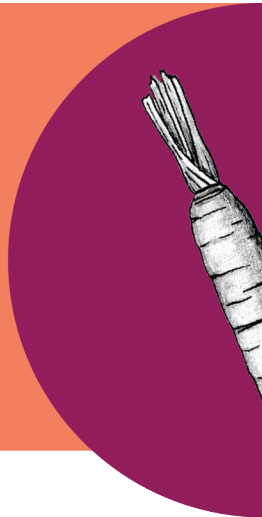


THE **EDIBLE**
SCHOOLYARD
PROJECT



HOW TO: USE ZOOM

Summary: Zoom has quickly become a commonplace application that many people spend a lot of time on, including teachers and students. This resource walks you through a few Zoom features that can be utilized for synchronous online learning and suggests some ideas for instructional strategies that Zoom can support.

What is Zoom?

Zoom is a video meeting software that allows large groups to come together at a distance. It is a useful tool to hold synchronous discussions, present information, or do group activities. While it may not replace all of the elements of in-person learning, Zoom can be used as an online space for rich discussions and connection.



How Zoom Features Support Online Learning

The zoom features such as; breakout rooms, screen sharing, the chat feature, and polling can support student engagement and learning in a number of ways:

- **Student Feedback and Connection:**
 - **Chat Feature:** In a synchronous online classroom, the chat feature can be a place for students to quickly share information about their current state, check-in responses, or any questions they may have. The chat function allows an instructor insight into how the class is feeling and what they might need and gives the class the opportunity to make quick connections to others in the room.
- **Reflection:**
 - **Chat Feature:** When time is limited or the group is large, the chat function is an excellent place for a quick reflection. Consider posing discussion questions or even creating a class poem in the chat.
 - **Breakout Rooms:** Consider splitting the students into breakout rooms of two for a quick, think-pair-share reflection. Share a prompt with the class, give students time to think silently about the question, then send them into breakout rooms to discuss before bringing everyone back together for a whole-group debrief.
- **Collaborative discussion and brainstorming:**
 - **Screen Sharing:** The whiteboard function provides a platform for synchronous brainstorming and collaboration. Consider using it to make a word web, to play a game, or to highlight ideas during a group discussion.
 - **Breakout rooms** can provide a more intimate space for students to discuss and work together. You might try the jigsaw learning method with the breakout rooms, where different students or groups are responsible for learning about one section of a text or idea and later share their knowledge in larger groups.
- **Information Sharing:**
 - **Screen sharing** allows instructors to display slides or web sites with information, directions, rubrics, etc., while simultaneously explaining or answering questions in a class session.



HOW TO: USE ZOOM

- **Assessment:**
 - **Polling:** An instructor might use the polling feature to quickly check for understanding as they navigate a lesson. A poll could be used like an informal pop quiz, a way for students to share their comfort level with a subject, or as an exit ticket as students leave the classroom.
- **Classroom Negotiation:**
 - **Polling** can facilitate student choice within a class. Students might fill out a poll to choose a breakout room that will focus on a subject of interest, vote on subjects they would like to learn, or make choices about the classroom culture and structures.

How to Use Zoom?

This section walks through the basics of hosting a Zoom meeting. It also explains how to use some useful Zoom features—breakout rooms, screen sharing, the chat feature, and polling.

Making Zoom Meetings

To host a meeting, it is necessary to have an account—whether that is an individual account or an account provided by a school. To learn how to schedule a meeting, see page 12 of this document.

Useful Zoom Features:

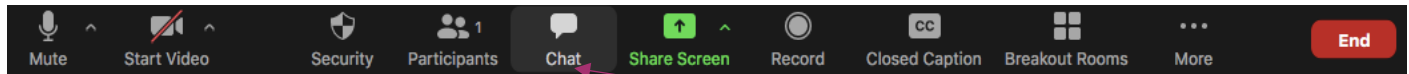
- To learn how to set up the **chat feature**, see page 4 of this document.
- To learn how to **screen share**, see page 5 of this document.
- To learn how to use the **breakout rooms** see page 7 of this document.
- To learn how to use **polling**, see page 9 of this document.

