



PUTTING PEOPLE FIRST

**COMMUNITY DEVELOPMENT
NEIGHBORHOOD OFFICERS TRAINING
Building Community Through Social Media**



Thursday, April 7, 2022
6:00 pm – 8:00 pm



Salvation Army

2015 26th Ave N
Birmingham, AL 35234

April Myers Williams, Presenter

Zoom Best Practices

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How to Get Started with ZOOM

* You do not need a Zoom account to join a meeting*

* If you choose to not create an account, skip step 1 and go to step 2.*

1. To create an account:

- If you're using a computer, go to Zoom.us
- If you're using a phone, download the app from the app store.
- Click **Sign Up for Free** to create an account.
- Once you sign up and verify your account, Zoom will automatically download the app to your computer. Follow the prompts to install the app, and then sign into the app itself.

JOIN A MEETING

HOST A MEETING ▾ SIGN IN

SIGN UP, IT'S FREE



2. To join a meeting:

a. Using an invitation link sent to your email:

- Click on the invitation link sent to your email.
- When you click a Zoom link, Zoom will ask if you want the app to take over. Select **Open Zoom**, and you'll go through the process of joining the meeting. If prompted, give Zoom permission to use your camera and microphone.



Walladean B Streeter
Bush Hills • 20 Mar

Nextdoor



Monthly Bush Hills Neighborhood Zoom Meeting is Tuesday, March 22 at 6:30pm. Meeting ID 846 8889 8429 Passcode 926368 Phone 312-626-6799. Joining information on website www.bushhills.org. Topics for discussion and voting: Zoning on 17th St, Neighborhood signage banners and street toppers, trash pickup sticks, See more...



Non-Profit Organization | Bush Hills Connections | United States
bushhills.org



Bush Hills Neighborhood Association

Joined ▾

+ Invite



Amartei Amamoo is with Walladean Streeter.
Admin · January 22 · 🌐

:::Attention All Neighbors:::

The first [Bush Hills Neighborhood Association](http://www.bushhills.org) meeting of 2022 is this Tuesday at 6:30 PM. Due to an abundance of caution for the Covid pandemic that we are still currently in, we will still be holding our monthly neighborhood association meeting virtually via Zoom (Link Below) Join us this Tuesday for some great conversation and an update on what 2022 has in store for our great neighborhood. We look forward to seeing your smiling face.

Join Zoom Meeting

<https://us02web.zoom.us/j/84688898429...>

Meeting ID: 846 8889 8429

Passcode: 926368

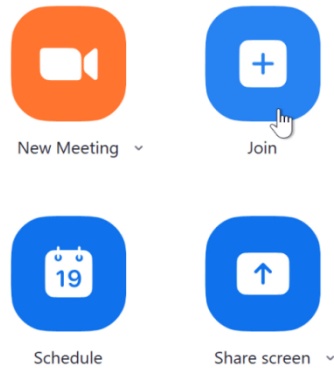
Facebook

BushHills.org



b. Using a Meeting ID:

- From the Zoom main screen, click **Join**.



- Enter the **Meeting ID**, and click **Join**.

Join Meeting

887 3327 7691 ▼

April Myers Williams

☒ Remember my name for future meetings

☐ Don't connect to audio

☐ Turn off my video

By clicking "Join", you agree to our [Terms of Service](#) and [Privacy Statement](#).

Join Cancel

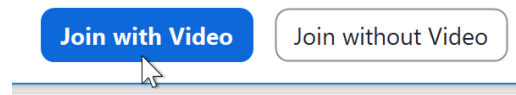
- Enter the **meeting password**, and click **Join Meeting**.

