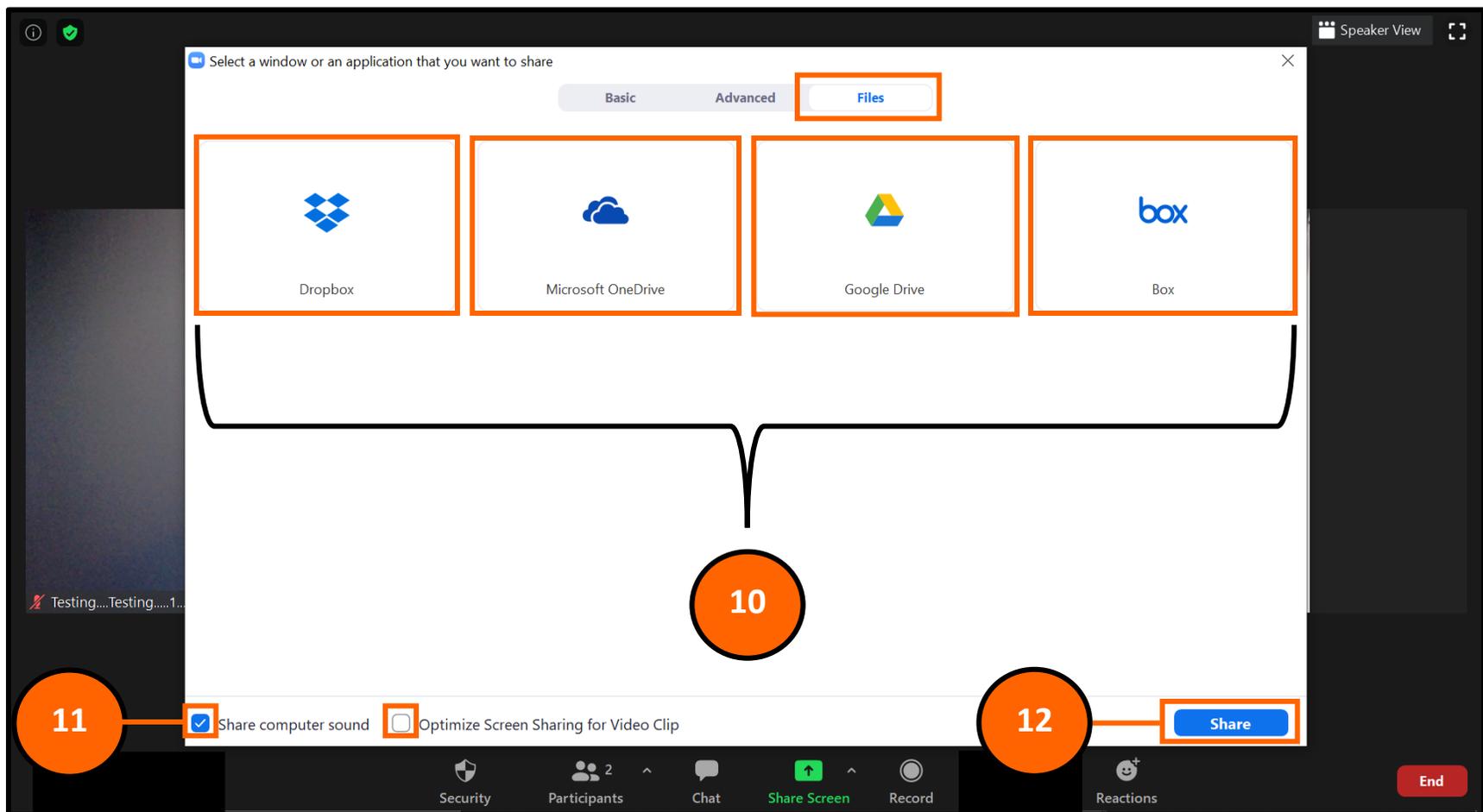
**Step 6: Click on the blue “Share” button at the bottom to activate the share.**



**Step 7: Continuing under the “Screen Share” option, and through the “Advanced” application. You can choose to share a portion of your screen, music, or content from a second camera.**

**Step 8: Check the options for “Share Computer Sound” and “Optimize for Screen Sharing for Video Clip”**

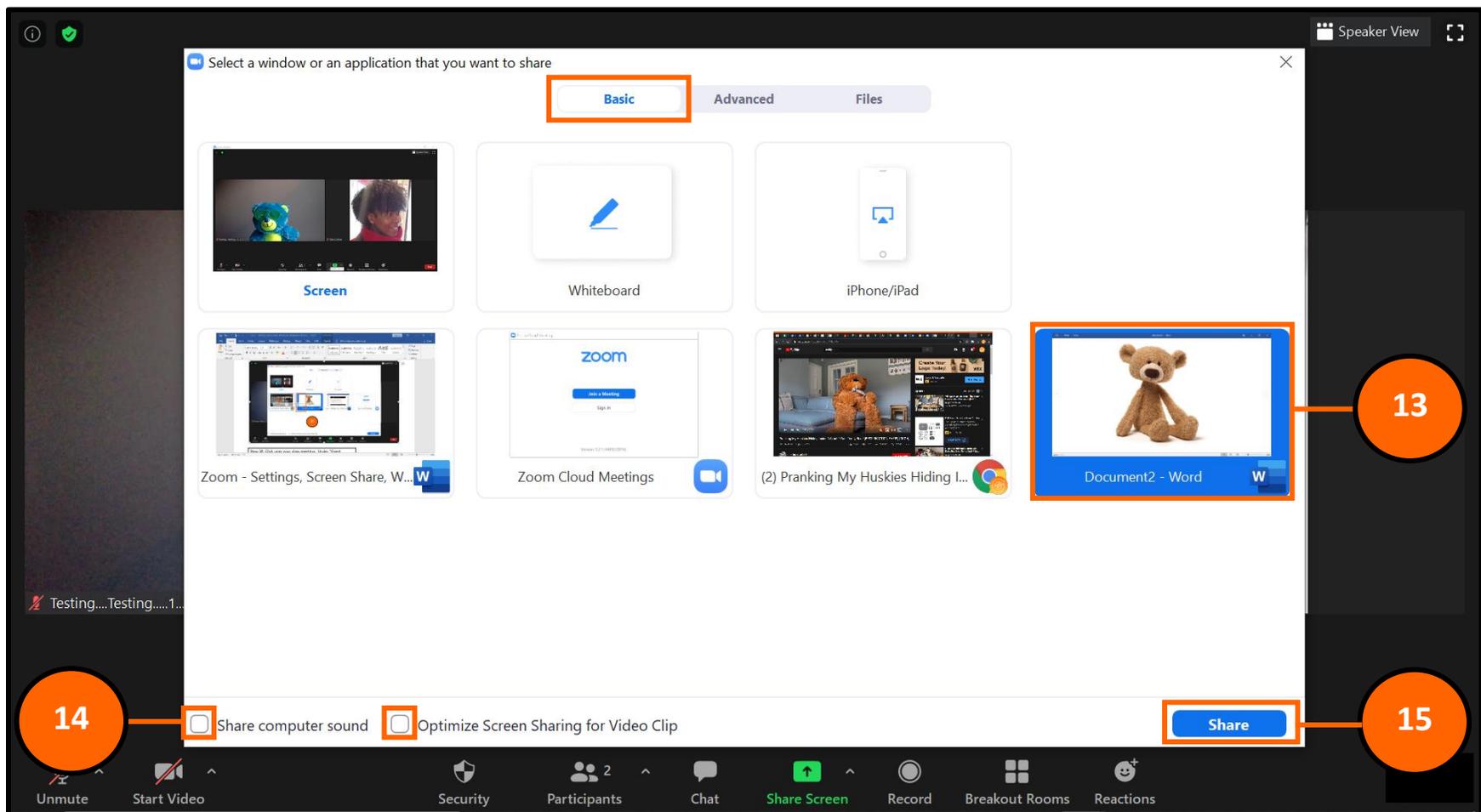
**Step 9: Click on the blue “Share” button at the bottom to activate the share.**