Chat

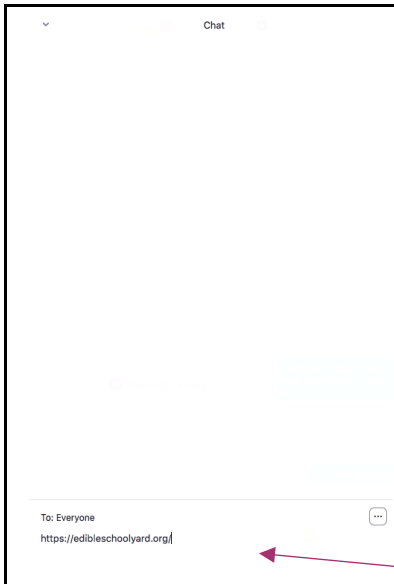
The chat feature is a great way to get quick feedback from students and facilitate moments of connection and reflection.

How to use the chat feature

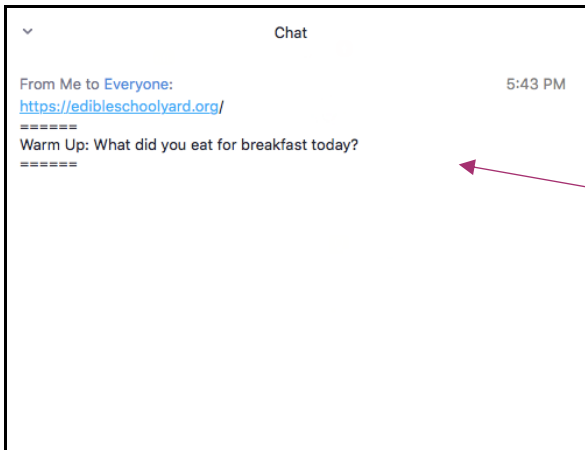
Step 1: Click the “Chat” button at the bottom of the Zoom window. This should cause a chat box to appear on the right-hand side.



Step 2: Post links, instructions, or questions into the chat box.



When posting instructions or discussion questions, we suggest copy-pasting them in the format below, so that they can be differentiated from student comments and questions.

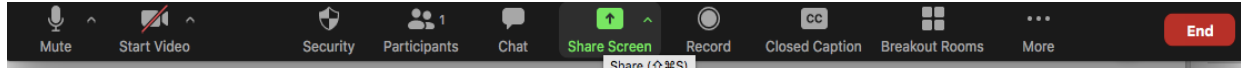


Screen Sharing

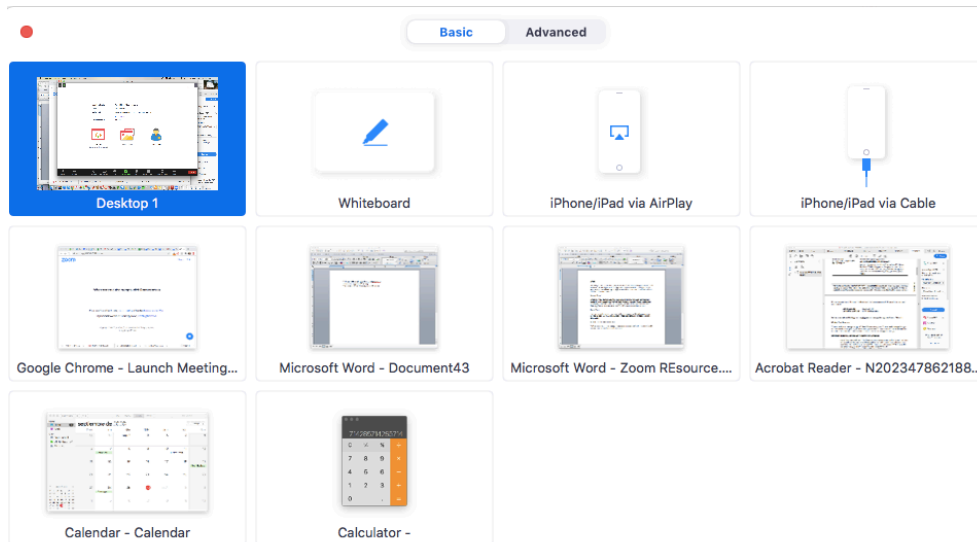
Screen sharing is a simple way to show students information on your screen--that can be in the form of a powerpoint, a website, or any other application on your computer. Within the screen share function is the Whiteboard, which can also be a useful strategy for distanced instruction. The Whiteboard can be treated like a white board in a classroom: the instructor can write in real time and/or create collaborative lists, webs, projects, etc. by asking students to write on the board as well.