Enter meeting password

Meeting password

Join Meeting Cancel

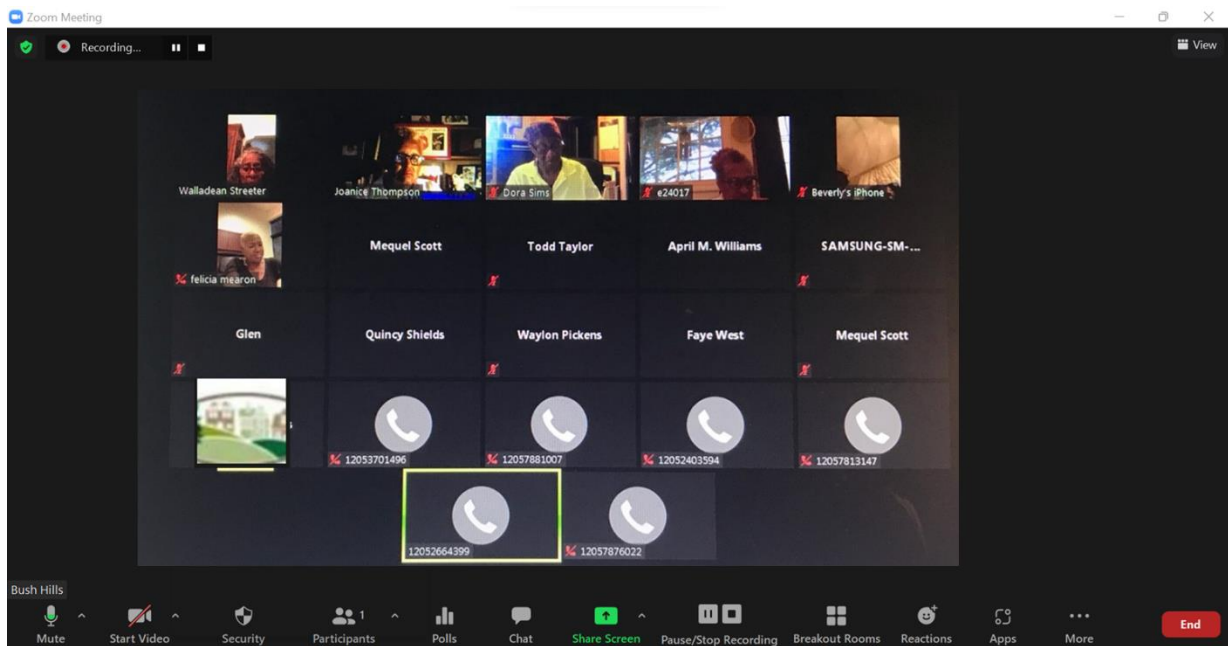
- You'll be asked if you want to join with or without video. Select **Join with Video**.



- Before you enter the room, you may be placed in the **Waiting Room** first. If so, you'll stay here until the host allows you to join.

Please wait, the meeting host will let you in soon.

Bush Hills' Zoom Meeting
3/22/2022



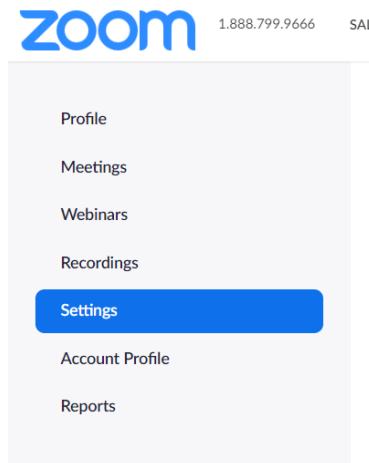
Make sure your name is on the screen

- Rename your self
 - ✓ Participants
 - ✓ Select More from drop down menu
 - ✓ Then type full name

ZOOM Best Practices

SETTINGS

***Prior to Zoom meeting, ensure all hosts and participants have the same settings applied to their accounts for hosting, breakout rooms, screen sharing, etc. These settings must be chosen before the Zoom meeting begins.**



Go into overall zoom settings (shown above) and make sure the following settings are checked in Zoom:

- Waiting room should be disabled; unless you need to ensure only invited guest attend or have other administrative actions you need to take for attendees
- Participants video should be enabled
- Chat should be enabled or you can enable Chat for Host and Co-Host Only
- Private chat can be enabled
- Co-host should be enabled
- Screen sharing can be enabled for multiple participants, if others will be sharing
- Annotations should be enabled, and you should uncheck “Only the user who is sharing can annotate”
- Whiteboard should be enabled
- Remote control should be enabled
- Breakout rooms should be enabled, and “Allow host to assign participants to breakout rooms when scheduling” should be checked

When setting up each zoom meeting:

- Make sure waiting room is unchecked
- Decide whether you want video on by default and whether participants should be muted on entry (depends on meeting needs)
- If you know what breakout rooms you want people to be in beforehand, check “breakout room pre-assign” and then create the rooms ahead of time

Recommended meeting settings:

Security	<input type="checkbox"/> Passcode	<input type="checkbox"/> Waiting Room
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Video	Host	<input checked="" type="radio"/> on <input type="radio"/> off
	Participant	<input checked="" type="radio"/> on <input type="radio"/> off

