PART 4 of 6

Zoom session basics and best practices

This guide will describe some of the basic functionality of Zoom, including Manage Participants, Chat and Share Screen, and offer suggestions about why or when you might wish to use the settings.

Manage Participants

As the 'Host' of the session you will have control over all functions and features in the meeting. To access these controls select '**Manage Participants**' located in your Zoom menu bar (move mouse over the Zoom window to view).

Once you've clicked on Manage Participants, a window will appear listing all the participants in the session and at the bottom of the window, you'll see choices for **Mute All, Unmute All,** and **More**:
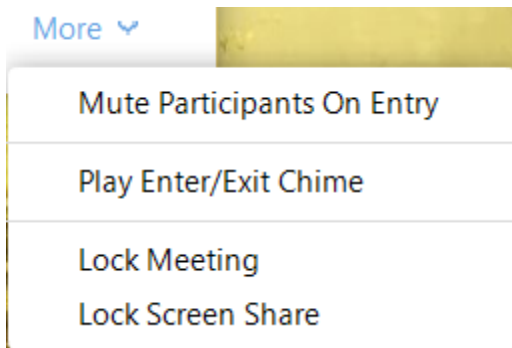

- Mute All/Unmute All: These buttons mute or unmute all participants in meeting; you will be given the option (checkbox) to allow or not allow participants to unmute their mic.
  - **Suggested setting**: For online courses, best practice calls for choosing "Mute All" at the beginning of each session to mitigate background noise from participants. You

may give access to participants when you are ready--either individually or as a group once your session begins.

- o If you "Unmute All" once the session begins, students may interject with comments and questions at any time. In the case of a guest speaker, you may wish to keep this set to Mute All until your speaker is finished and it is time for Q & A.
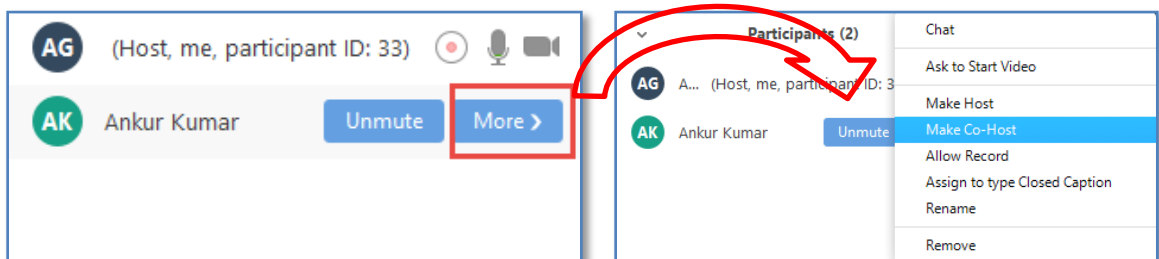

If you click on the **More** button, you can access the **Lock Screen Share** button; as above, this is useful if you want to make sure that participants cannot share their screens in the middle of a session.

- Lock Screen share: By selecting lock screen share, other participants will not be able to share their screen.
  - Suggested setting: For online courses, best practice calls for choosing "Lock screen share." You may allow participants to share their screen at any time during your session if you wish.
- Mute Participants on Entry: participants will automatically be muted as they enter the meeting

  - Suggested setting: Use mute on entry, so students have to actively turn on mic, to cut down on unwanted noise. (Especially where they are used to using Collab, and may not think about the fact that background noise will be heard.)

- Play Enter/Exit Chime: plays a sound as participants join and leave the meeting.
  - Suggested setting: Since this setting was already chosen when you set up your profile, you do not need to change it for the session unless there is a particular reason to.

- Lock meeting: you can lock your meeting so that no other participants may join the session.
  - Suggested setting: Unless there is a reason to prohibit late joining, It's not suggested to use this setting so that students may join the session at any time.