How to Screen Share

Step 1: If you are a meeting host, you should see a “Share Screen” button at the bottom of your Zoom window.

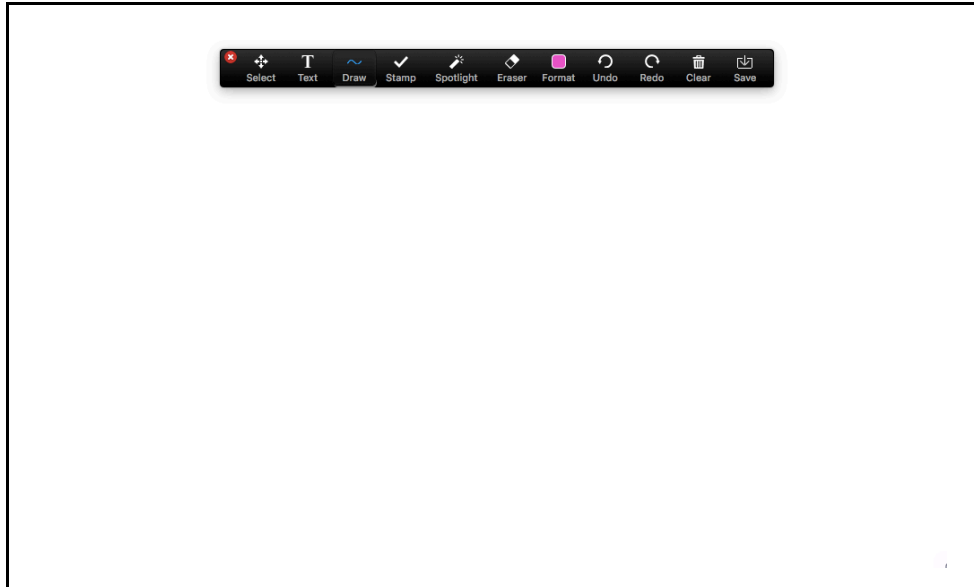


Step 2: When you click the “Share Screen” button, a menu will appear with the options to share your desktop, a whiteboard, or an individual application that is open on your computer. Click the option that works for your needs. If you are showing Google Slides, a video, or a website, you might choose open Chrome or another internet browser. We recommend having the websites, videos, and/or slides pre-loaded in the browser so that you do not need to scramble to open them while sharing your screen.

