



AVID National Conference 2020

Zoom tips & tricks for presenters

Getting Started

System Requirements

- Stable internet connection
- Speakers and a microphone (built-in or external)
- A webcam (built-in or external)
- A laptop or desktop computer (i.e. not mobile or tablet)

The first time you use Zoom, you may be asked to download the Zoom app.

Chromebooks/Chrome OS or Zoom Rooms is not recommended as you may have issues accessing breakout rooms.

Please test your audio, microphone, and video before entering the session.

[How do I test my audio and microphone?](#)

[How do I test my video?](#)

On the Day

Hosting the Zoom session

The Zoom link for each workshop has been set up with an AVID team member as 'host'. Every Zoom workshop link is unique. An AVID team member will login and make you and your co-presenter 'hosts' **10 minutes before the commencement of your workshop**. Due to licensing restrictions, this cannot be done in advance.

Waiting Room

Participants enter a waiting room before the host admits them. An AVID team member will assist with this process, however you may need to do this during the session if a participant joins the session late. A pop up will appear asking if you would like to admit the participant.

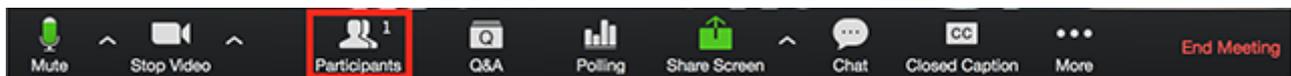
Please note that you may also be placed in the waiting room at the start of your session as the AVID team member logs in to give you host rights. Additionally if anyone in your session drops out during the workshop they will come back in to Zoom automatically but not necessarily back in to the main room. This will be something you need to be mindful of throughout your session

Zoom controls

During the session, presenters and participants will have access to the following controls:

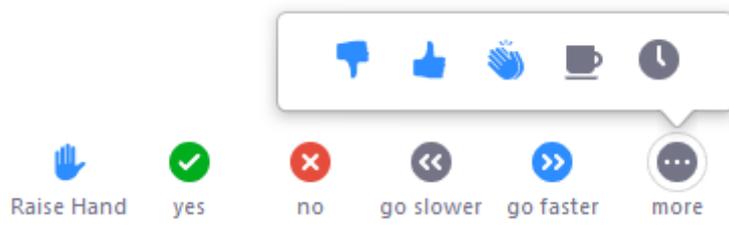
- **Mute / Unmute:** Mute and unmute your microphone.
- **Audio Controls** (click the ^ arrow next to Mute / Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer.
- **Video Controls** (click the ^ arrow next to Start Video / Stop Video): Change cameras if you have multiple cameras or select a virtual background (if enabled).
- **Participants:** See who is currently in the meeting.
- **Rename:** Hover over your name and click *Rename* to change the name displayed to other participants. You may like to ask your participants to rename themselves if their name is appearing as their Staff ID or Computer Name e.g. 'Max's iPad'
- **Non-verbal feedback icons:** Place an icon beside your name to communicate without disrupting the flow of the meeting.

i. Click the **Participants** button.



ii. Participants can click one of the icons to provide feedback to the host. Click the icon again to remove it.

Note: Participants can only have one icon active at a time.



The following additional icons are available by clicking the *more* button:

- agree
- disagree
- clap
- need a break
- away

The icon will appear next to the relevant name in the participants list.

- **Chat:** Participants can access the chat window to send chat messages and questions to the host.
 - i. While in a meeting, participants can click Chat in the meeting controls.



This will open the Chat on the right. You can then type a message or question into the Chat box. Choose whether the message is sent to everyone or privately to a participant. Be sure to click enter for your message to be sent. You need to be sure to have selected a recipient for your message – either “everyone”, or a single participant. You can use the chat box to share helpful links with participants.

- **Leave Meeting:** You can leave the meeting while it continues for other participants; however, only the host can end the meeting. Please be careful when leaving rooms/breakouts that you do not accidentally click 'leave the meeting' as that will end the session.

Breakout Rooms

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, or they can allow participants to select and enter breakout sessions as they please. The host can switch between sessions at any time.

Managing Breakout Rooms

- You don't need to set breakout rooms in advance. You can create these during the session.
- Using the Breakout Room icon (as host) you can autogenerate rooms with the + button
- You can create multiple breakout rooms by dividing participants into the number of rooms you want. Check the 'automatically' button. Participants will be randomly assigned.
- Before you "open all rooms" you need to set Options:
 - Move all participants into breakout rooms
 - Allow participants to return to the Main session
 - Breakout rooms close automatically after ____minutes
 - Countdown after closing Breakout Rooms: set the countdown timer for ____seconds

Recordings: Even if your session is recorded, only the proceeding in the Main Room will be recorded. Breakout Rooms will not be recorded

Using Videos in your Presentations

It is recommended that you put video links in the Chat and assign time for participants to watch these themselves during the session. Playing the video to all participants at once through Zoom can result in buffering issues, which can make the video unwatchable.

Using Whiteboard

To read about system requirements for using Zoom whiteboard, please visit this website:

<https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>

Sharing a whiteboard

1. Click the **Share Screen** button located in your meeting tool bar.
2. Click **Whiteboard**.



Whiteboard

3. Click **Share**.
4. The [annotation tools](#) will appear automatically, but you can press the **Whiteboard** option in the meeting controls to show and hide them.
5. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.



Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages.

6. When you are done, click **Stop Share**.



Further Reading

Here are links to articles: <http://Support.zoom.us>