

# Literally Changing Lives

## Literacy DuPage



## In-Service Workshop: Tutoring via Zoom



# Objectives



- ✳ Creating a Zoom account and signing in on the web
- ✳ Downloading and opening the Zoom application on your computer
- ✳ Scheduling a Zoom meeting
- ✳ Sharing meeting link
- ✳ Using Meeting Controls Menu
  - Muting/Unmuting
  - Starting/Stopping video
  - Testing audio
  - Other Settings
  - Using Chat Box
  - Screen Sharing & Tools
  - Using Reactions
- ✳ Ending Meeting



# Creating Zoom account & signing in on the web

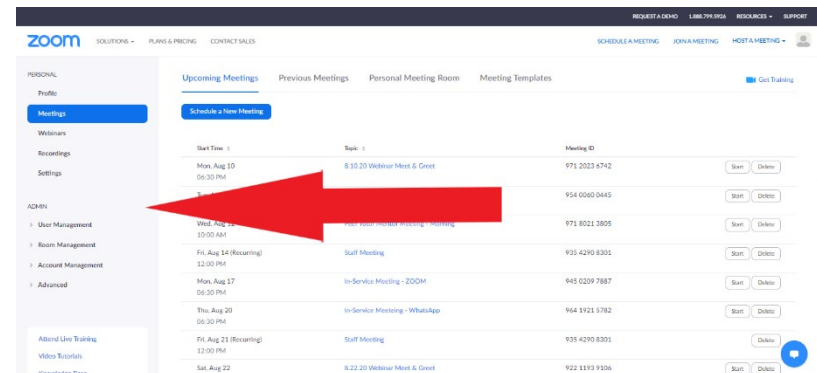


## ✳ Creating your own account

- ▶ To sign up for your own free account, visit [zoom.us/signup](https://zoom.us/signup) and enter your email address. You will receive an email from Zoom ([no-reply@zoom.us](mailto:no-reply@zoom.us)). In this email, click **Activate Account**.

## ✳ Signing in to your Zoom account on the web

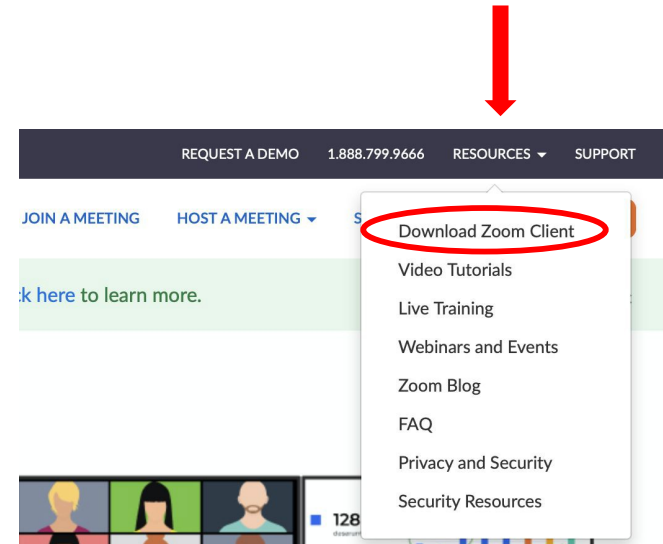
- ▶ You can login to your Zoom account on the web at any time, at [zoom.us/signin](https://zoom.us/signin). Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.



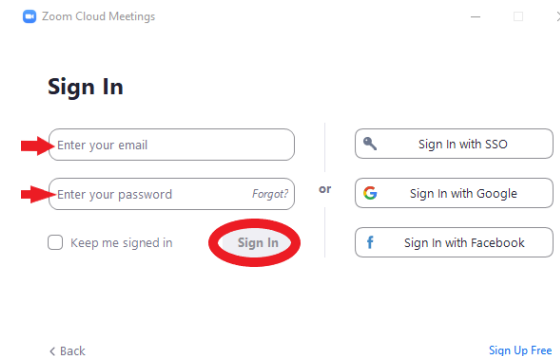
# Downloading and Opening the Zoom Application



- ✳ Go to <https://zoom.us>
- ✳ Click **Resources**, then click **Download Zoom Client**.
- ✳ Download and install Zoom on your computer by following application prompts.