**Step 10: Continuing under the “Screen Share” option, and through the “Files” application. You can choose to share a cloud-based file storage program.**

**Step 11: Check the options for “Share Computer Sound” and “Optimize for Screen Sharing for Video Clip”**

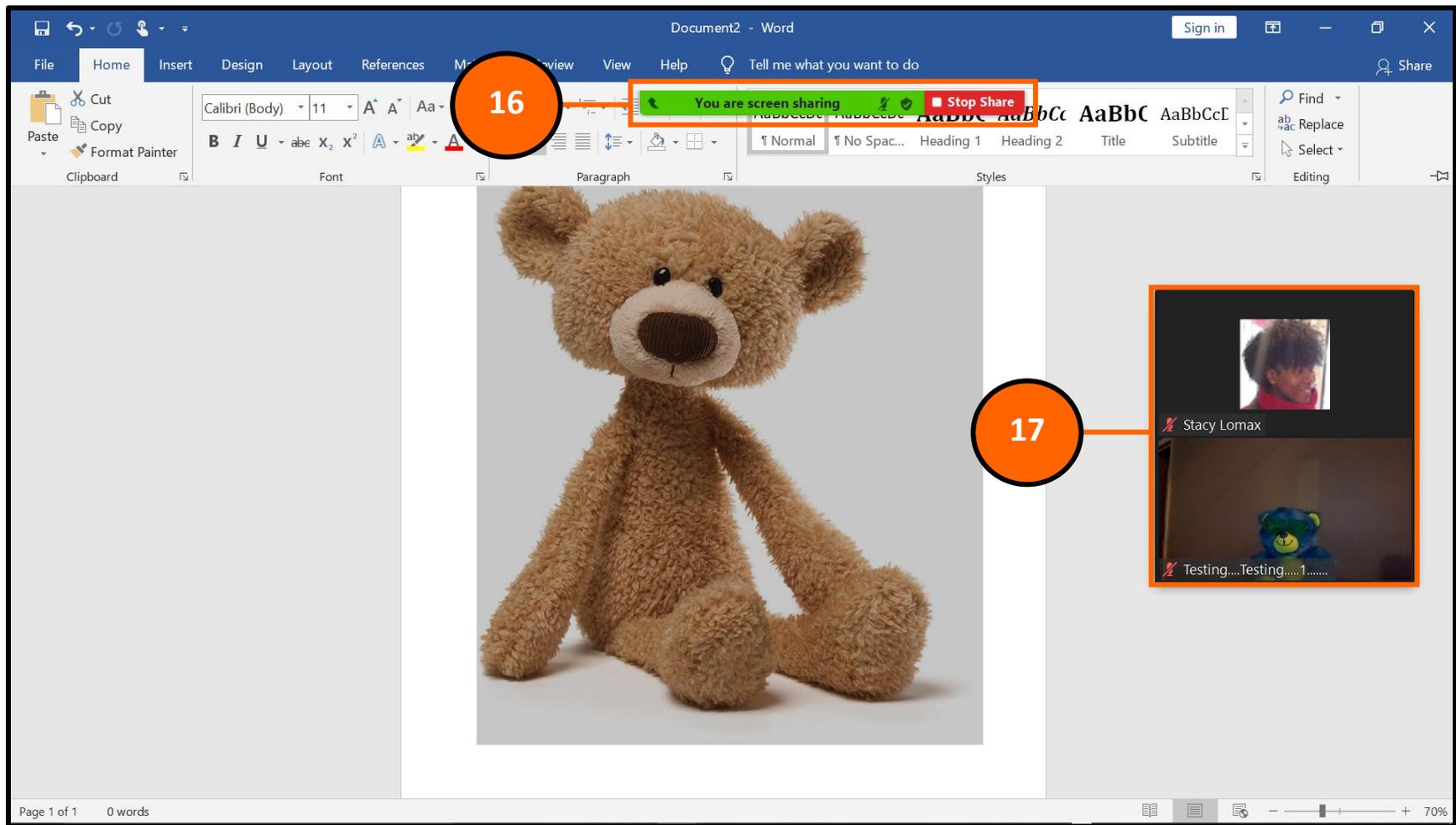
**Step 12: Click on the blue “Share” button at the bottom to activate the share.**



**Step 13: Continuing under the “Screen Share” option, and going back to the “Basic” application, let’s share the Word document.**

**Step 14: There is no need to check the “Share Computer Sound” and “Optimize for Screen Sharing for Video Clip”**

**Step 15: Click on the blue “Share” button at the bottom to activate the share.**



**Step 16:** Once in “Screen Share” mode, you will see a thin green and red menu bar at the top middle of your screen. This is also where you stop the screen share.