In addition, there are other functions you can access by hovering your mouse over a participant's name (e.g., Stop video, make host, etc). When you hover your mouse over the area beside a participant's name, you'll see the mute and the **More** button appear:
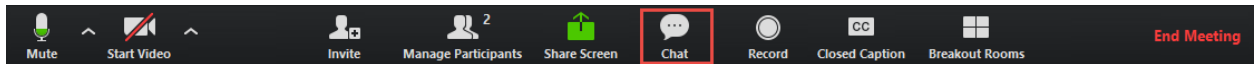

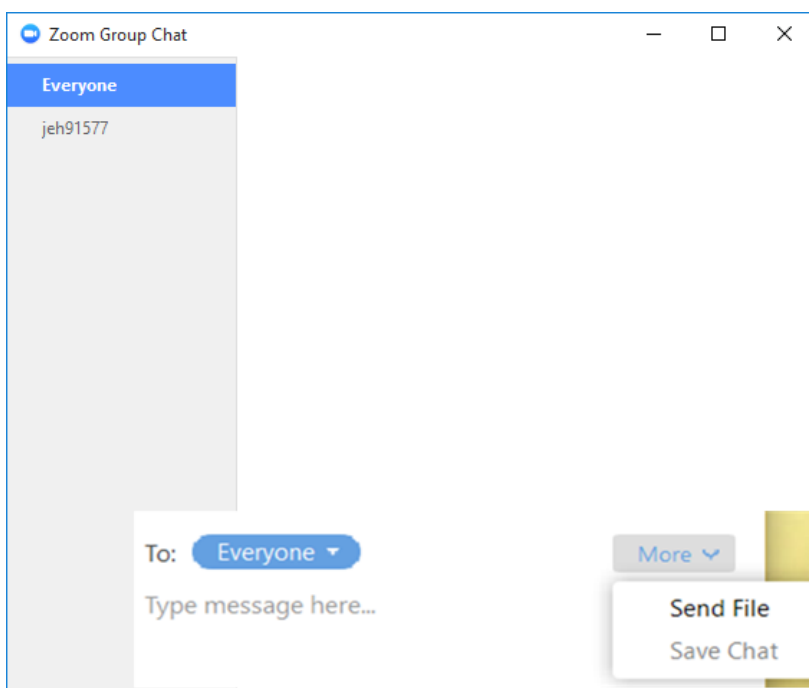Choose the More button to access the following functions:

- Stop Video: stop participant's video stream (unable to start video)

- Make host: you can grant another participant permission to be the host of the meeting - the host of the meeting can also Reclaim Host after making another participant the host of the meeting
    - <u>Suggested setting</u>: This is a useful function to use in sessions where students are presenting.

- Remove: you can kick/boot participant(s) from the meeting
    - <u>Suggested setting</u>: Only used if a student or participant has become unruly or disruptive.

- Allow record: you can allow other participants the option of recording the meeting
    - <u>Suggested settings</u>: Due to FERPA and privacy concerns, it is **not** advisable to allow students to record the sessions.

- Rename: rename the attendee name selection
    - <u>Suggested settings</u>: You can re-name an attendee if you wish (for example, if a participant is being identified by their CSUN user ID). NOTE: All participants will be able to see what you rename a participant.

- Put Attendee on hold: Place the participant "on-hold", removing them from the video and audio conference - *To do this, you must have "Enable attendee on-hold" already selected in your Profile Settings prior to starting the meeting.
    - Suggested settings: This setting would likely only be used if a student is unruly or completely disruptive or if a student/guest is supposed to be presenting and they're having difficulties; putting them on hold might allow them a chance to get their presentation together before continuing.