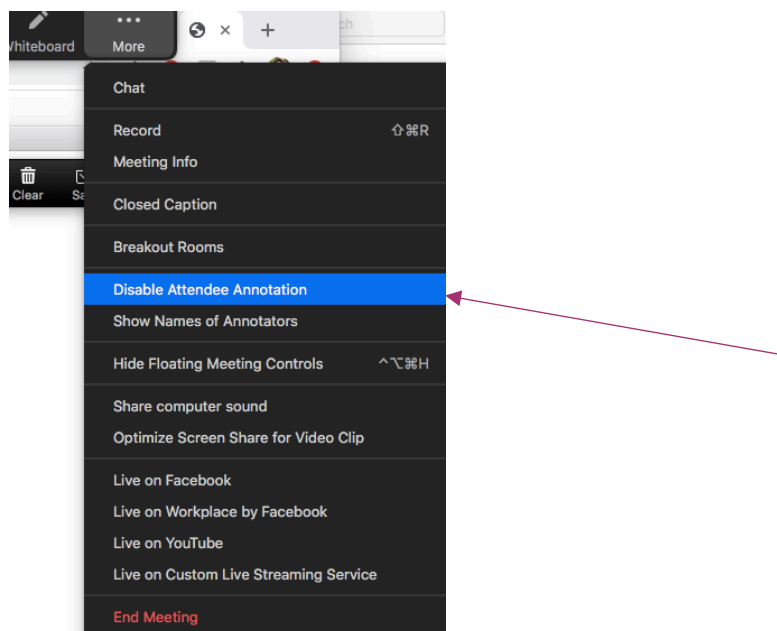


If you opt to use the whiteboard function, click “Whiteboard.”

Step 3: Use the bar at the top of the whiteboard screen to draw, type, erase, stamp, and spotlight.



You can edit students' ability to contribute to the board by clicking the “More” button on the control bar and clicking “Disable Attendee Annotation” or “Enable Attendee Annotation.”



Breakout Rooms

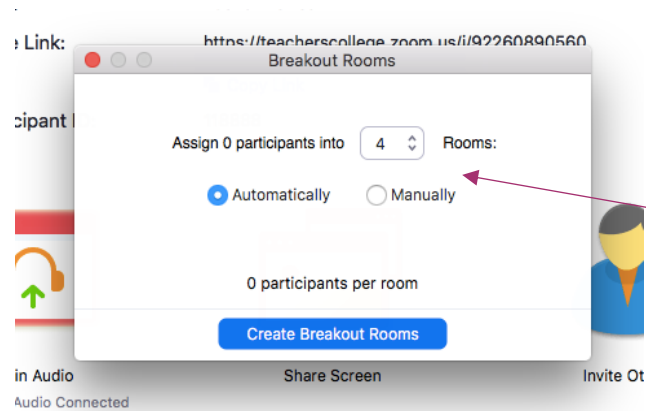
The zoom feature breakout rooms allow for an online equivalent to small-group discussion in a classroom. The host can break the meeting into smaller groups to have students share, reflect, and collaborate.

How to Use Breakout Rooms:

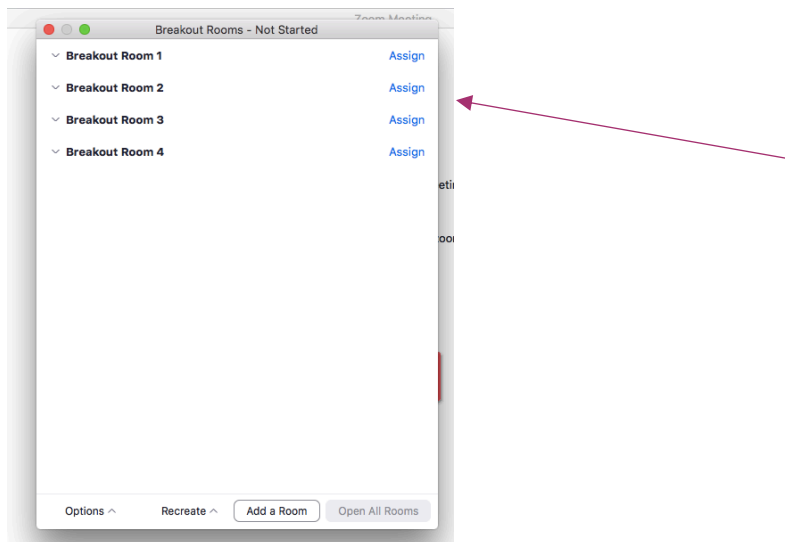
Step 1: Make sure that you have already [enabled breakout rooms](#) in your settings. Then, at the bottom of the Zoom screen, click “Share Screen.”