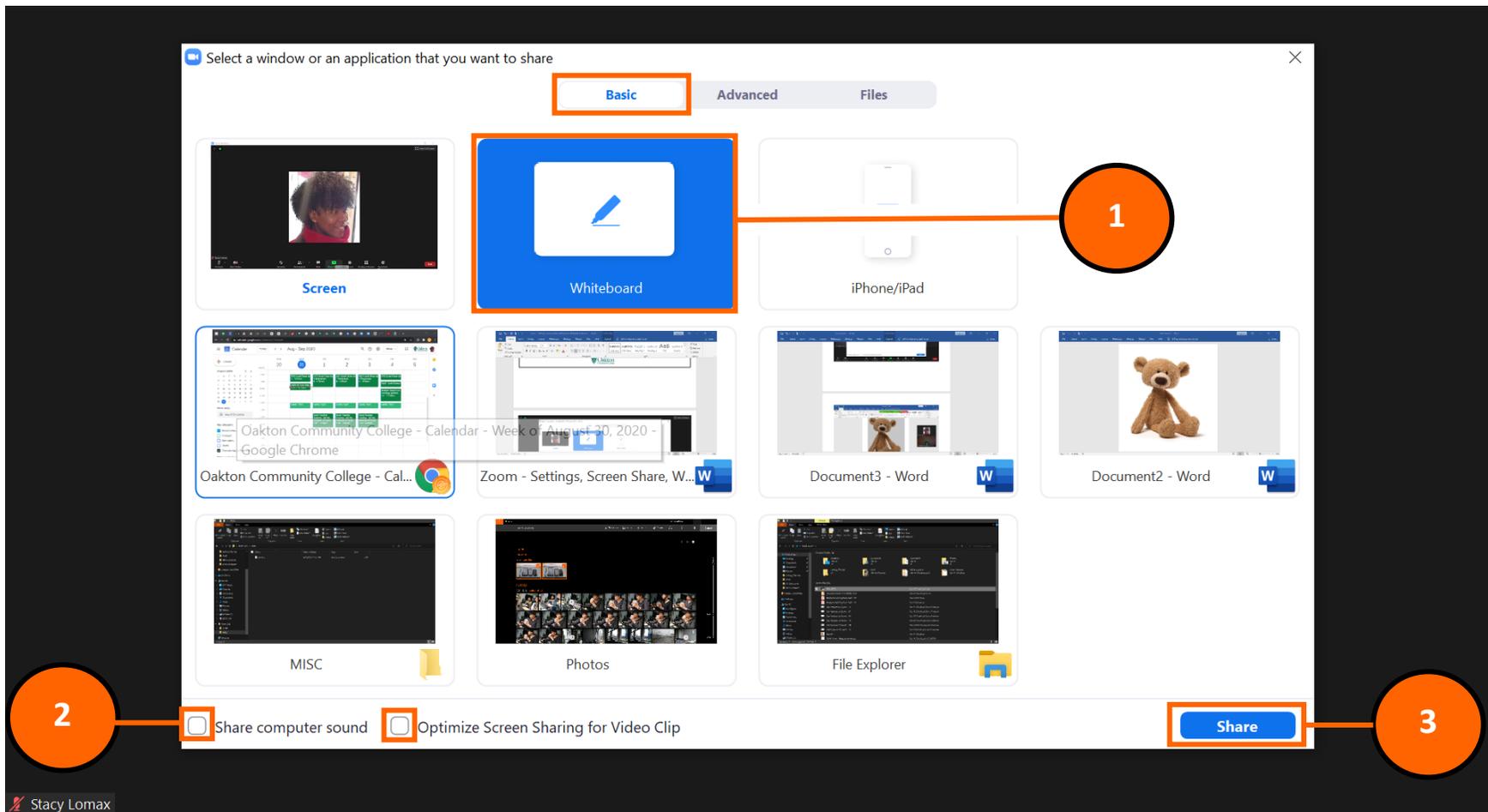
**Step 17:** Once in “Screen Share” mode, you will also see a smaller window of your participants on the right side of your screen. You *will not* see all of your students in this mode, but they are still there.



**ZOOM**

**White Board**

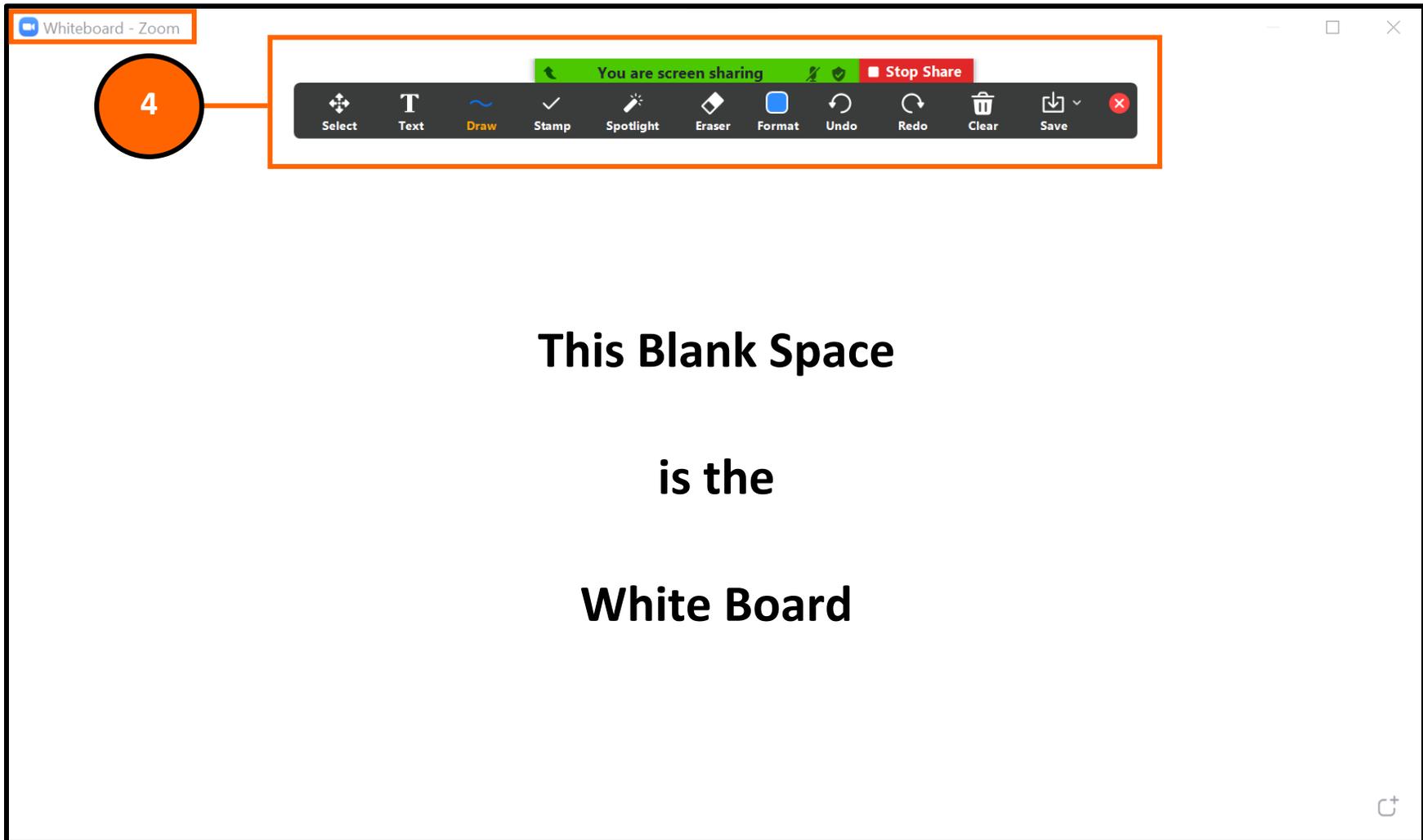




**Step 1:** Continuing under the “Screen Share” option, and going back to the “Basic” application, let’s share the “White Board”.