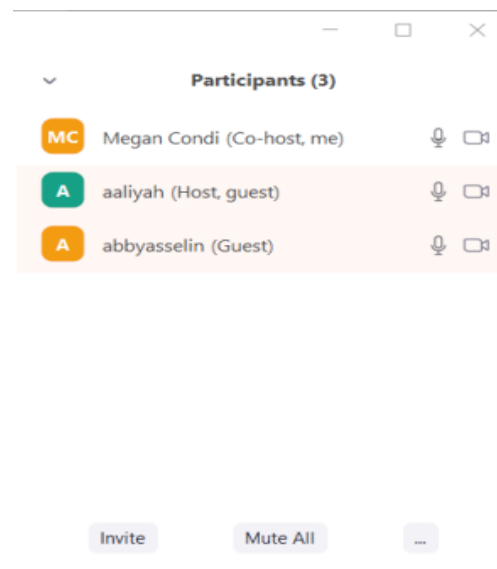
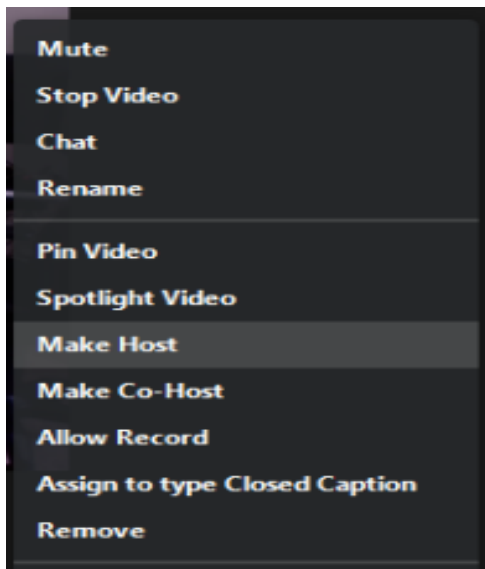
Audio	<input type="radio"/> Telephone	<input type="radio"/> Computer Audio	<input checked="" type="radio"/> Both
	Dial from United States of America Edit		

Meeting Options	<input checked="" type="checkbox"/> Enable join before host
	<input checked="" type="checkbox"/> Mute participants upon entry V
	<input type="checkbox"/> Only authenticated users can join
	<input checked="" type="checkbox"/> Breakout Room pre-assign
	+ Create Rooms ↑ Import from CSV

HOSTING

Only one host is allowed at a time in a Zoom meeting

- The Meeting Organizer will initially have the host role to start the zoom call and can assign the role to the co-host.
- The host is able to jump between multiple breakout rooms if necessary and also is responsible for assigning and setting up the breakout rooms
- You can also transfer your hosting capabilities to someone else if you choose to. Do this by clicking on the three dots on the participant's screen and select 'Make host'



- If you click on the participants tab as a host, you can mute everyone at once with "Mute All" button

Recording/Saving Items

I encourage you to record ALL meetings

- ✓ If you would like to save a copy of attachments, there is a "Share" button at the top right corner of the screen share and/or the whiteboard (whichever you are using)
 - Click on that and save a copy as a PNG or PDF
- ✓ Either you can save this document and then email them copies after your meeting or you can have them save the document themselves if they know how to and would prefer that
- ✓ Ask participants to enter their name and the name of others attending with them in the Chat;
 - Always select "Save Chat" before ending the meeting

BREAKOUT ROOMS

- Tips for managing breakout rooms:

https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms#h_1660846b-7d2d-4a87-b8a6-efe29a61759a


- You must enable breakout rooms in your account settings ONLINE on the Zoom website (not through zoom app) before opening a zoom call
- IMPORTANT: While breakout rooms are in use, the host can go back and forth between breakout rooms throughout the meeting to check on each room. If there is a co-host, they can also leave and join any breakout room. However, the host must assign the co-host to all breakout rooms so that they will have the ability to leave and enter EACH breakout room.

In Meeting (Advanced)