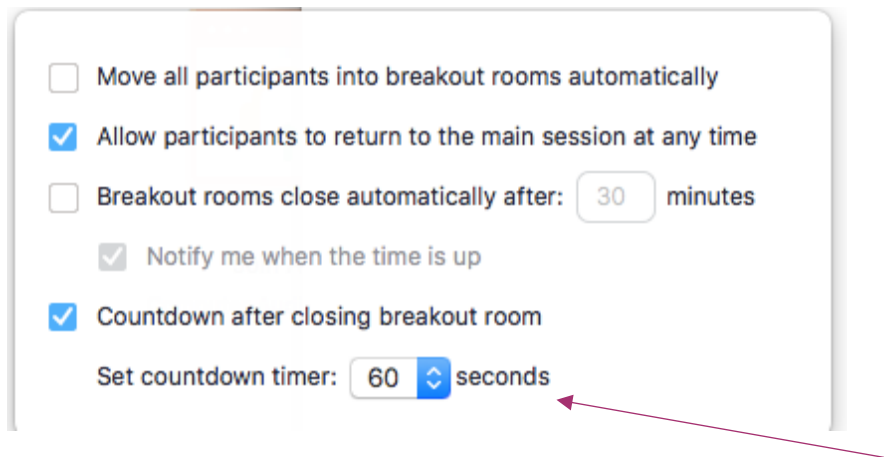
Step 2: A box will pop up that allows you to choose how many rooms to create and decide whether you would like those rooms generated automatically, or if you would like to manually assign them. When you are ready, click “Create Breakout Rooms.”



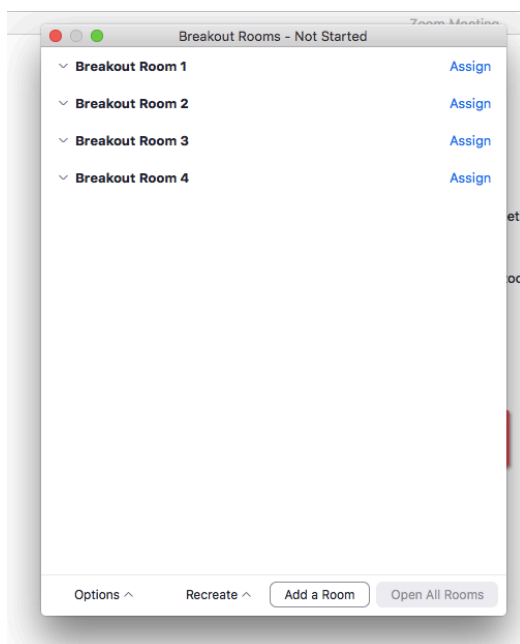
Step 3: Click or hover your mouse over the breakout rooms to view and edit them. This allows you to shuffle people around and change the number of breakout rooms if necessary.



Step 4: Click “Options” in the bottom left to make other specifications about the breakout rooms. Here, you can decide if you want the breakout rooms to begin and end automatically, if you want participants to be able to leave the breakout rooms at will, and if you want a countdown for participants before the breakout rooms end.



Step 5: Click “Open All Rooms” when you are ready to start the breakout rooms.

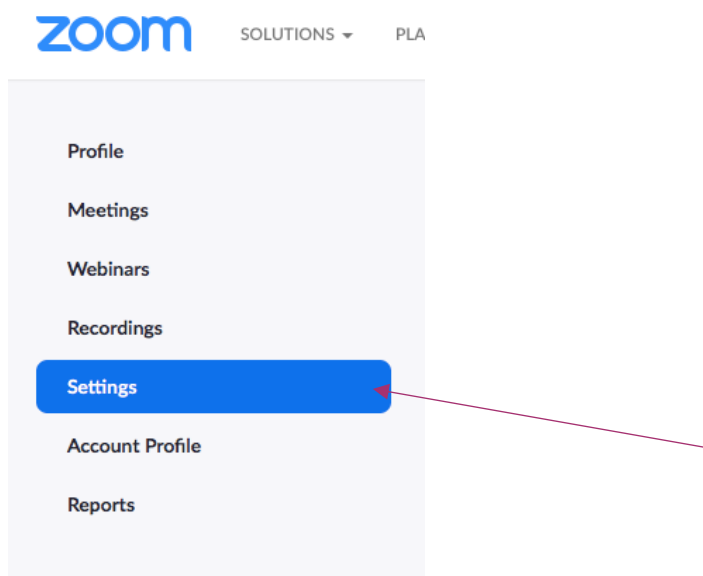


Polling

The feature of polling allows the host to get feedback in the form of an online poll. It is particularly useful for quick formative assessments and student input in the online classroom.