**Step 2:** There is no need to check the “Share Computer Sound” and “Optimize for Screen Sharing for Video Clip”

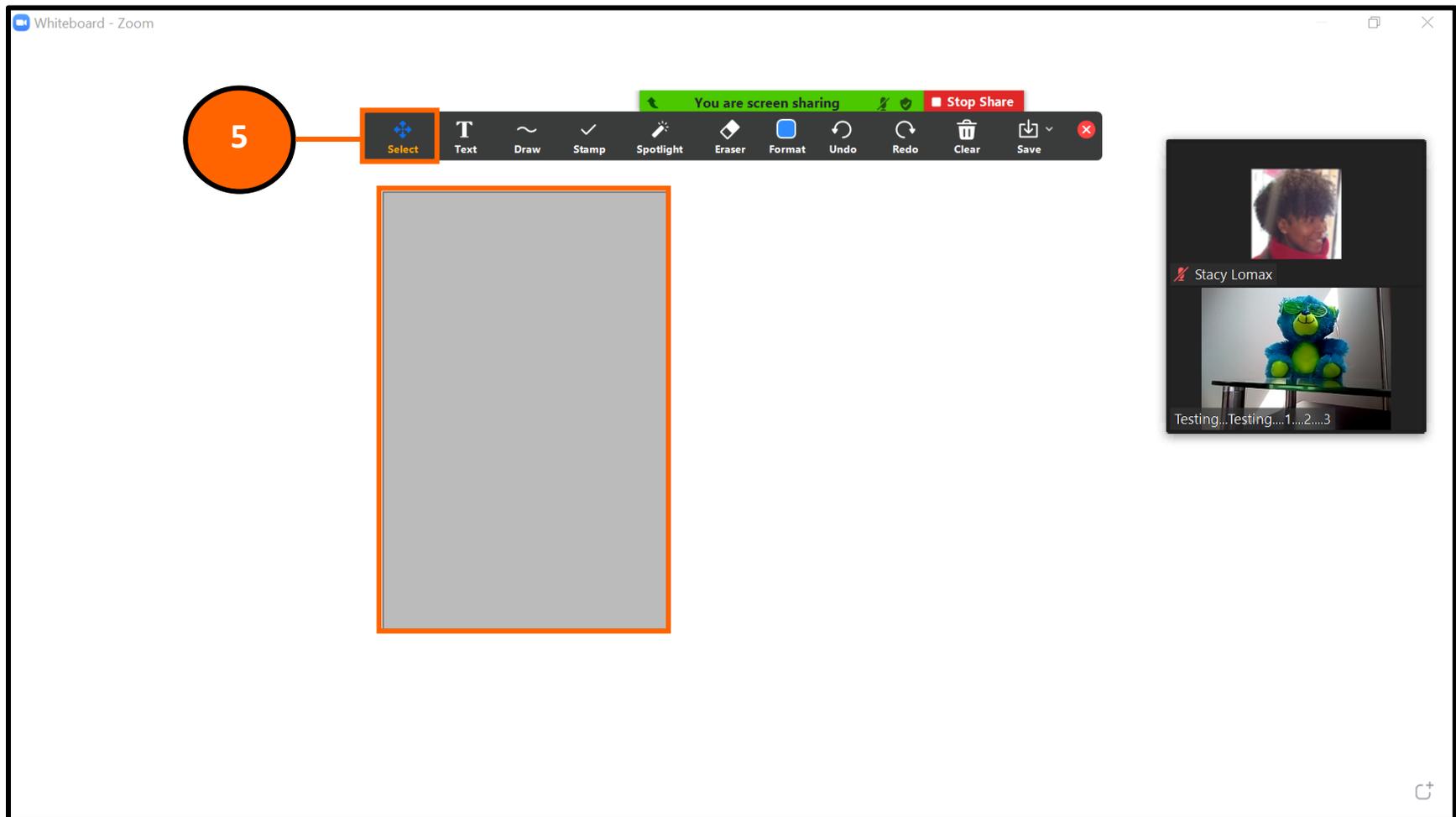
**Step 3:** Click on the blue “Share” button at the bottom to activate the share.



**Step 4:** In the “White Board” option, there are 11 different tools inside the menu above.

- Select • Text • Draw • Stamp • Spotlight • Eraser
- Format • Undo • Redo • Clear • Save

We will go over a few of these tools.



**Step 5:** In the “White Board” option, the “Select” tool will allow you to drag your mouse across a particular section that you would like to highlight.

Once in “Screen Share” mode, you will also see a smaller window of your participants on the right side of your screen. You ***will not*** see all of your participants in this mode, but they are still there.

