

ZOOM Walkthrough for Facilitators

Los Rios Community College District Remote Training Guide

Virtual Training Default Settings:

- Waiting Room
- All participants muted upon entry
- Only the host can unmute participants
- Sessions are recorded

Los Rios Training & Development will schedule your ZOOM Call. Upon your entry into the meeting at 11:45, you will be made a Host.

The rest of your team will be made Co-Hosts by the Training staff. These members will monitor the chat to moderate questions directed toward you as the presenter and help monitor that behavior is in alignment with your session's Virtual Community Standards. You will clarify these standards to participants in the introduction portion of your session.

Getting Started

When in a Zoom meeting, you will see this action panel at the bottom of your screen:



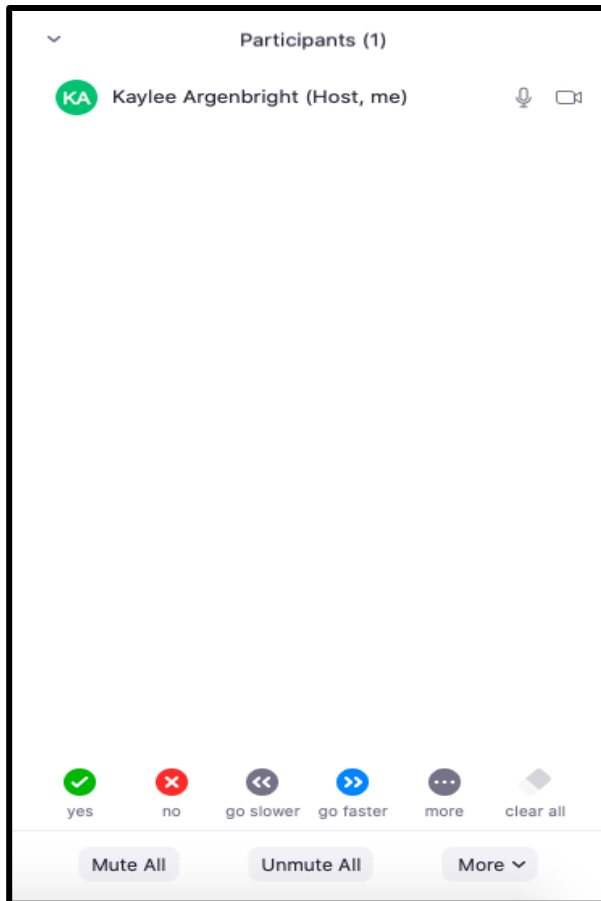
Here, you can mute/unmute your microphone, start/stop your video, manage participants, poll, share your screen, chat, and begin breakout rooms.

You will not be inviting participants or recording through this action bar. These features are reserved for Training Staff.

Managing Participants

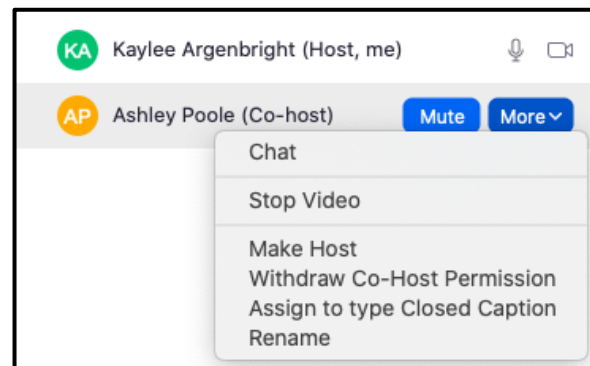
By clicking on **Manage Participants**, this side panel appear in your ZOOM window.

You will see all participants, co-hosts, and options by which to interact. Click on the microphone to mute/unmute a participant or click on the video icon to turn on/off their video.



Click on More to make someone a host, remove host permission, rename, or assign closed caption.

You can reclaim your host position at the bottom of this window.



NOTE: It can be challenging to present in Zoom and manage participants. If you do not have additional teammates available to manage participants, the Training staff will assist with this process.

