ZOOM TIPS & TRICKS

WEBSITE

- Sign in: visit http://uwyo.zoom.us and sign in using your UW account
- Meetings: download the Microsoft Outlook Plugin; set up polls for each meeting
- Recordings: view, share, and download recorded sessions
- Settings: enable/disable interactivity, security, and other settings
  - o Enable: Nonverbal feedback, chat, polling, breakout rooms, sharing desktops
  - o Recording: For cloud recording, enable audio transcripts (and VTT files).
- Usage Reports: to obtain a list of meeting participants and the duration of their attendance, Reports > Usage > set date range > find your meeting > click on participants

## APP

- Sign in: use SSO (single sign-on) for UW accounts
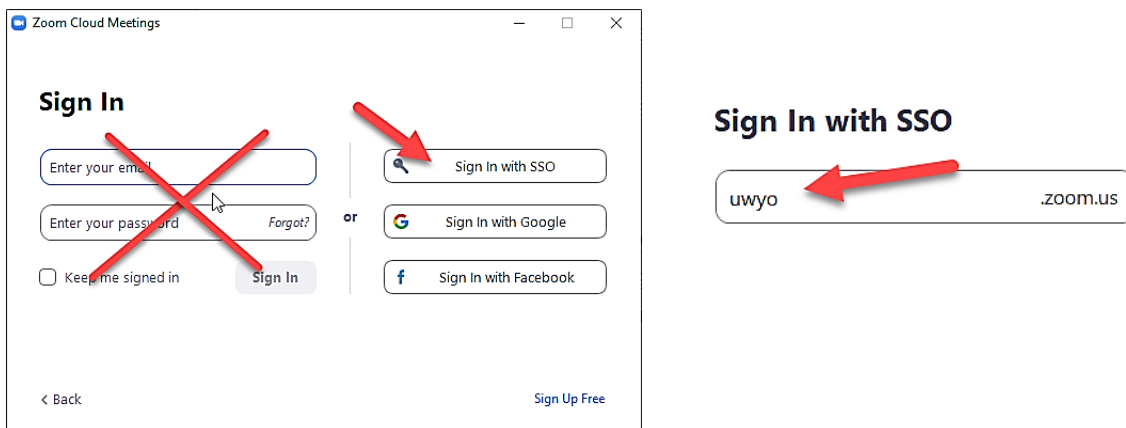
- Update your app: open app > click on your profile (upper-right) > Check for Updates
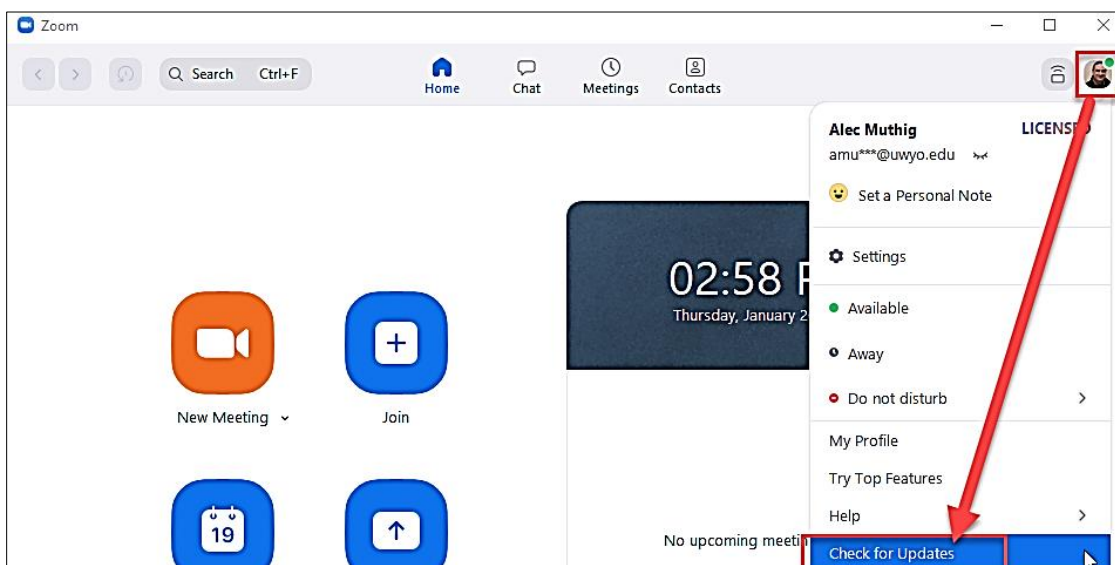
MANAGING A ZOOM SESSION