How to Use Polling

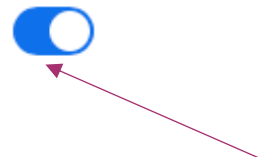
Step 1: To enable polling, go to My Account, and then navigate to the Settings tab on the left-hand side of the screen



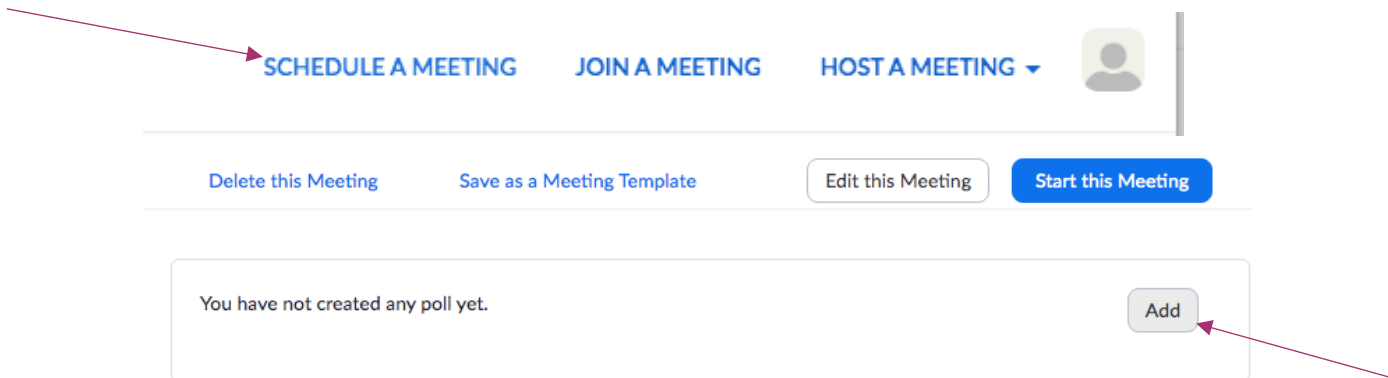
Scroll down the options until you get to Polling, and turn it on to enable it.

Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. 



Step 2: Schedule a meeting, by going to the top right corner of the page. Once you have created the meeting, you can add a poll by scrolling to the bottom of the page. Click “Add.”



Step 3: Create your poll. Title it and write in the question and the answers you will use. You may choose to check the “Anonymous?” box to keep student responses anonymous. You can also mark “single choice” or “Multiple Choice” to control whether students can mark multiple answers or only one.

Add a Poll

Poll

Anonymous? ?