Whiteboard - Zoom

6

You are screen sharing Stop Share

Text Draw Stamp Spotlight Eraser Format Undo Redo Clear Save

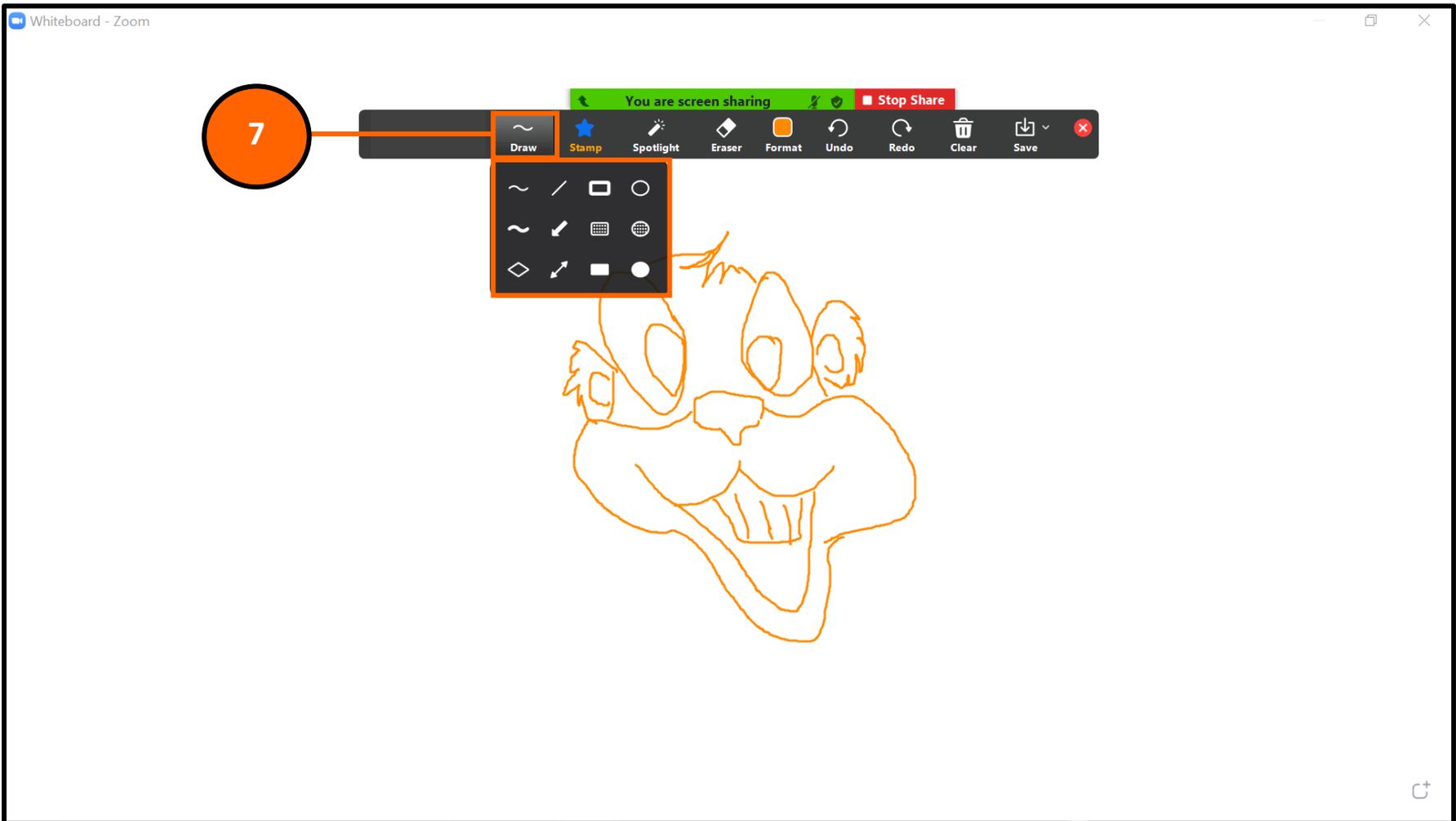
Testing...Testing...1...2...3

Stacy Lomax

Testing...Testing...1...2...3

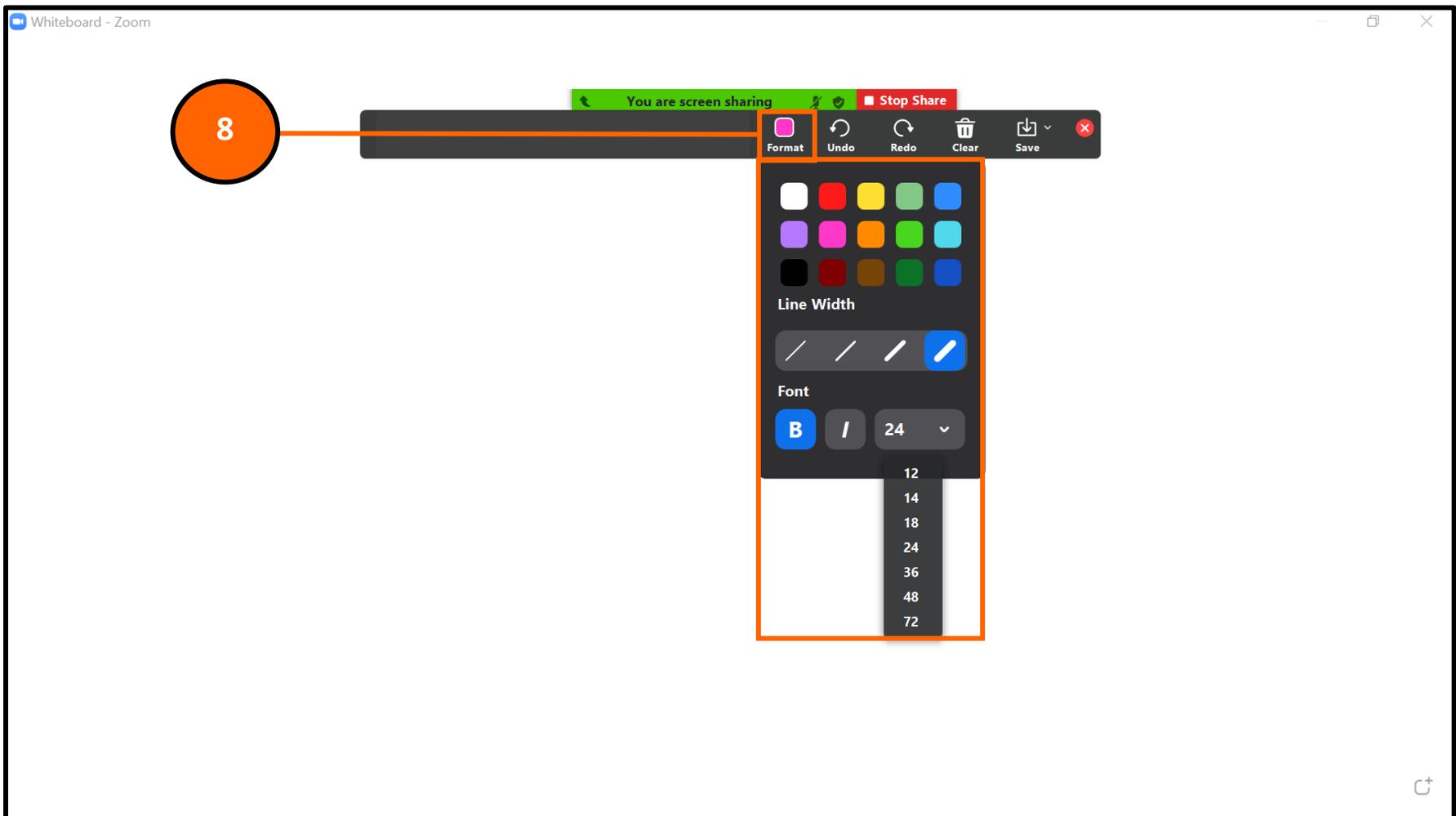
**Step 6: In the “White Board” option, the “Text” tool will allow you to:**

- **move the text box anywhere within the White Board**
- **change the color of the text**
- **type within the text box**