Chat

The Chat window can be accessed by clicking 'Chat' at the bottom of the Zoom application

In the 'Zoom Group Chat' window, you can send a message to Everyone, or to single participants, which can be selected at the left of the window
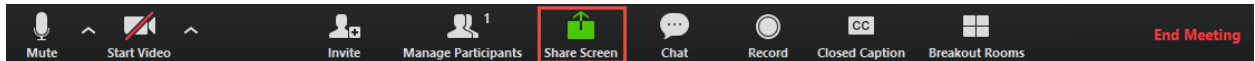

You also have the ability to save the chat to a text file ('Save Chat"*) or to Send a File ("Send File").
* For enabling Send file through chat, make sure "File Transfer" is checked on your <u>Profile"</u> in Meeting Settings"
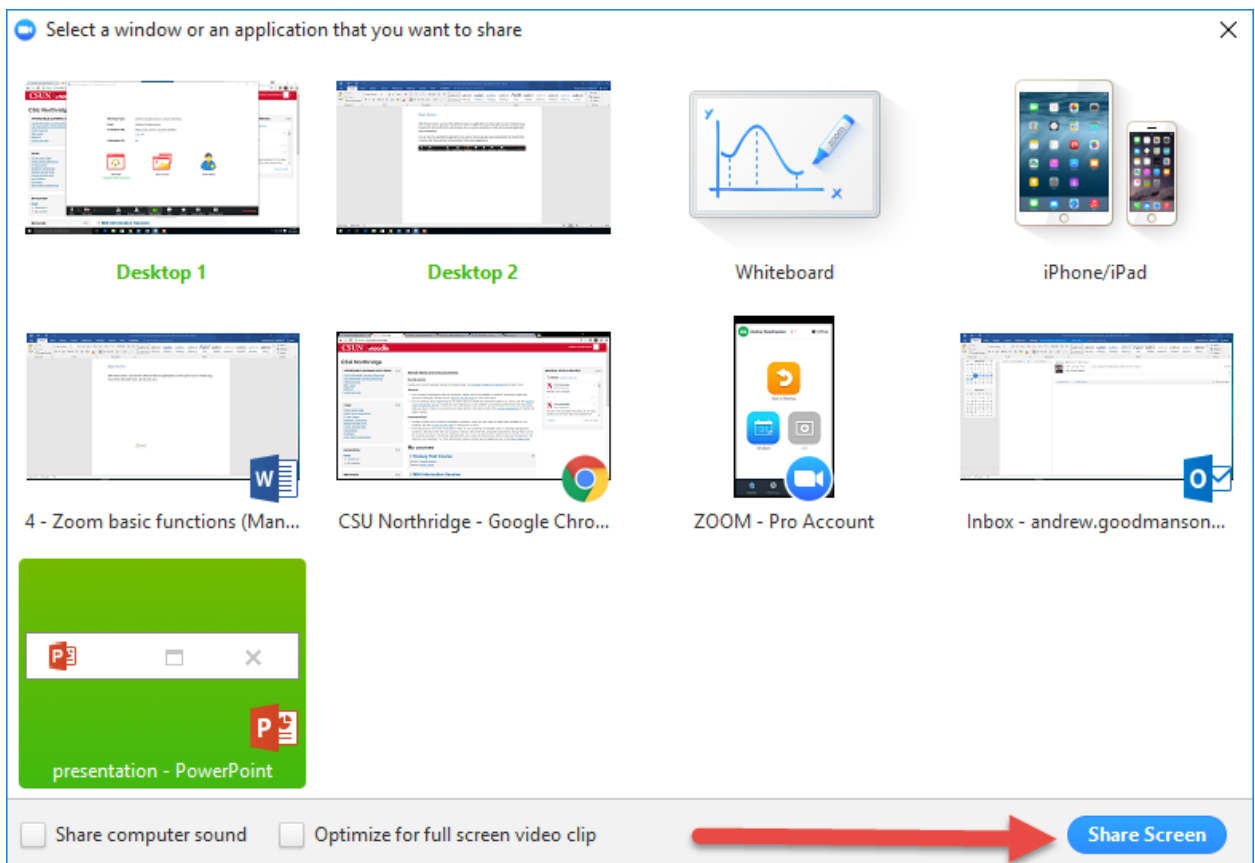
Share Screen