1. What is your favorite color?

Single Choice Multiple Choice

Blue

Green

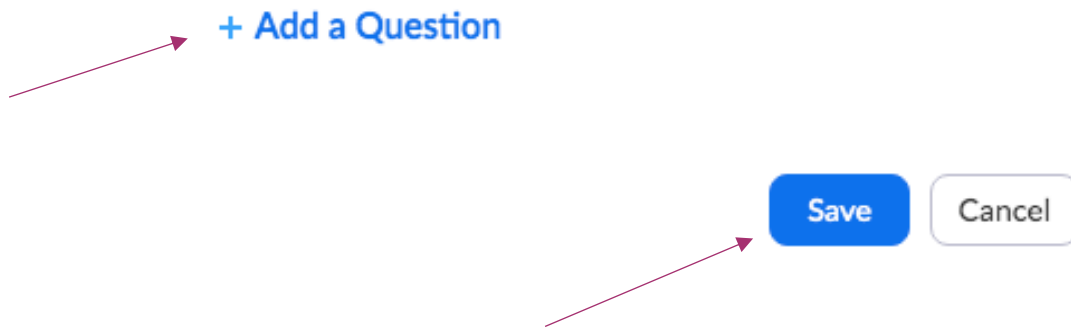
Purple 249

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

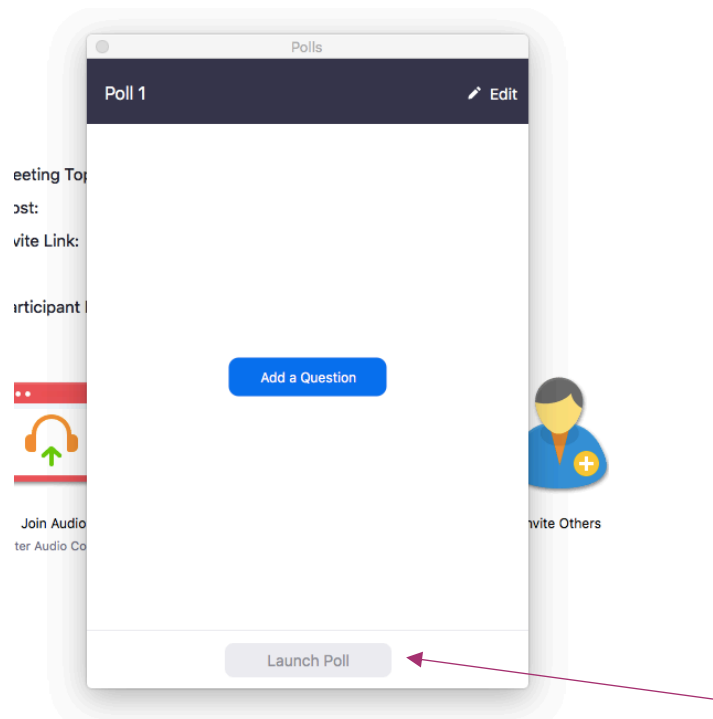
Step 3 Continued: At the bottom of that screen, you have the option to add another question. When your poll is complete, click “Save.”



Step 4: Once your meeting begins, you can activate a pre-existing poll or create a new one by clicking “Polling” at the bottom of the screen.



When you are happy with your question(s), click “Launch Poll.”



Schedule a Meeting

Step 1: Once you have logged in, click “Schedule a Meeting” in the upper-right-hand corner of the screen.

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



Step 2: Edit your meeting. This page gives you options to name and describe your meeting, choose the date, time and duration, and decide if you want it to be a recurring or one-time meeting. If you would like the meeting to repeat on the same time and day each week, check the box “Recurring meeting.”

Next to “Meeting ID,” choose if you would like an automatically generated ID or if you would like to use your Personal Meeting ID. A personal meeting ID can be used for all meetings or an automatically generated ID can be shared for a one-time or recurring meeting.

You can also decide if you would like to create a waiting room or passcode, which are both security options that help you screen who can enter the meeting.

Topic

Description (Optional)

When

Duration hr min

Time Zone


Recurring meeting

Meeting ID Generate Automatically Personal Meeting ID

Security Passcode Waiting Room

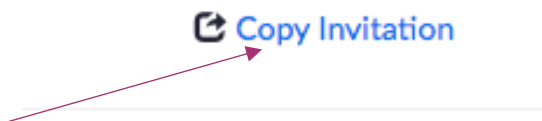
Step 2 Continued:

At the bottom of the page, you have a choice of a variety of Meeting Options. We recommend muting participants upon entry. You might also choose to record the meeting to share with students at a later time. When you are happy with your settings, click “Save.”

- Meeting Options
- Enable join before host
 - Mute participants upon entry 
 - Only authenticated users can join
 - Breakout Room pre-assign
 - Automatically record meeting on the local computer