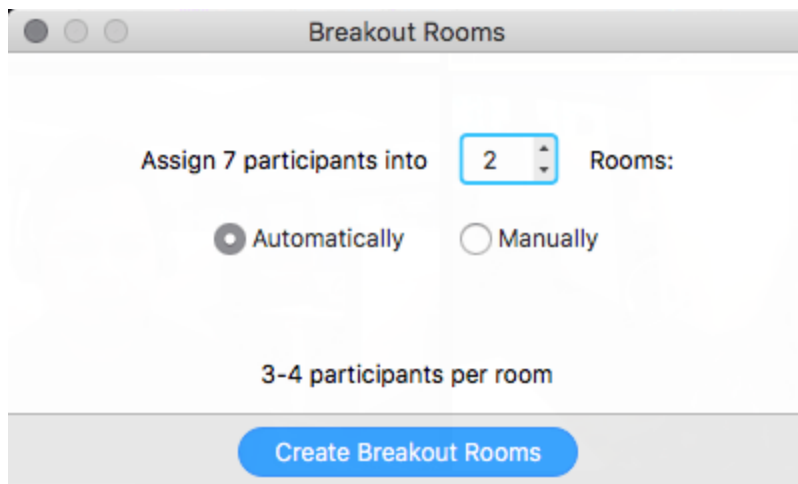
Breakout room



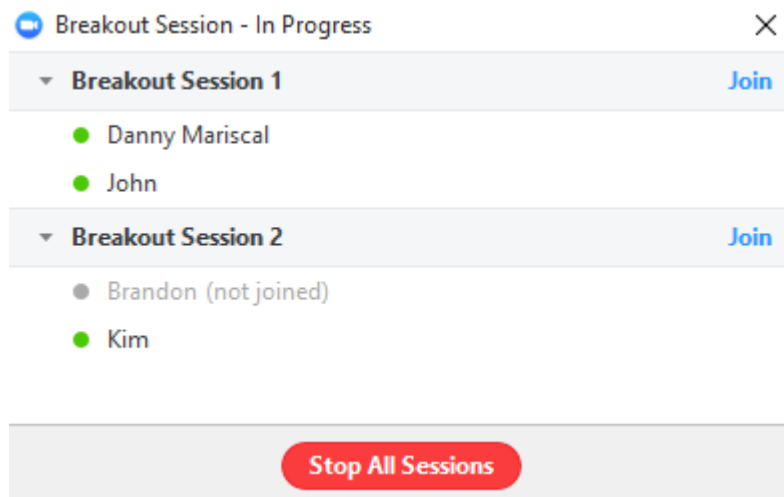
Allow host to split meeting participants into separate, smaller rooms

☒ Allow host to assign participants to breakout rooms when scheduling 

- There is the option to automatically do breakout rooms or set them up manually if you want specific people assigned to specific rooms
- We will be doing manual breakout rooms so that specific students are paired with specific tutors
- Click “Manually” in the breakout room box and assign the participants (make sure you have a list prepared before the meeting begins so that you can quickly get these assigned when it starts)



- As the host, you are then able to jump to and from breakout room to breakout room if there are multiple ones going on at a time.

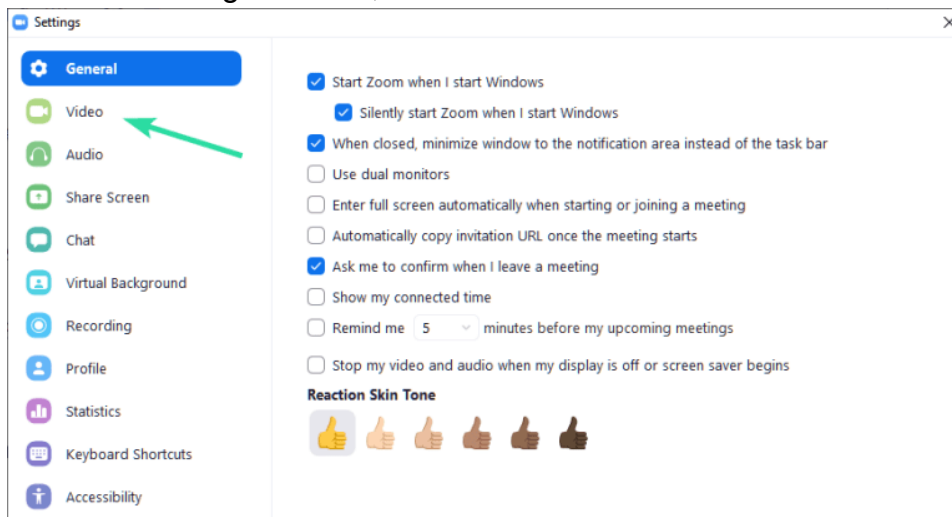


- There is an option for you to set time limits on breakout rooms and countdown to send everyone back to main meeting at the end of tutoring sessions
- Once you are in a breakout room, you can only chat with people within that breakout room
- When leaving the breakout room, make sure that you select LEAVE BREAKOUT ROOM and not LEAVE MEETING so that everyone can reconvene at the conclusion of the tutoring session