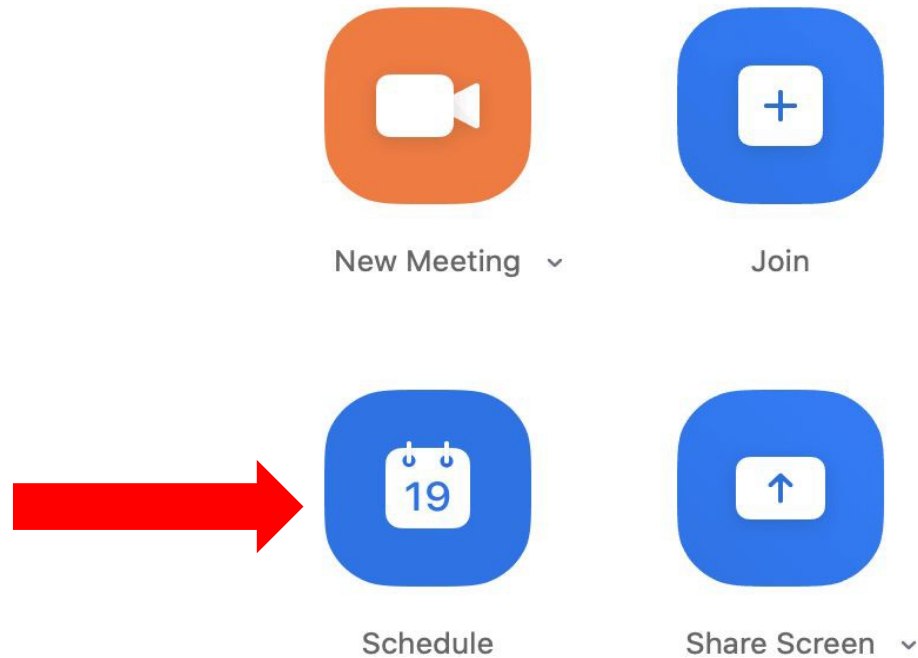
- ✳ Once you have the application installed, sign into your account.



# Scheduling a meeting via the Zoom Application



- ✦ Open the Zoom application on your computer.
- ✦ Click the **Schedule** icon on the home page of the Zoom client application.



# Choosing meeting settings in Zoom Application



## ✳ Choose your meeting settings.

- ▶ *Start*: Set a date and time for the meeting.
- ▶ *Duration*: The duration is for scheduling purposes and the meeting will not end after the length of time.
- ▶ *Recurring Meeting*: Meeting will have the same ID and settings.
- ▶ *Calendar*: Select a calendar to automatically add the meeting to the selected calendar. Select **other calendars** to copy the invitation link.

## ✳ For more settings information:

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

Schedule meeting

### Schedule Meeting

#### Topic

Literacy DuPage's Zoom Meeting - Test

Start: Fri August 7, 2020 05:00 PM

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: Central Time (US and Canada)

#### Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 249 949 2399

#### Password

☒ Require meeting password 921114

#### Video

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

#### Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

#### Calendar

☒ Outlook ☐ Google Calendar ☐ Other Calendars

#### Advanced Options

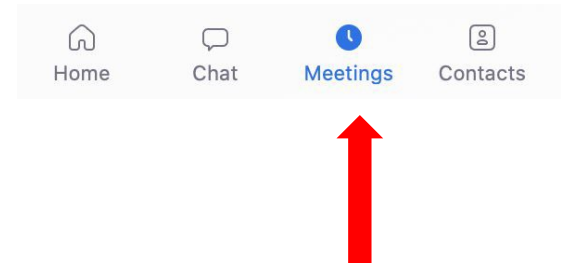
Schedule

Cancel

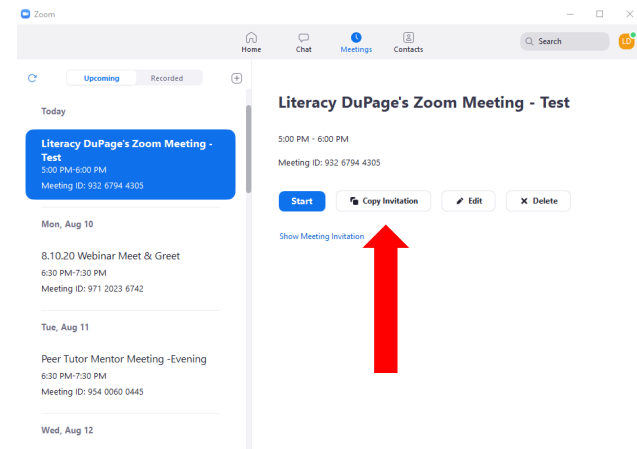
# Sharing meeting link via the Zoom Application



✳️ Click **Meetings** on the top ribbon menu in the Zoom Application, and select the meeting you want to share. The selected meeting will turn blue on the left side panel



✳️ Select **Copy Invitation**. This will automatically copy the information which can then be shared in a separate email to learners.