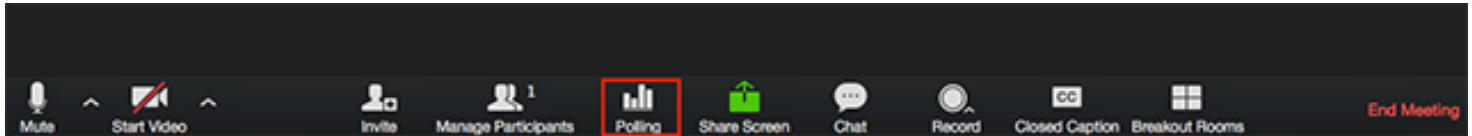
ZOOM Tools

Tools at your disposal include **Poll**, **Chat**, and **Share Screen**.

Use these features to add depth to your presentation. These can serve as opportunities for engagement and connection among the audience and create a lasting impact on participants.

Poll

If you would like to add a poll to your ZOOM session, you must send your poll questions and possible answers to the Training Staff a week prior to your session. Once in the meeting, you will be able to poll your participants:



Choose the poll and **Launch Poll**. Participants will then be prompted to answer the questions. As the host, you will be able to track the completion of these polls. End the poll when you are finished.

Polling 1: Polling Questions Edit

1.What is your favorite color?

Red

Green

Blue

Launch Poll

Polling Questions in Progress 00:00:19

Attendees are now viewing questions 1 of 1 voted

1.What is your favorite color?

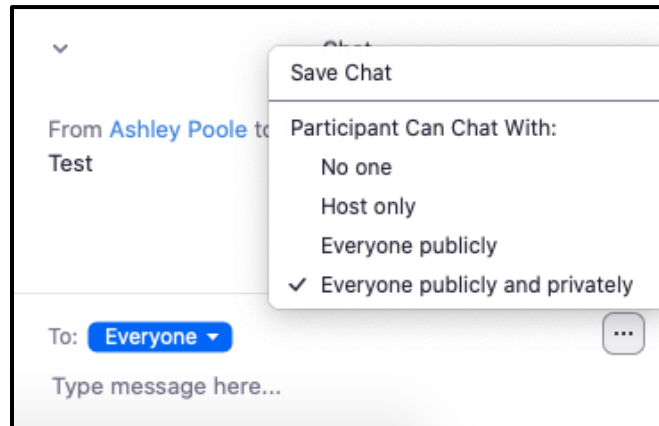
Red	(0) 0%
Green	(0) 0%
Blue	(1) 100%

End Poll

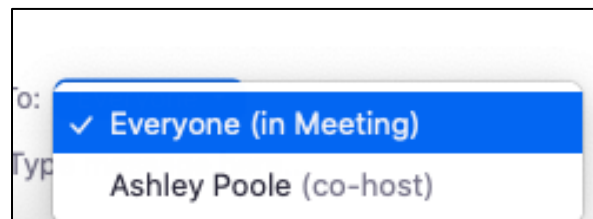
Chat

In Chat, participants may ask you questions or respond to yours throughout the meeting.

This will be the primary way in which you will communicate with participants.

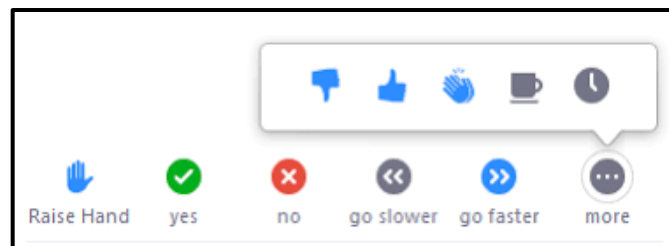


You and participants can send messages to everyone or to individuals.



Your Co-host/Moderator may ask participants to send questions privately to them for the sake of anonymity. Training Staff will monitor the chat to ensure that all participants are in alignment with the Virtual Community Guidelines.