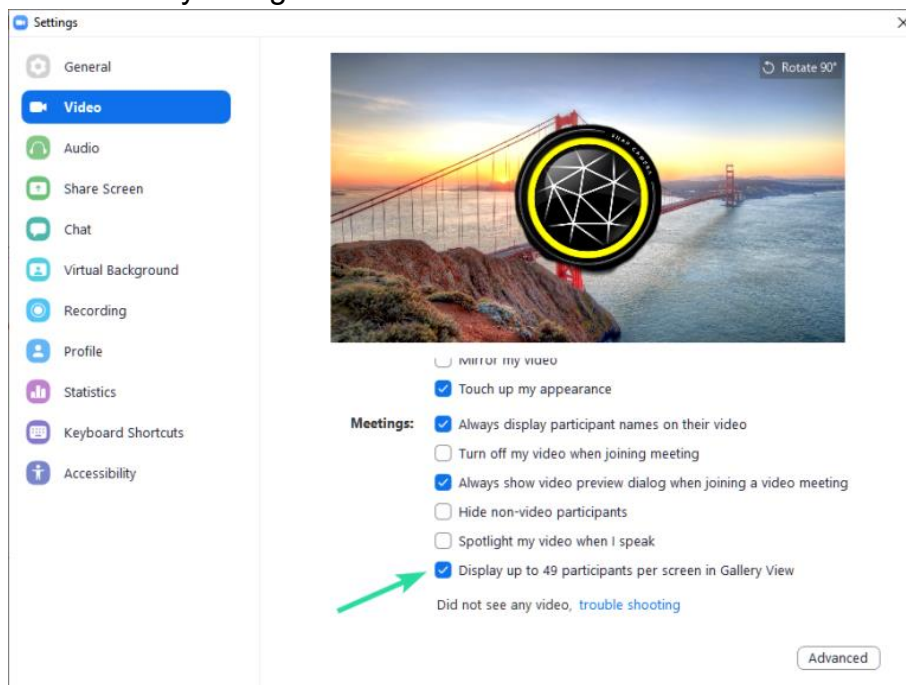
Gallery View: this feature lets you view multiple participants in a grid, up to 49 on one page if a PC is used. iPhone users can see 4 at one time; iPad users can see 9 at one time.

To enable:

1. Open the desktop client on your PC and click on the “Settings” icon in the top right corner.
2. In the Settings window, click on “Video” in the left sidebar.



3. Select the checkbox that says “Display up to 49 participants per screen in Gallery view” in the tab on your right.



4. Close the Settings window and join Zoom.

5. Click “Gallery View” in the top-right corner to see the gallery view.

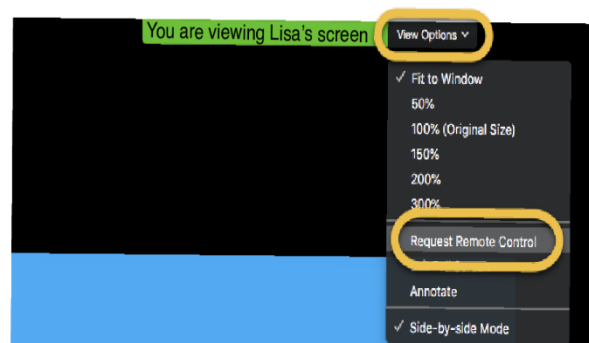
Note: If this does not work, your PC does not meet the minimum system requirements.

SCREEN SHARING

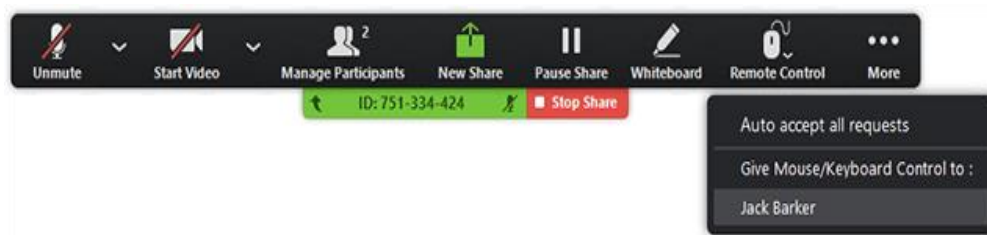
- You must enable access for screen sharing for everyone BEFORE the meeting begins
- Click share screen, then click Desktop 1 (1st option automatically selected) to allow a live feed of your screen
- Make sure everything that is open or on your computer before you begin the meeting is APPROPRIATE as you will very likely need to use this feature during your meeting
- You are able to share your screen for everyone to see
- The host can allow multiple people to share simultaneously by clicking on “Advanced Sharing Options” on the Share Screen button. However, you can only see one screen at a time



- In order to toggle between different screens select ‘view options’ to select which screen you want to view
- Remote control access allows participants to come into the person’s screen being shared and “take over” - scroll, type, click, etc. (May have to allow zoom access through computer settings prior to using - it will pop up when you try)
- Request remote control feature: when someone is sharing a screen, click on the view options drop down to request remote control to the screen that is being shared