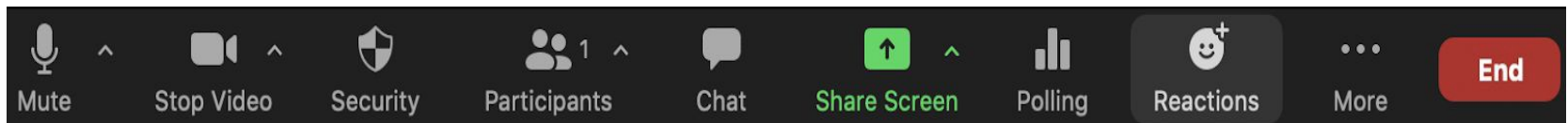




# Using the Meeting Controls Menu

✳ The next sections will address how to use the following **meeting controls menu** features:

- ▶ Setting up audio
- ▶ Muting/Unmuting
- ▶ Starting/Stopping video
- ▶ Setting up audio
- ▶ Testing computer audio
- ▶ View Settings
- ▶ Using Chat
- ▶ Screen Sharing
- ▶ Annotation tools for Screen Sharing
- ▶ Using Reactions

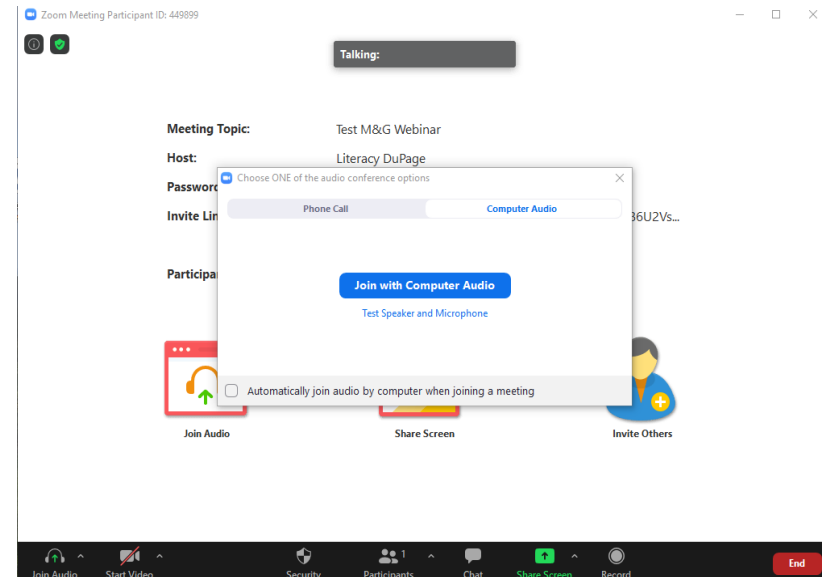




# Meeting Controls Menu – Setting up audio



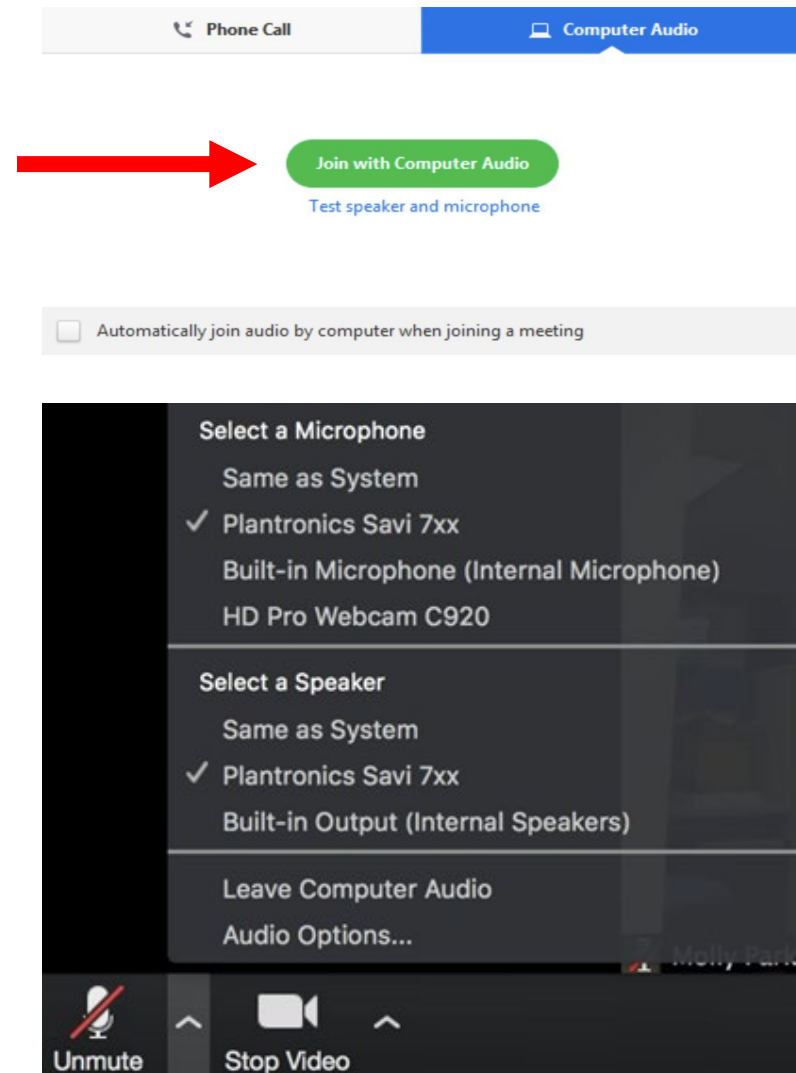
- ✳ Before you can enter the Zoom meeting you want to host, you have to set up your audio
- ✳ An audio box will open automatically asking if you want to join with **Computer Audio** or calling in via **Phone Call**, select the option that works best for you.
  - ▶ For Phone Call follow prompts



# Meeting Controls Menu – Testing Computer Audio



- ✳ It is important to properly connect your audio before your tutoring session. If you haven't enabled Zoom to automatically connect to computer audio, you can test your speaker and microphone before the meeting.