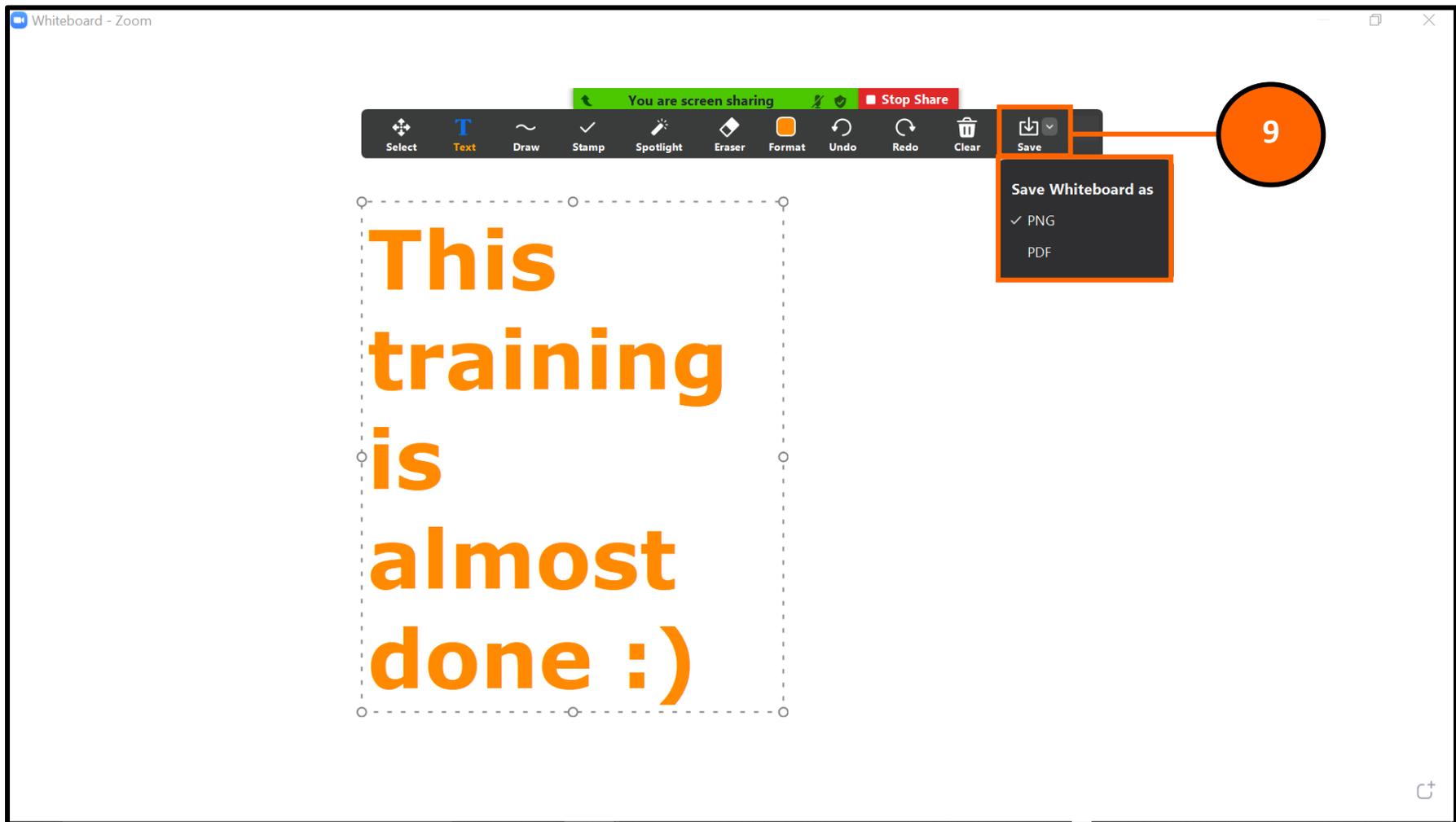
**Step 7: In the “White Board” option, the “Draw” tool will allow you to:**

- use your mouse to draw words or images
- change the color of what you are drawing



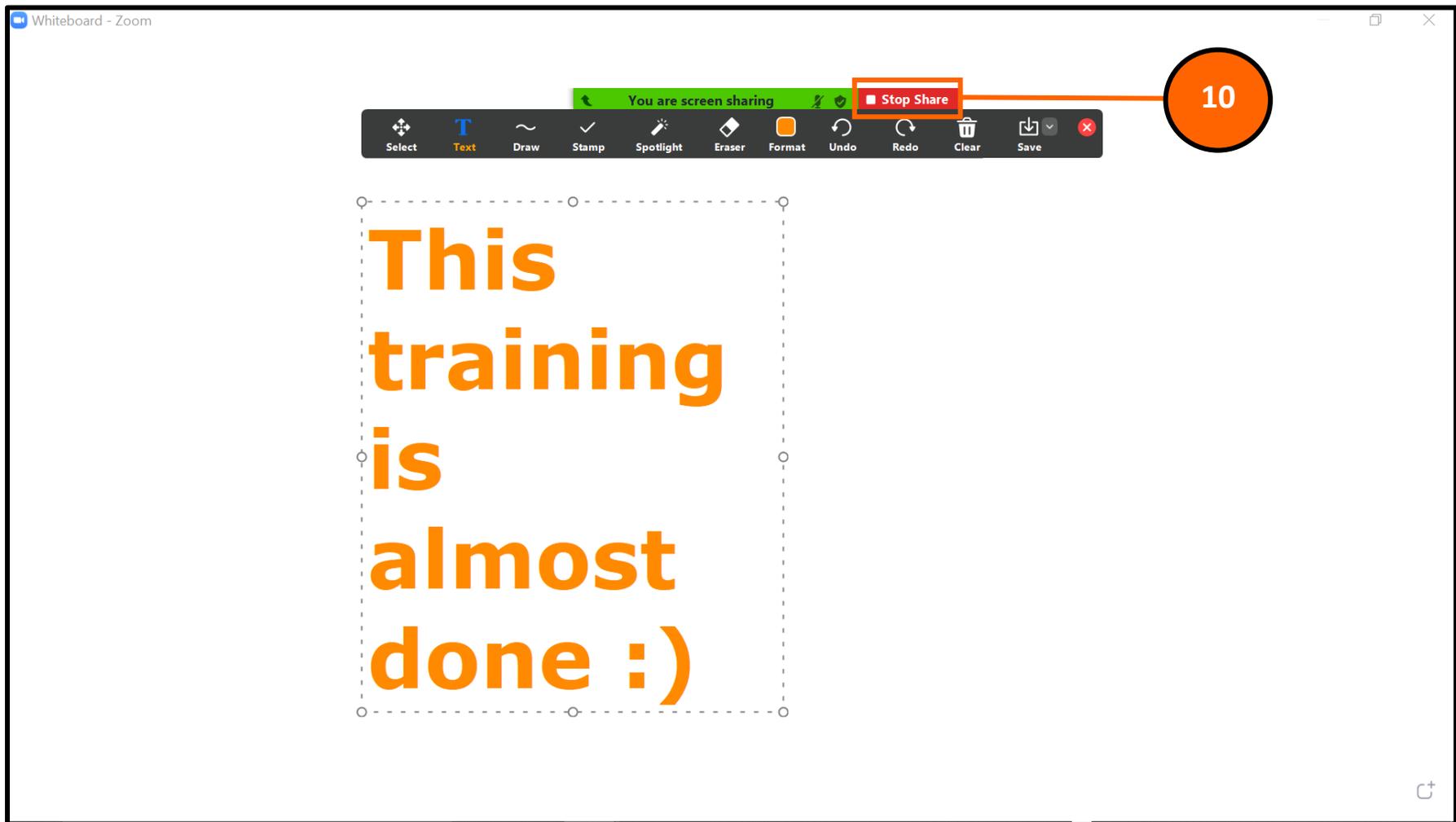
**Step 8:** In the “White Board” option, the “Format” tool will allow you to:

- change the color of your drawings or texts
- change the line width
- change the text size
- bold and italicize text



**Step 9: In the “White Board” option, the “Save” tool will allow you to:**

- **Save as a PDF (document) file**
- **Save as a PNG (image) file**



**Step 10:** Once you are done sharing your screen, you can click the red “Stop Share” from the menu on the top of your screen.