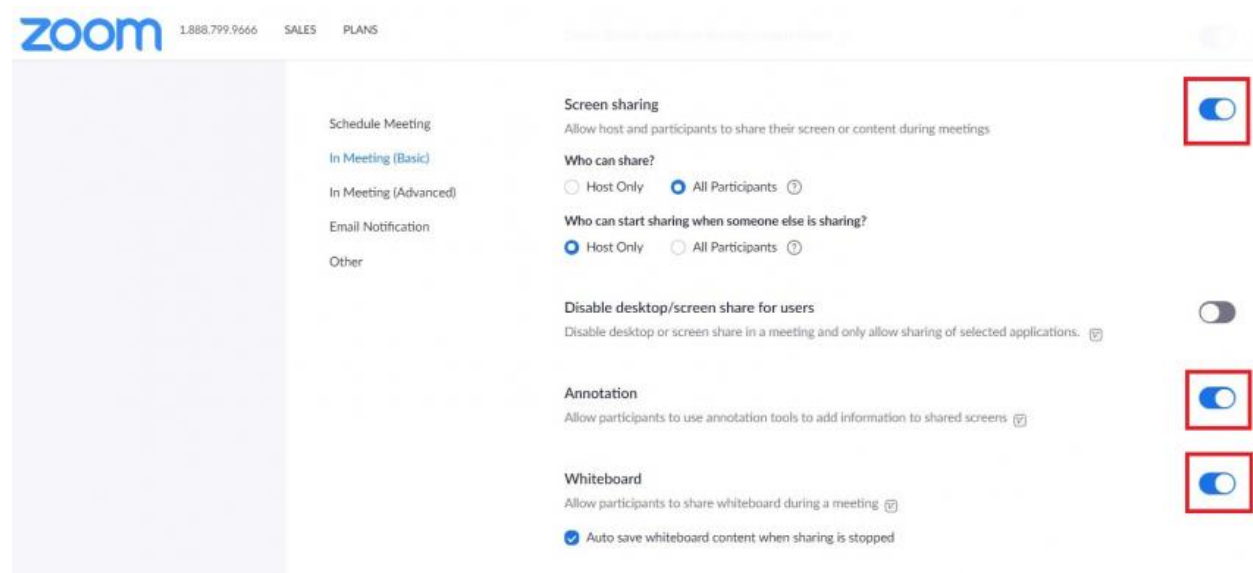
- The person sharing the screen has to click on their share screen drop down to grant/accept access to others for controlling their screen



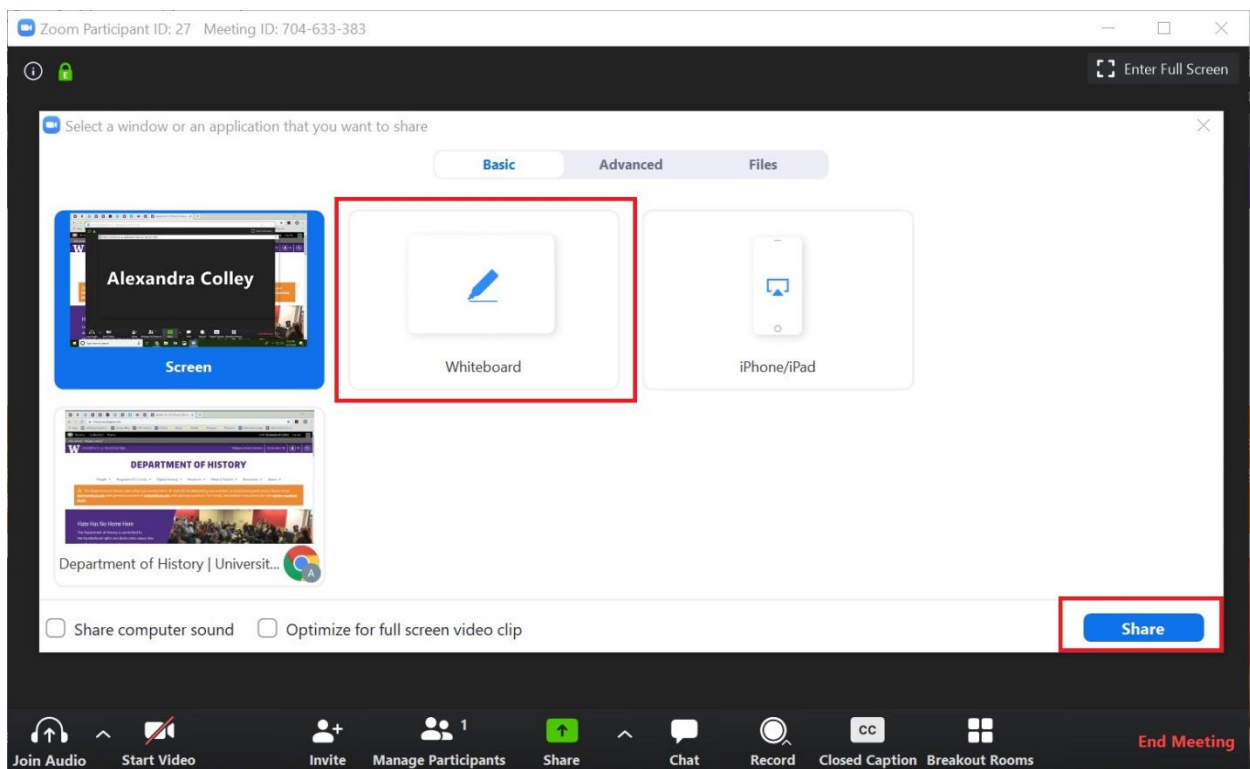
- If a participant wants to share a physical copy of something (ex: flyer or report they want to share), then have them share through scanning with a cell phone.
- Apple users: Have the participant go into the “Notes” app that comes with the iPhone. Create a new note by clicking the notepad and pencil icon in the bottom right corner. Click on the camera icon in the lower middle of the screen and click on “Scan Documents”. Have the participant position the document and scan it. Click “save” when it pops up in the lower right-hand corner. Share the document by clicking on the box with an arrow pointing up in the top right corner, and click message and share to the LIFT phone number.
- Android/other users: Download the free **CamScanner** app to have the participant scan the document through the camera on the app and then save and share it to the LIFT phone number through text.