- ✳ To check audio in the meeting, select the up carrot (^) to the right of the Mute button to open the audio menu. Select a microphone or speaker here or select audio options to test each mic or speaker.
- ✳ Visit <https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio-> for further audio information.

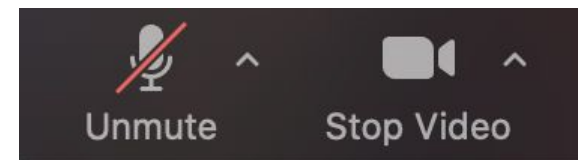
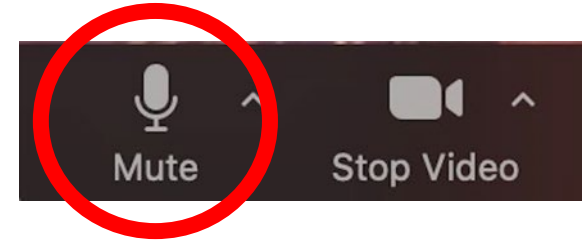


# Meeting Controls Menu – Muting/Unmuting



## ✱ Muting and Unmuting on a computer

- ▶ Move the mouse to the Meeting Controls Menu at the bottom of the Zoom application (lower left corner).
- ▶ Click the **microphone icon** titled Mute to mute yourself. There will be a red line through the mic if you are muted.
- ▶ Click the icon again to unmute.

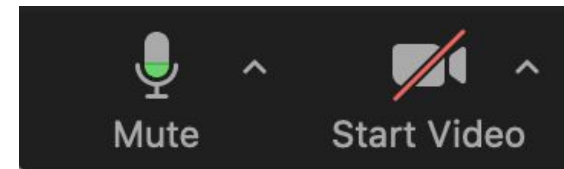
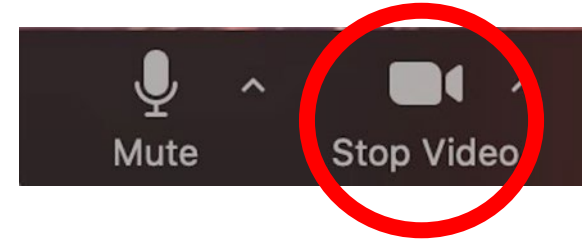


# Meeting Controls Menu – Starting/Stopping video



## ✳ Starting and Stopping video on a computer

- ▶ Move the mouse to the Meeting Controls Menu at the bottom of the Zoom application (lower left corner).
- ▶ Click the **Stop Video** icon. There will be a red line through the Stop Video icon if your video is not on.
- ▶ Click the icon to start video again.