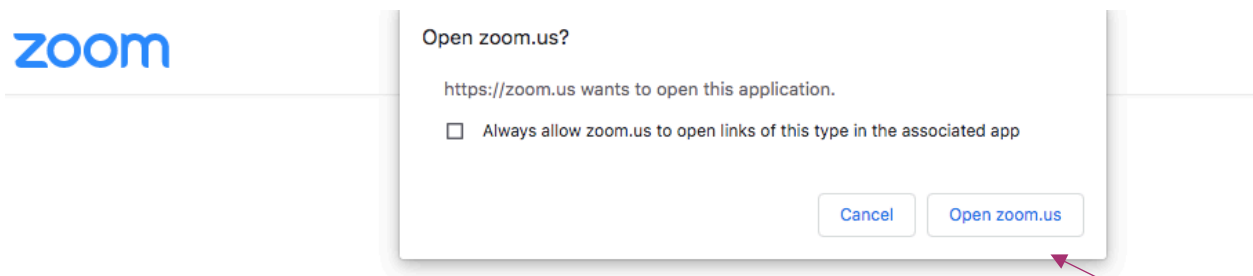
Step 3: Review the details of your meeting. To share the link with others, click “Copy Invitation” and paste it into an email or on your online classroom.



Step 4: When you are ready to start your meeting, click “Start This Meeting.”

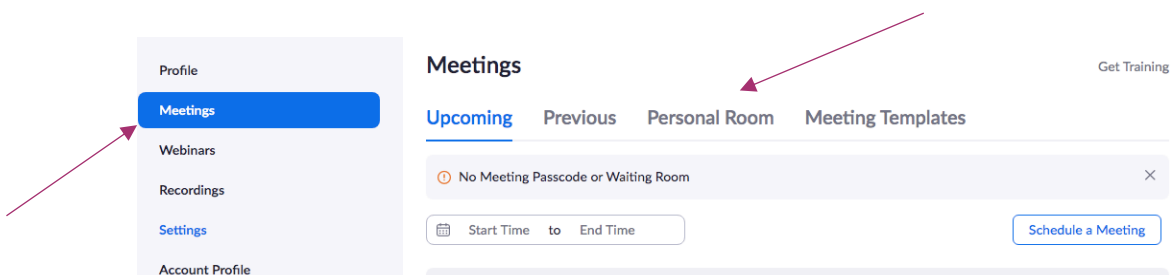


Step 4 Continued: This screen will open. Click Open zoom.us, and it will open your zoom meeting.

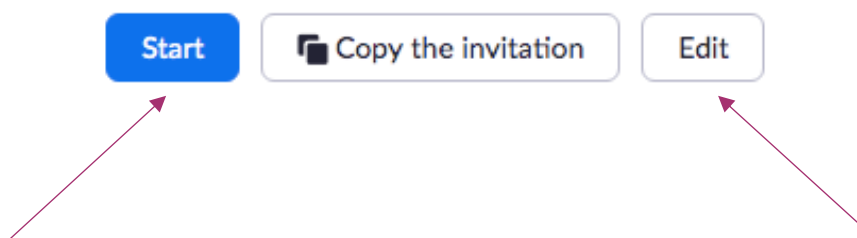


When system dialog prompts, click **Open zoom.us**.

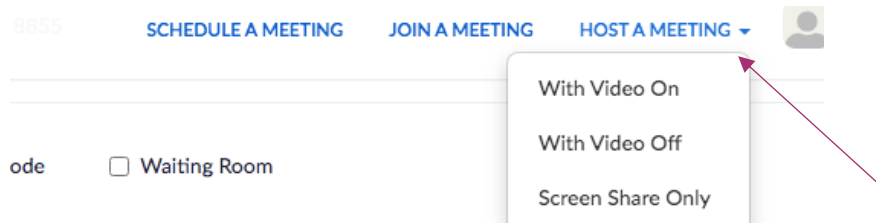
Step 1: Click on the “Meetings” tab on the left-hand side of the screen. You can review your upcoming meetings here. Click “Personal Room.”



Step 3: You can choose to start a meeting, copy your Meeting ID to share with participants, or edit the meeting room settings. Clicking edit will bring up similar options as above, when scheduling a meeting, except these settings will apply to your ongoing meeting room.



You can also start a meeting with your personal meeting room by going to the top-right-hand corner of the screen and clicking “Host a Meeting.” A drop-down menu will appear, and you can choose your preferred video option for the meeting.



References:

Enabling Breakout Rooms (n.d).Zoom Help Center. Retrieved from

<https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>

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