WHITEBOARD

In zoom settings, under whiteboard settings, click enable whiteboard BEFORE the meeting to allow the host and participants to use the whiteboard features in the meeting



To get to the whiteboard, click on share screen then click whiteboard (should be the second option)

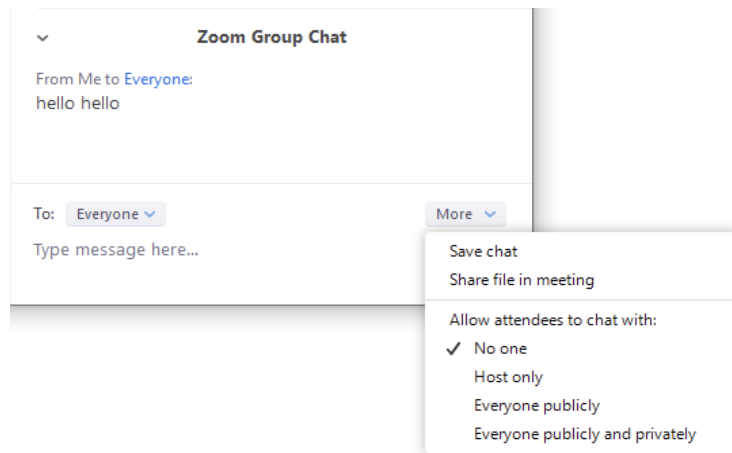


- Can be used in breakout rooms
- Use annotate feature to write/type/draw/etc. on whiteboard feature when someone is sharing their whiteboard (at the top of the screen click 'view options' and then the word 'Annotate')
- Host can clear all annotations
- Individuals can clear their own annotations

INTERACTIONS

Chat Function

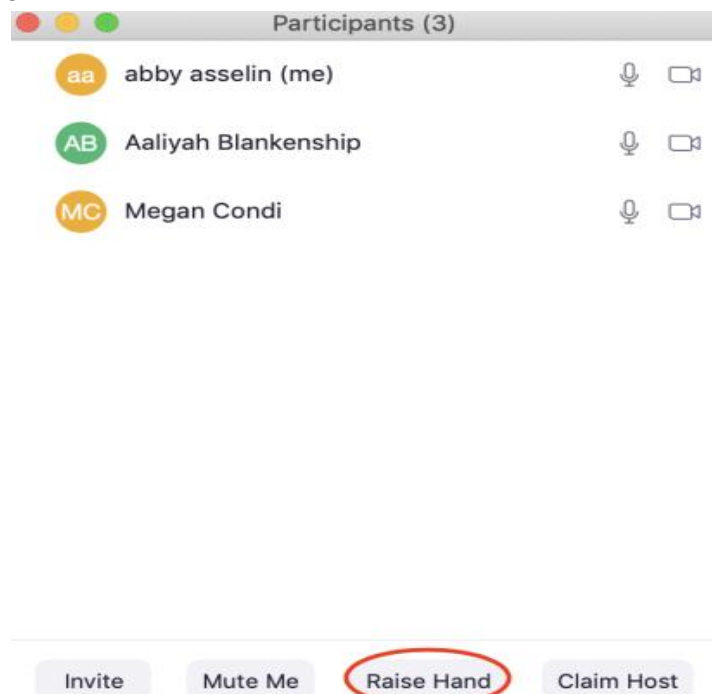
- Allows participants in meetings to send messages to everyone in the meeting, the host/co-host, or to individual participants.
- As the host, you can change the chat settings to disable chat, allow chat to the host only, to everyone publicly, or everyone publicly and privately by clicking on the "more" dropdown after clicking on the chat button in the bottom toolbar.



