ZOOM

Read and use Zoom

Learn how to use Zoom for the lessons

Teachers, using the instructions, will learn and practice some different Zoom functions:

- the first exercise is about creating breakout rooms to allow students to work in smaller groups

- the second exercise is about sharing the screen to use the whiteboard with students

- the third exercise is about screen sharing and how you can take notes on the shared document

Remember to:

- sign up on Zoom and create your account or log in to your account
- have a PC and use Zoom on the PC
- to put into practice, it is best to use another device (can also be a smartphone) to join the meeting and see how your students will see the screen when you put into practice what you learn now.

Ex 1: How to create breakout rooms

1. In order to check if the breakout rooms are allowed, go on Zoom.us and log in to your account.
2. Then click on "My Account", then "settings" , click on "in meeting advanced" and allow breakout room.
3. Now, you have enabled the breakout rooms and you can start a meeting on Zoom.
4. Start a new meeting.
5. Click on the following button to create the breakout rooms.
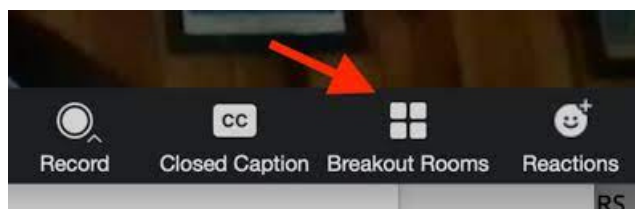
After you click on the breakout room button you will be asked how many participants you want to put in each room and by clicking on "manually" you can decide whether you select who should go and to which room or by clicking on "automatically" Zoom will split them up.
And then click on "Create Breakout Rooms"

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Use these TOOLBOX resources:
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Ex 2: How to use the whiteboard on Zoom

In order to learn how to use the whiteboard on Zoom you have to start a new meeting and then click on the "Share Screen" button.
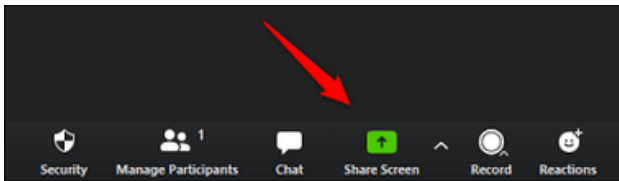
Then click on "whiteboard" and a whiteboard will appear on the screen and all the participants can see the board and write on it.
In this whiteboard you can write a text by clicking on the "Text" button or draw by clicking on the "Draw" button, but also erase what you have drawn by clicking on the "Eraser" button.
And by using the "Format" button you can change the color of the text or the format.

Whiteboard is useful to have brainstorming sessions with students, for showing them how to draw a picture or spell a word, and for all other whiteboard-like uses in the classroom.

Ex 3: Take notes on a shared document on Zoom

In order to learn how to take some notes on a shared document using Zoom you have to start a new meeting and then click on the "Share Screen" button and select the document that you want to show on your shared screen.
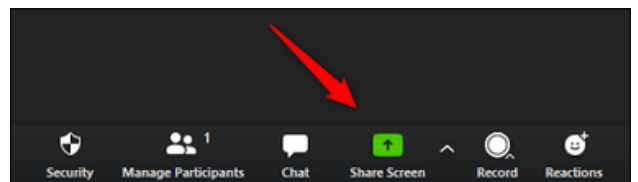
Then your file will be visible to everyone and a bar will appear on your screen with various buttons, one of which is called "Annotate" and by pressing on this you will be able to write on the file that is shared.

This button is useful for underlining phrases that you deem most important so that participants can also easily spot them or make drawings on the shared file.