INTERACTIVE OPTIONS

- Participant video
    - In settings > Video > …
    - Hide non-video participants (use to focus on speakers/panel)
    - Display up to 49 participants (must have a powerful computer)
- Screen sharing (enable video optimization as needed)
- Participants panel
- Nonverbal feedback (TIP: Use nonverbal feedback as one mechanism to keep people engaged.)
- Chat (TIP: Periodically ask people to share thoughts, formulas, etc.)
- Live Transcript (select Enable Auto-Transcription; text transcripts can be viewed by participants and saved)
- Focus Mode (a new feature that must first be enabled in Zoom settings [In Meeting (Advanced) in the web portal]) … https://support.zoom.us/hc/en-us/articles/360061113751-Using-focus-mode-
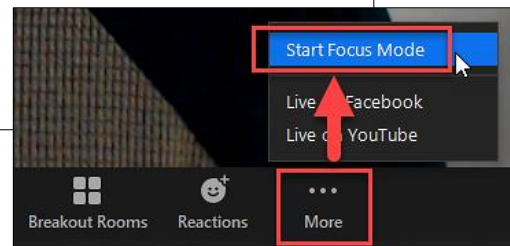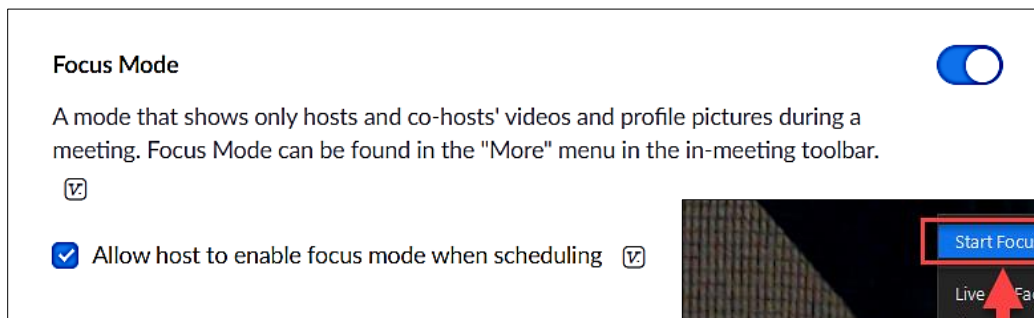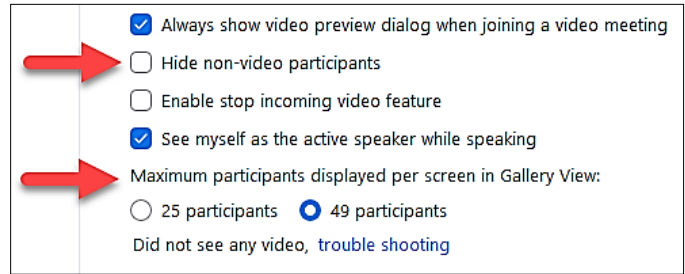
- Polling
    - Build polls/questions *before* a Zoom meeting: log into the Zoom website > meetings > select the appropriate meeting (personal room or scheduled meeting) > Poll > Add or Edit polls
    - Build polls/questions *during* a Zoom meeting: Polls > Edit > opens polling in the website (see above)
    - TIP: Use a "Are you ready to get started?" poll for long meetings that have breaks.
    - https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings
- Breakout rooms
    - Create rooms: Breakout Rooms > set number of rooms and how people will be assigned > adjust Options (including a timer)
    - Visit rooms: click Join next to rooms > leave room as needed
    - https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms

- How to pre-assign people to rooms (participants MUST sign into Zoom for this to work!): https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms
- Group whiteboarding in breakout rooms: https://blogs.otago.ac.nz/zoom/breakout-sessions/how-to-use-a-whiteboard-in-a-breakout-room/

LIVE STREAMING

- Stream to Facebook Live: https://support.zoom.us/hc/en-us/articles/115000350406-Streaming-a-meeting-or-webinar-on-Facebook-Live
- Stream to YouTube Live: https://support.zoom.us/hc/en-us/articles/360028478292-Streaming-a-Meeting-or-Webinar-on-YouTube-Live

TECHNICAL ISSUES

- Display sizes:
  - Presentations & format should consider a wide-range of participant devices, from dual-monitors to small tablets (or even phones)
- Sound issues:
  - No sound?
    - Make sure the microphone is unmuted.
    - Ensure that you joined computer audio.
    - Verify that the desired microphone and speakers are selected.
  - Getting feedback?
    - If you are the cause of the feedback, mute yourself and ensure that your microphone is not in front of your speakers.
    - If a participant is the cause of the feedback, mute everyone from within the participants panel (and let them know that they can unmute themselves when they need to speak).
- Optimizing internet bandwidth in Zoom:
  - Use a good internet service provider (note: if you are on a satellite internet connection, there will always be latency)
  - When possible, use a wired network connection instead of wireless
  - Avoid other activities on your network while on Zoom (especially Netflix and other streaming video, games, large upload/downloads)
  - Leave video off when it is not needed (less video = less bandwidth use)
  - Disable HD video
  - Disable 49 people on screen
  - Share your screen only when necessary (*use collaborative documents instead)