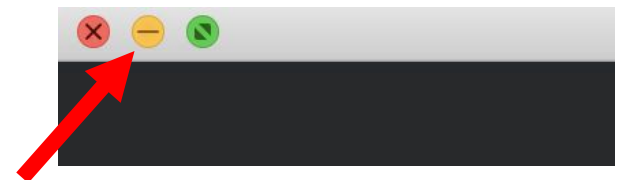
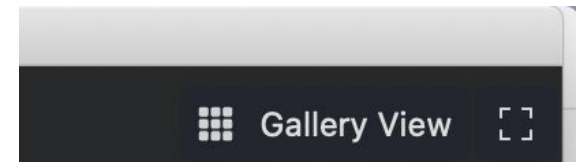
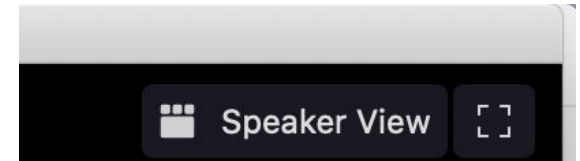
# Meeting Controls Menu – View Settings

✳ There are 3 view options in Zoom:

- ▶ **Speaker:** See only the current speaker or presenter
- ▶ **Gallery:** See all participants in the meeting in grid format
- ▶ **Minimize:** View a reduced window that floats on top of other applications

✳ To select a different view, move the cursor to the top right corner of the Zoom window. To minimize or maximize the Zoom window select the corresponding buttons on the top ribbon of the window.

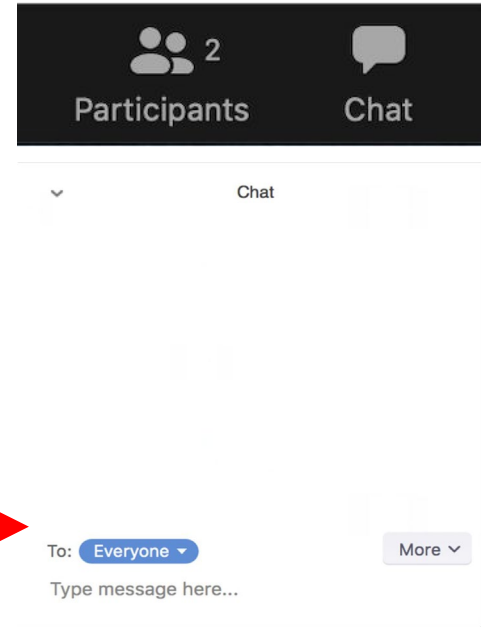
✳ Visit <https://support.zoom.us/hc/en-us/articles/201362323-Changing-the-video-layout> for further view settings information.



# Meeting Controls Menu – Using Chat



✦ Click **Chat** in the Meeting Controls Menu.

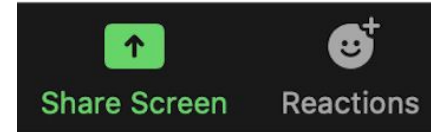


✦ The **Chat box** will open on the right side. This is where you can type a message. Messages to everyone are public. To send a private message, select a learner or guest from the blue drop-down menu.