This feature also gives your participants access to the following nonverbal responses:

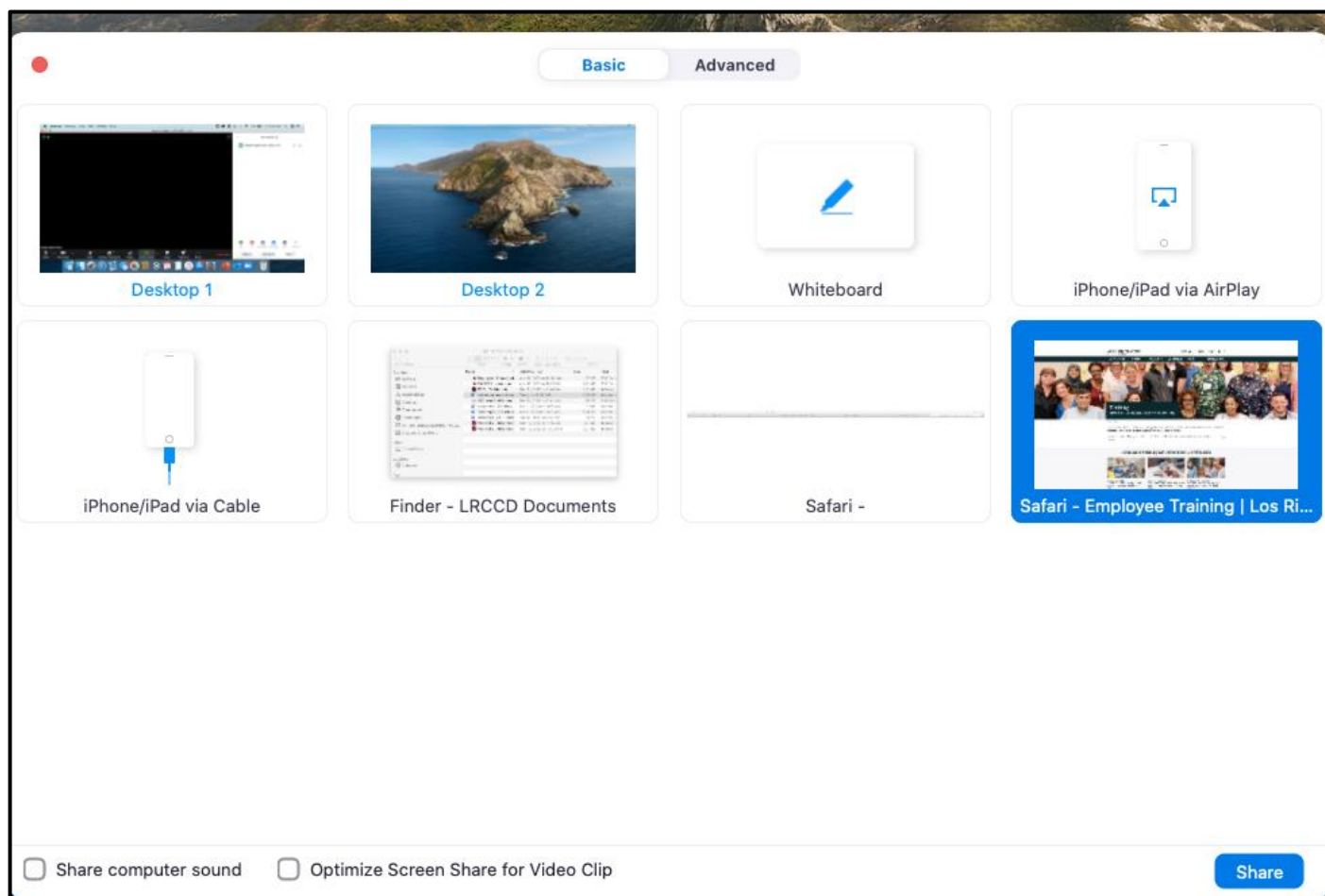


- Raise Hand** – “I have a question.” A host will unmute this participant so they can ask a question.
- Yes/No** – Quick answers to yes/no questions.
- Go Slower/Faster** – decrease or increase pace
- More** – Additional responses
- Clear All** – Reset your responses

Screen Sharing

Share Screen is a feature that you will be using during your session to share your Power Point presentations with participants along with any other supplemental materials or websites you would like to demonstrate to your audience.