With 'Share Screen', you have the ability to share any application you have open on your computer (e.g. PowerPoint, Microsoft Word, web browser, etc.), as well as annotate or mark-up the shared application like a whiteboard.
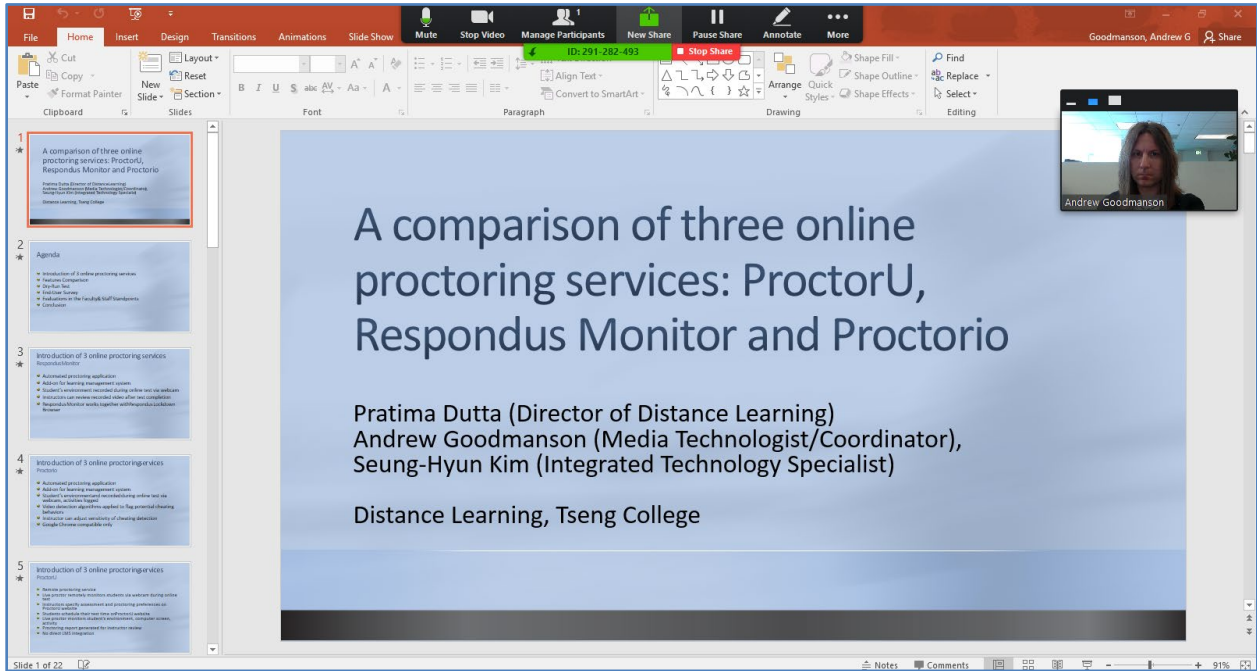You can start by opening the application you wish to share (e.g. open your presentation in PowerPoint). In Zoom, click 'Share Screen' at the bottom of the Zoom application:

You will be given a list of applications that are currently open on your computer. You will also be given a 'Whiteboard' option, which is simply a blank white space that you can mark up and annotate. Select your application (e.g. PowerPoint) and click 'Share Screen'.
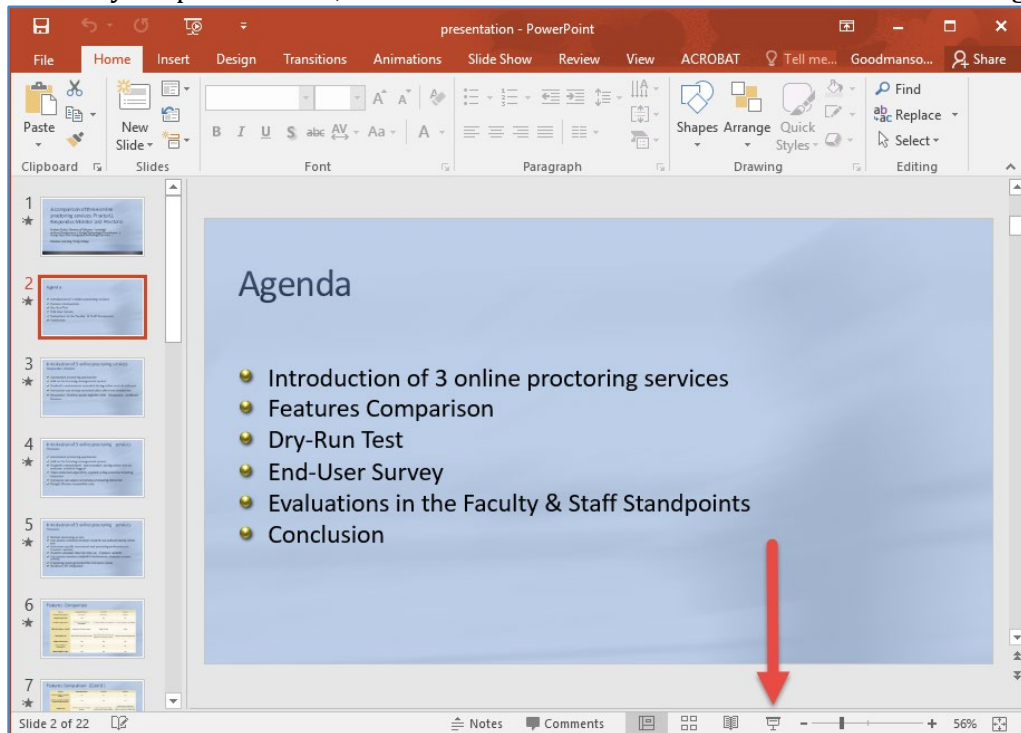