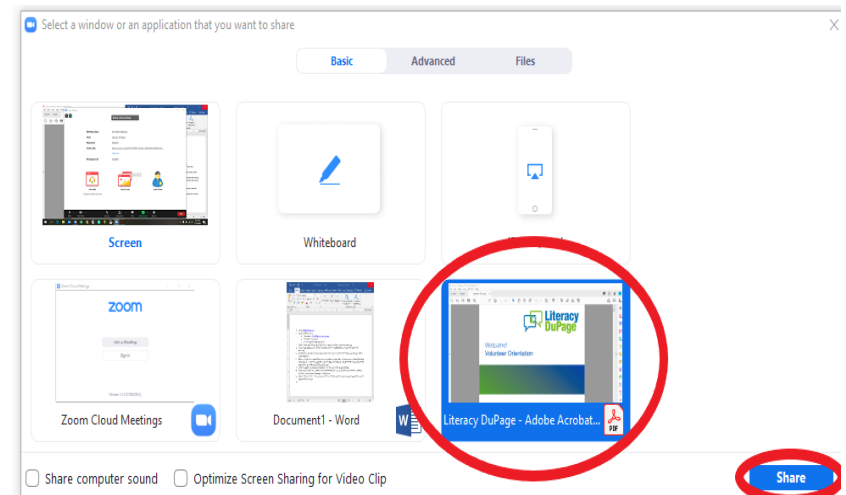
# Meeting Controls Menu – Screen Sharing



- ✳ Click **Share Screen** in Meeting Controls Menu.

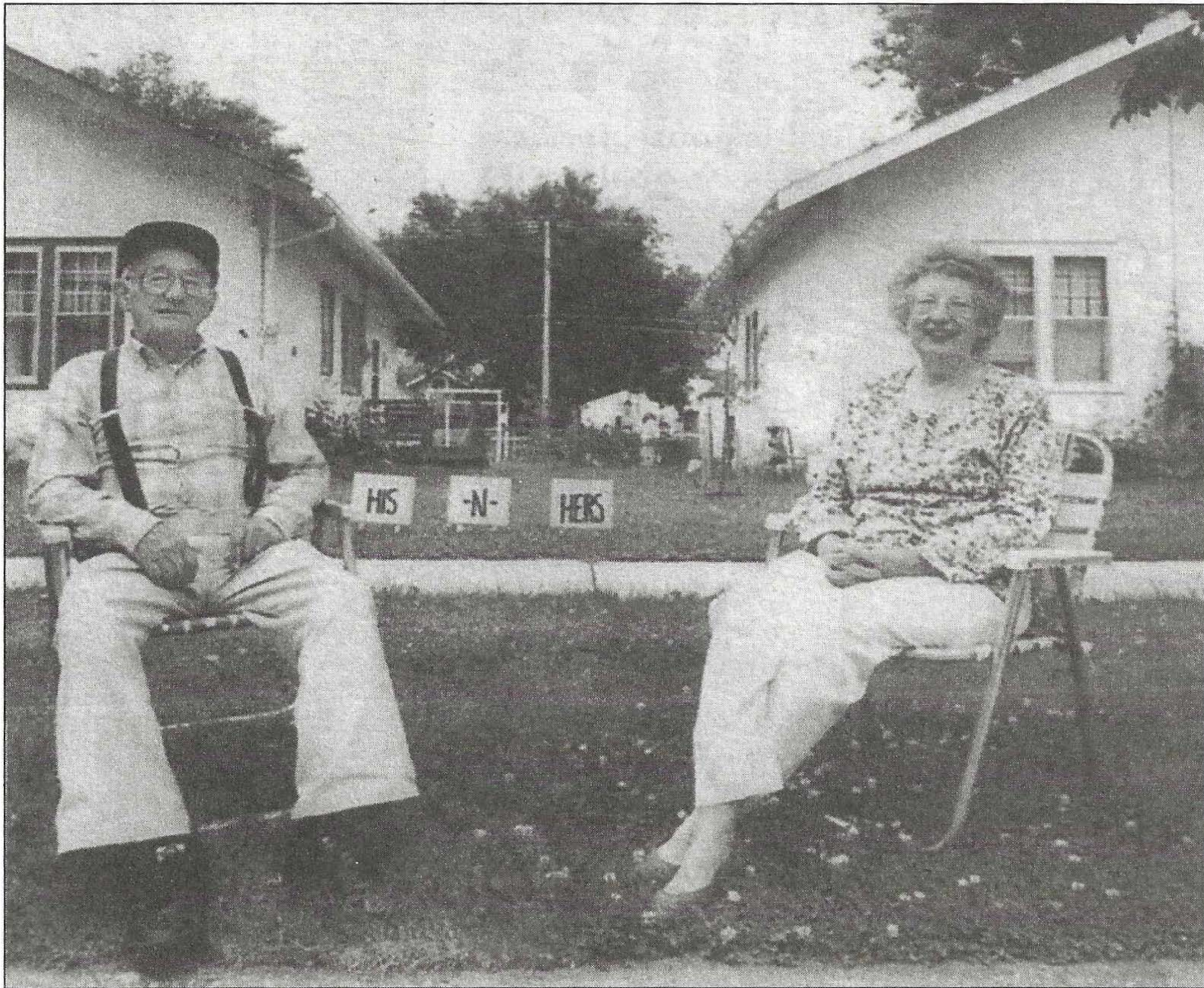


- ✳ Select what you would like to share
- ✳ Click **Share** on the bottom right.
- ✳ Click **Stop Share** at the top of your screen to stop sharing your screen.