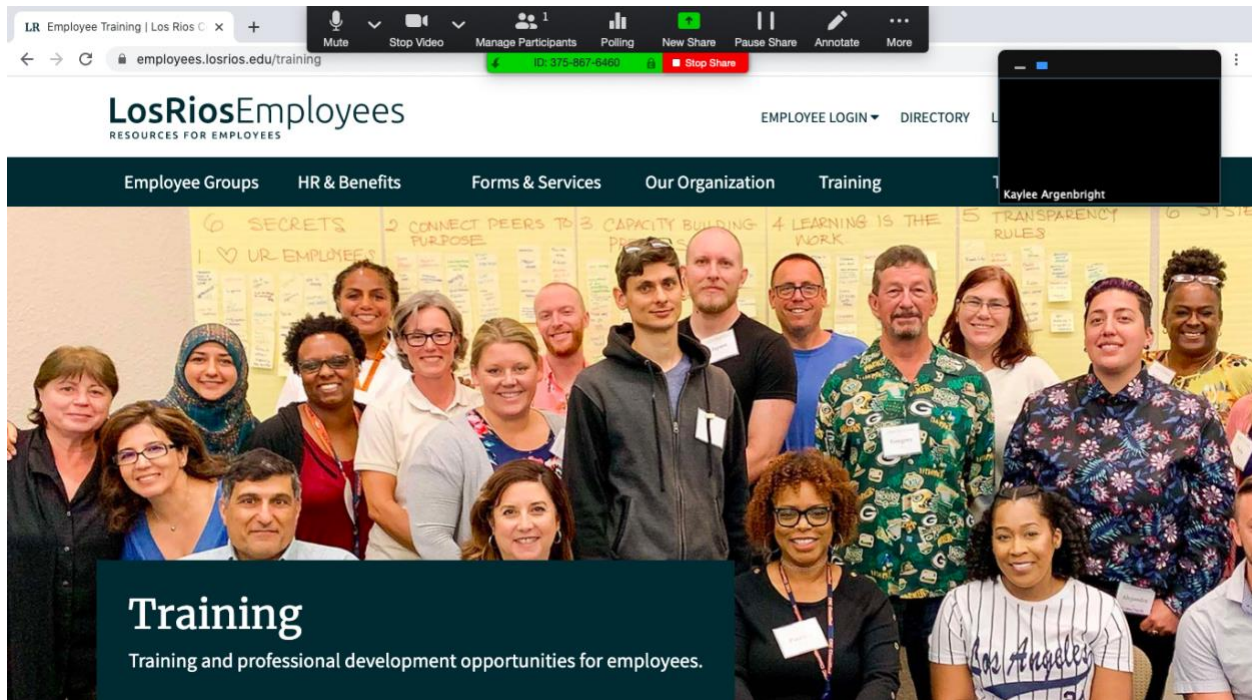
Once you click on **Share Screen**, you will be directed to this window:



Here, you can choose to share any of your open* desktops or windows, a whiteboard, or an external device. Click on the window you would like to share and click **Share**.

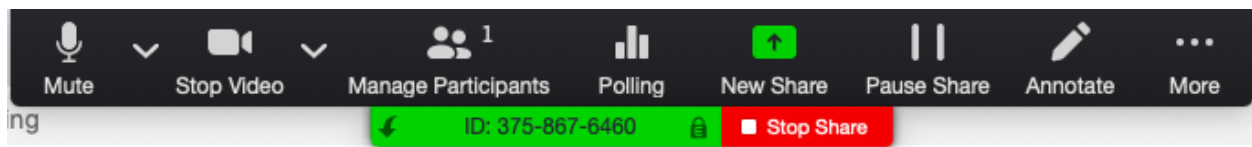
**NOTE: Before entering your session, it is good practice to have all materials open which you intend to share via Share Screen. This includes PowerPoints, handouts, and websites. This will ensure smooth transitions to materials via this feature. It is also good practice to close out of any programs with personal and/or confidential information in the event that the wrong item is shared during the meeting.*

Your audience will now see your shared screen.



In Screen Share mode, you will notice a new tool bar at the top of your page with familiar tasks. You will still see yourself and participants in this mode.

If you wish to continue monitoring the **Chat**, click on **Manage Participants** to launch the **Chat** window.



To switch to a new shared screen, click **New Share** to be redirected to your Share Screen Menu.

Pause Share will keep your page frozen. This will allow you to move around on your desktop while participants are still viewing your original shared screen.

Annotate allows you to draw and mark on your shared screen. This can help emphasize important objects or features to which the audience should direct their attention.