- Be sure to communicate with participants that the host can see all messages sent privately between two individuals at the conclusion of the meeting.
- You can message someone by clicking on the three dots on their thumbnail video or by clicking on the chat icon at the bottom toolbar and selecting who you want to send a message to.
- In settings, go to “In Meeting (Basic)” to make sure private chat is checked to be able to talk to others

Nonverbal Feedback: Raise Hand

Individuals can click on participants tab in the bottom toolbar to raise their hand when they have a question.

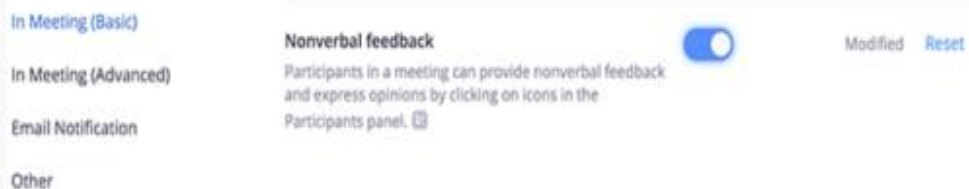


- The host can lower everyone's hand. It is important to lower everyone's hand after a question has been answered before moving on to the next topic or question so hands don't remain raised from a prior question or topic. The participants can also lower their hands down after raising their hand with the same button.
- Hosts cannot raise their hands (but they shouldn't need to)
- If you raise your hand in a breakout room, only the people in the breakout room can see that you have raised your hand. Anyone in another breakout room or the main meeting will NOT see you as a participant or see that your hand is raised.
- There are other nonverbal feedback options that can be helpful when tutoring a group, such as slow down, speed up, yes, no, etc. You have to enable nonverbal feedback within settings prior to using these other nonverbal feedback options (instructions pictured directly below)

User

To enable the Nonverbal Feedback feature for your own use:

1. Sign in to the Zoom web portal.
2. Click **Account Management** > **Account Settings** (if you are an account administrator) or **Settings** (if you are an account member).
3. Navigate to the **Meeting** tab > **In-Meeting (Basic)** options and verify that the **Nonverbal Feedback** setting is enabled.
4. If the setting is disabled, click the status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



5. Note: If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.

➤ Managing nonverbal feedback as the host

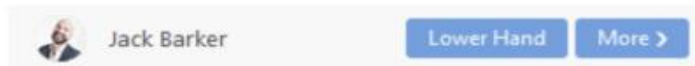
Managing nonverbal feedback (hosts)

Click the **Participants** button to see a list of participants and their nonverbal feedback.



In the participants list, you can view and manage feedback using these features:


- If a participant clicked on a feedback icon, you'll see that icon beside their name.
- The number above each feedback icon shows the how many participants have clicked on that icon.
- If a participant clicked raise hand, you can lower their hand by hovering over their name and clicking **Lower Hand**.



- Click **clear all** to remove all nonverbal feedback icons.

Using nonverbal feedback as a participant

✓ Ask for Help

Participants in breakout rooms can request that the meeting host join their meeting by clicking Ask for Help. 

- Host then, click **Join Breakout Room** to join the room

Providing nonverbal feedback during meetings (participants)

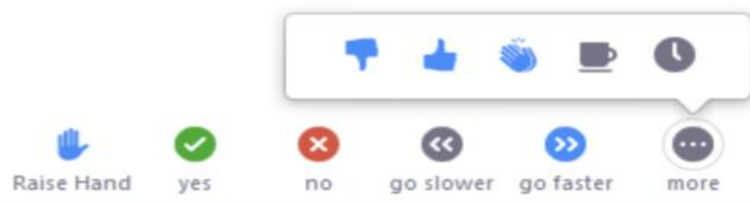
To provide nonverbal feedback to the host of the meeting:

1. Join a Zoom meeting as a participant.
2. Click the **Participants** button.



3. Click one of the icons to provide feedback to the host. Click the icon again to remove it.

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



- Raise Hand / Lower Hand
- yes
- no
- go slower
- go faster
- Additional icons are available by clicking the more button:
 - agree
 - disagree
 - clap
 - need a break
 - away

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

TUTORIALS AND OTHER USEFUL RESOURCES

If you would like to reference some step-by-step tutorials to better your Zoom skills or brush up on features that you might not be familiar with here are some helpful links that you can reference as well:

- <https://learn-zoom.us/show-me>
- <https://hos.ifas.ufl.edu/media/hosifasufledu/documents/pdf/guides/Zoom-Directions-for-Teachers-and-Presenters.pdf>
- <https://edu.gcfglobal.org/en/zoom/getting-started-with-zoom/1/>
- <https://communities.pacificu.edu/zoom>



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205-266-9911