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- The screenshot shows the Zoom toolbar with the 'New Share' button highlighted in green. Other buttons visible include 'Unmute', 'Start Video', 'Security', 'Participants', 'Polling', 'Pause Share', 'Annotate', and 'More'. A green banner at the bottom of the toolbar indicates 'You are screen sharing' with a 'LIVE' status and a 'Stop Share' button.







# NEIGHBORS

Jack and Ann are married. They are not happy together. Why not?

They are very different. Jack smokes. Ann doesn't smoke. Jack likes to watch baseball on TV. Ann doesn't like baseball. Ann likes loud music. Jack doesn't like loud music. Jack snores at night. Ann can't sleep.

One day, Ann looks at the house next door. It is for sale. Ann buys the house and moves in.

Now Ann lives in the house next to Jack. In his house, Jack can watch baseball on TV. He can smoke. He can snore. In her house, Ann can listen to loud music. She can sleep.

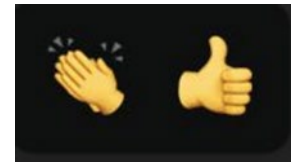
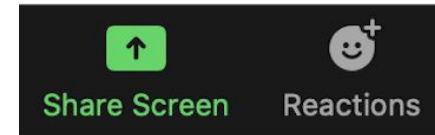
Now Jack and Ann are married and happy!



# Meeting Controls Menu – Using Reactions



- ✳ Only available during a video meeting.
- ✳ Click **Reactions** on the Meeting Controls Menu.
- ✳ Select **Clap** or **Thumbs Up**. The reaction will appear on the corner of your screen for all to see.

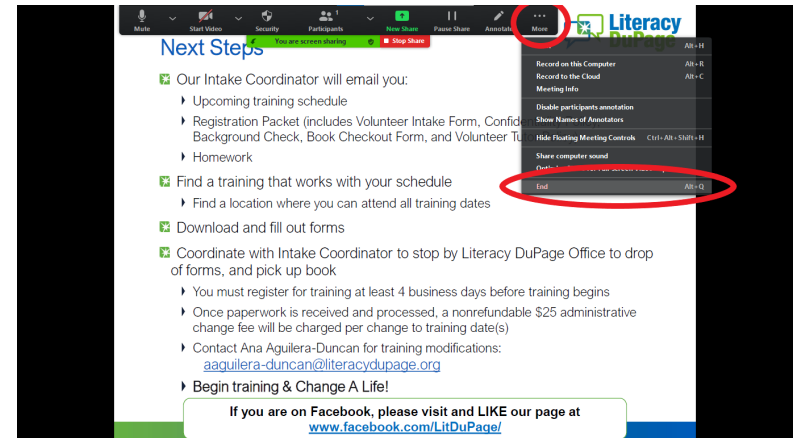


# Ending a meeting



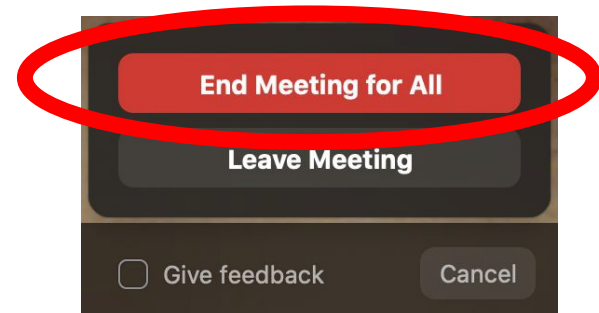
✱ To end a meeting, select the three dots at the far right of the Meeting Controls Menu labeled **More**.

✱ From the drop-down menu, select **End**.



✱ A pop-up box will open asking to End Meeting for All.

✱ Click Leave Meeting. If you are the host, click **End Meeting for All**.





Thank you!

[www.literacydupage.org](http://www.literacydupage.org)