**Note:** The red “Stop Share” option applies to all screen sharing features.



# ZOOM

Breakout Rooms



Speaker View

Create Breakout Rooms

Assign 1 participants into 1 Rooms:

Automatically  Manually

1 participants per room

Create Rooms

Unmute Start Video Security Participants 2 Chat Share Screen Record Breakout Rooms

1 2 3 4

- Step 1:** At the bottom menu, click on the “Breakout Room” button.
- Step 2:** The “Create Breakout Rooms” prompt will appear in the middle of the screen.
- Step 3:** Choose “Automatic” or “Manually” for room selection.
- Step 4:** Click the blue “Create Rooms” button to activate your Breakout Rooms.

Testing...Testing...1...2...

Stacy Lomax

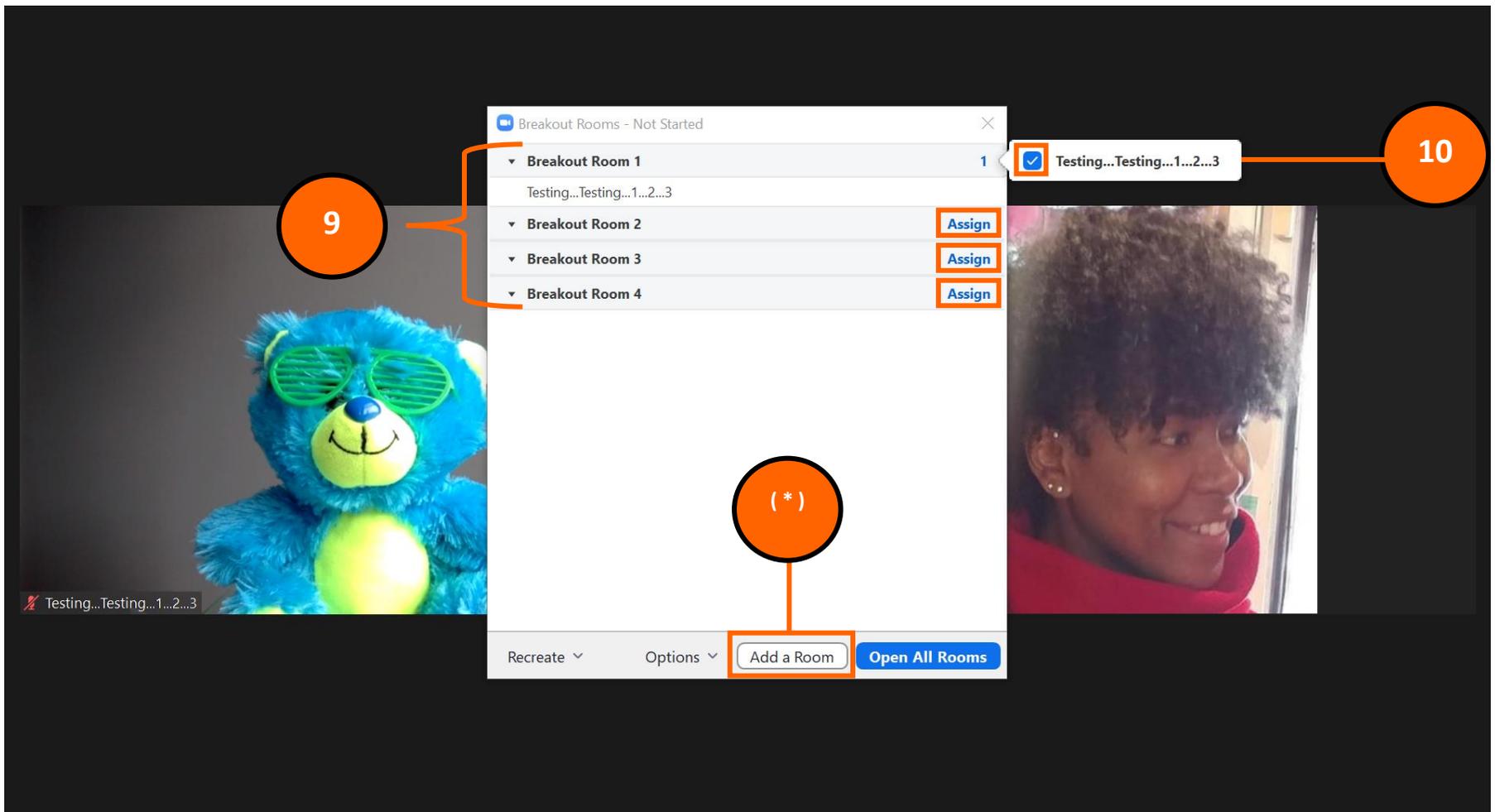
Unmute Start Video Security Participants 2 Chat Share Screen Record Breakout Rooms Reactions End

**Step 5:** If you would like to assign specific students to specific rooms, first, select the number of rooms.

**Step 6:** Click the “Manually” option.

**Step 7:** It will show an approximation for how many students per room.

**Step 8:** Click the blue “Create Rooms” button to activate your manually selected Breakout Rooms.



**Step 9:** The number of “Breakout Rooms” will appear before you open the rooms.

**Step 10:** Click the blue “Assign” option and your students’ names will appear in a check list beside each room. You can check the names you would like in each room.