In this example case, PowerPoint will be shared full-screen and your webcam video will be shown with a smaller picture-in-picture:
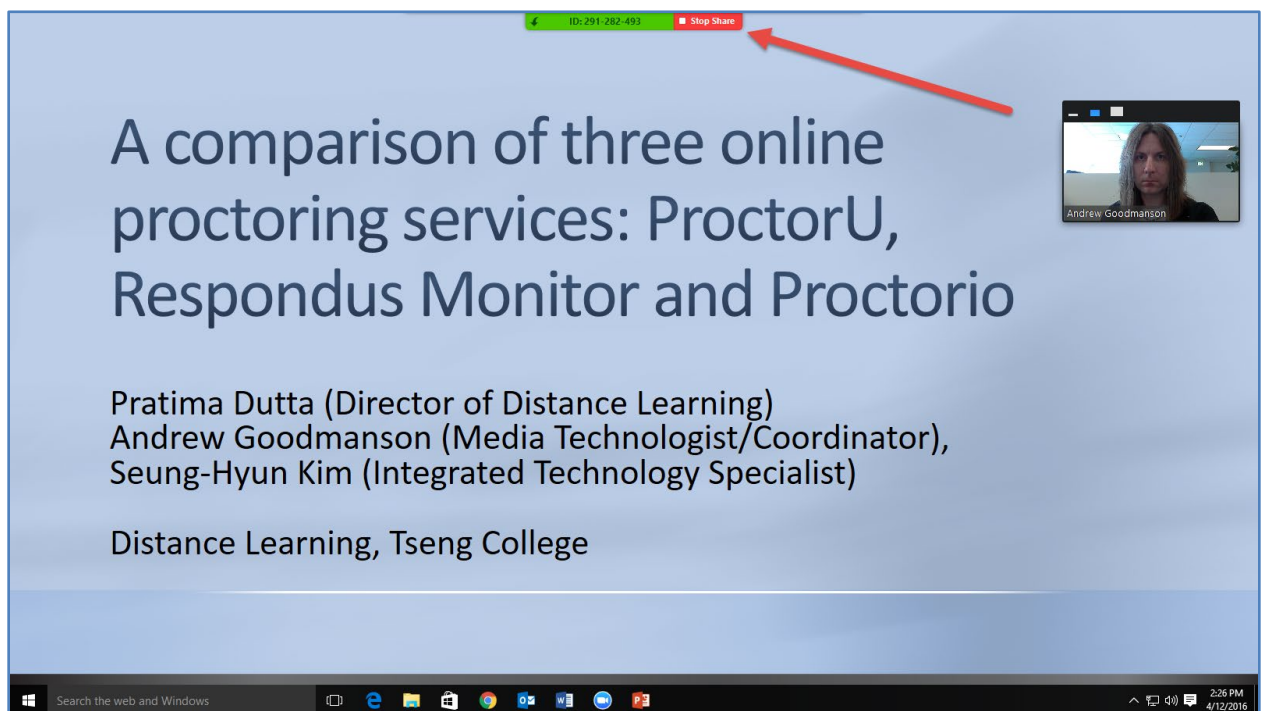
At the top, you will have an 'Annotate' option, which gives you the ability to mark-up the shared application with various drawing and typing tools:
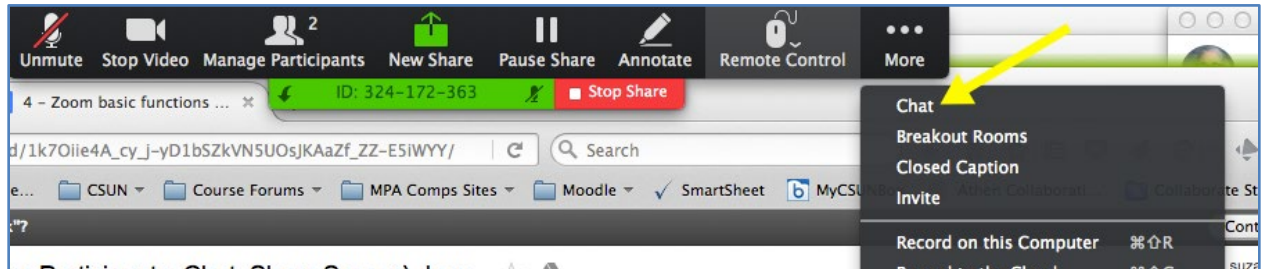
To start your presentation, click the button for 'Slide Show' view at the bottom right:

Your presentation will now be in full screen with your webcam in a smaller picture-in-picture. When you wish to stop sharing the presentation (or other application), click 'Stop Share' at the top of the screen.

***Notes for PowerPoint presentations: If you are using dual monitors, you may need to click 'Display Settings' at the top of the screen in PowerPoint and choose 'Swap Presenter View and Slide Show'. Also, if your presentation is in full screen and you would like to use the Chat feature in Zoom, can click Chat in the 'More' menu at the top of the screen:

Hot keys for Zoom

Windows:
- Enable/Disable Microphone: **Alt+A**
- Enable/Disable Video: **Alt+V**
- Switch Camera: **Alt+N**
- Share Screen: **Alt+S**
- Start/Stop Local Recording: **Alt+R**
- Start/Stop Cloud Recording: **Alt+C**
- Enter Full Screen: **Alt+F**

Mac:
- Enable/Disable Microphone: **Command(⌘)+Shift+A**
- Enable/Disable Video: **Command(⌘)+Shift+V**
- Switch Camera: **Command(⌘)+Shift+N**
- Share Screen: **Command(⌘)+Shift+S**
- Start/Stop Local Recording: **Command(⌘)+Shift+R**
- Start/Stop Cloud Recording: **Command(⌘)+Shift+C**
- Enter Full Screen: **Command(⌘)+Shift+F**

To download the latest version of this manual, as well as all our Zoom Faculty manuals, go to Distance Learning's [Zoom for Faculty website](), available 24/7.