**(\*):** Click the “Add A Room” button if you feel that you will need more rooms.

Breakout Rooms - Not Started

- ▼ Breakout Room 1 1  
Testing...Testing...1...2...3
- ▼ Breakout Room 2 Assign
- ▼ Breakout Room 3 Assign
- ▼ Breakout Room 4 Assign

Move all participants into breakout rooms automatically

Allow participants to return to the main session at any time

Breakout rooms close automatically after: 30 minutes

Notify me when the time is up

Countdown after closing breakout room

Set countdown timer: 60 seconds

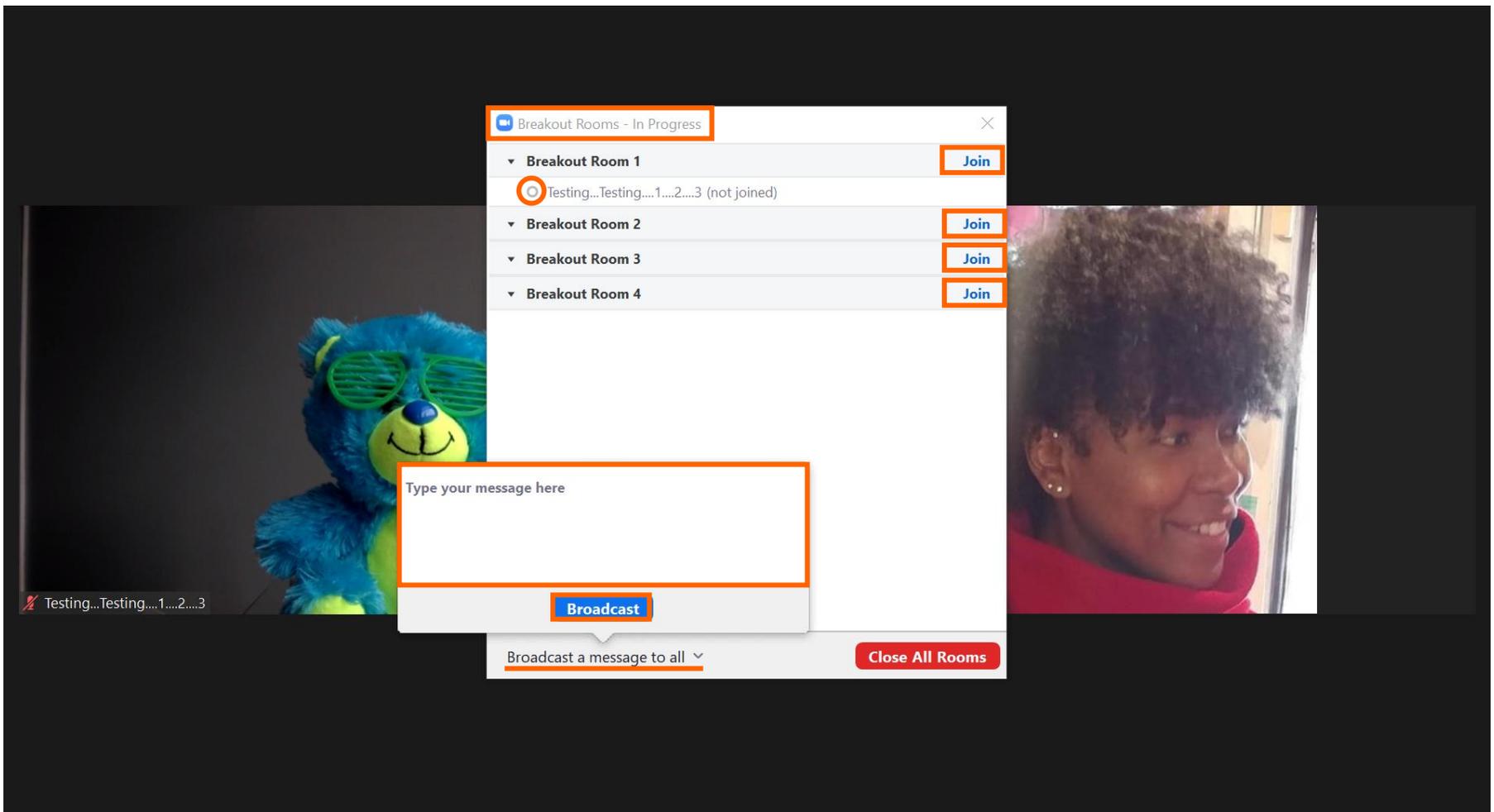
Options Add a Room Open All Rooms

11 12

**Step 11: Select the “Options” button to choose additional features for your “Breakout Rooms”. It’s best to select:**

- **Automatic close time (with the amount of time that you determine).**
- **Countdown of “Breakout Room” closing (with the number of seconds that you determine).**

**Step 12: Click the blue “Open All Rooms” button.**



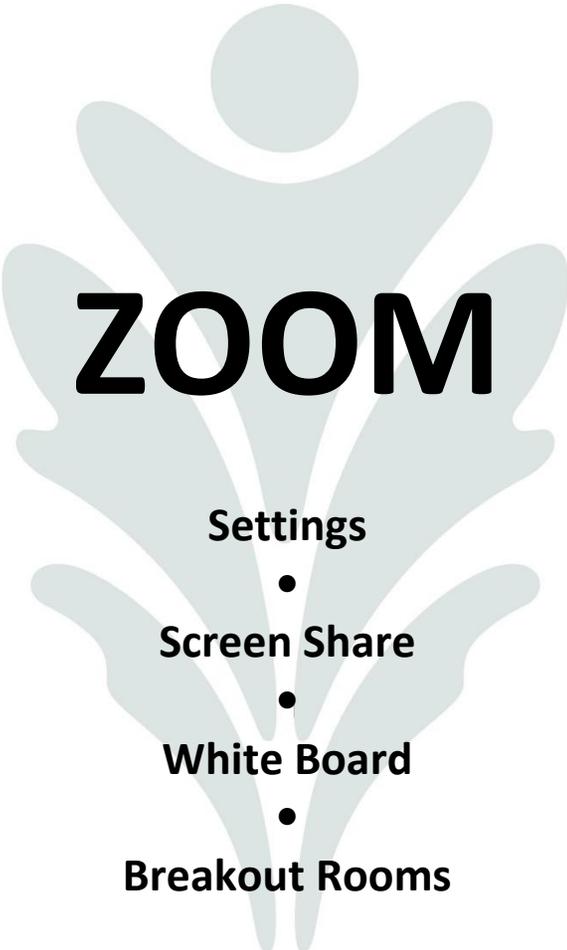
**Step 13: The “Breakout Room” box will indicate the rooms are active with “In Progress.”**

**Step 14: Click the blue “Join” button to be inside of each “Breakout Room.”**

**Step 15: Students who are not participating will be indicated with a *white* dot next to their names. Students who are participating will be indicated with a *green* dot next to their names.**

**Step 16: Click the “Broadcast Message To All” arrow if you would like to text a message to your “Breakout Rooms” before their session ends.**

**Step 17: Click the red “Close All Rooms” when you are ready to end the “Breakout Rooms.”**



# ZOOM

Settings



Screen Share



White Board



Breakout Rooms



**Thank You!**



**I appreciate you taking the dedicated time to attend this workshop to learn these new skills.**

**Adult Education**



**Developed &  
Presented by Stacy Lomax**



**Transitions Coordinator  
Digital Literacy Instructor**



**slomax@oakton.edu**



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