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# FLO - Synchronous Sandbox Session Zoom

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Since time immemorial, the səliiwətaʔt təməx<sup>w</sup> (Tsleil-Waututh), Skwxwú7mesh-ulh Temíxw (Squamish), x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), WSÁNEĆ (Saanich), and the Esquimalt and Songhees Nations of the Lək<sup>w</sup>əŋən (Lekwungen) Peoples have walked gently on the unceded territories where we are grateful to live, work, and play. We are committed to building relationships with the first peoples here, based in honour and respect, and we thank them for their hospitality.

# Overview of the Session

- Quick Poll
- Quick Tour Through Zoom (Harper -10min)
- Breakout Session (Record, Screen Share, Annotate)
- Creating breakout rooms (Helena) and launching polls
- Q &A

## Quick Poll

- How comfortable are you hosting a session in Zoom?
- How many sessions have you hosted with students in Zoom?



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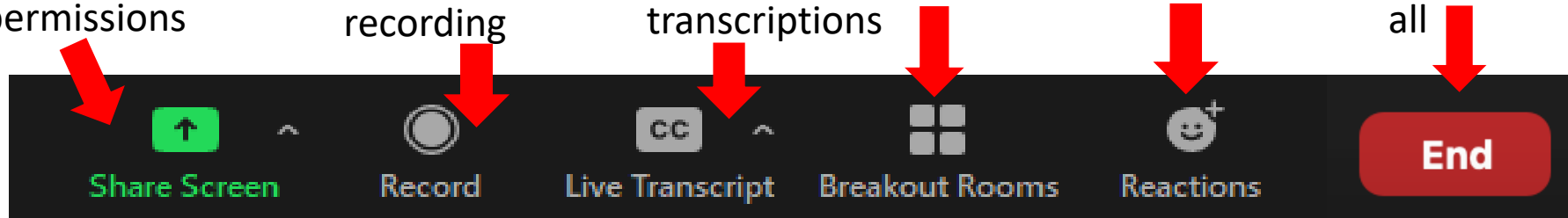
# Quick Tour Through Zoom

# Bottom control bar (as a Host)

- Mute and unmute mic
- Change mic and speaker settings
- Turn on and off your video
- Change camera and virtual background settings
- Participant permissions
- Basic waiting room settings
- Display participants
- More participant permissions
- Create polls (original Host only)
- Launch polls
- Displays chat
- Save chat
- Chat permissions



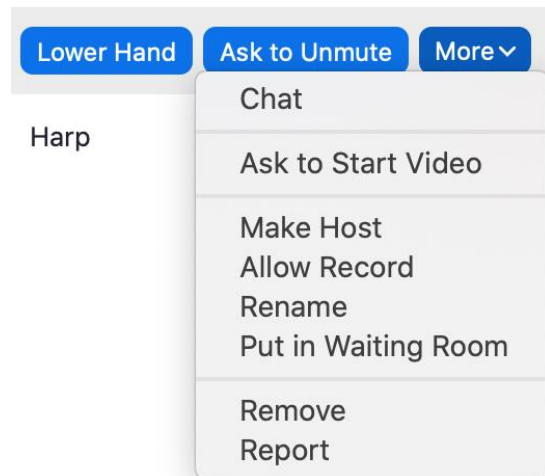
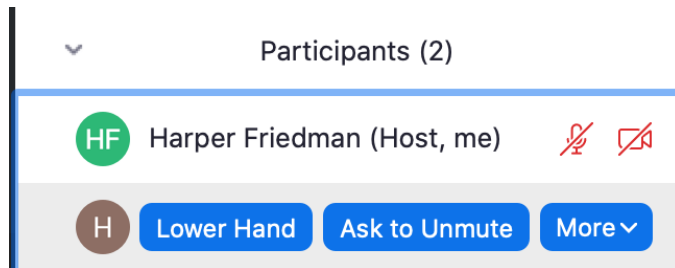
- Allows you to share your screen
- Screen sharing permissions
- Record the session
- Can pause or stop the recording
- Turn on closed captioning and transcriptions
- Create and open breakout rooms
- Reactions and nonverbal feedback
- Leave meeting or end the meeting for all



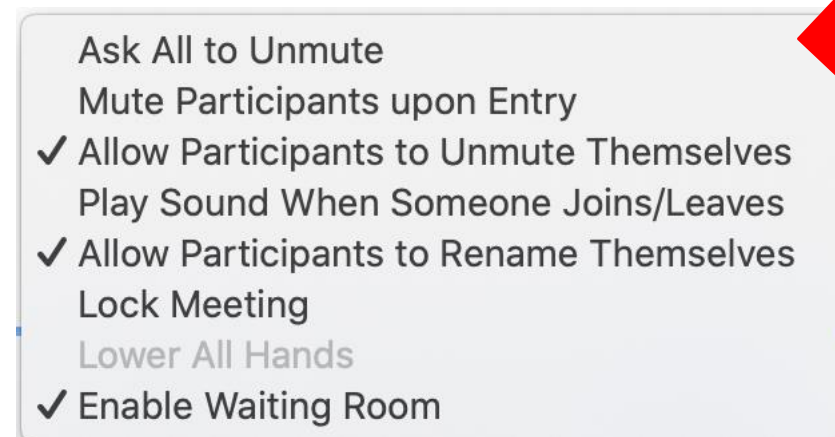
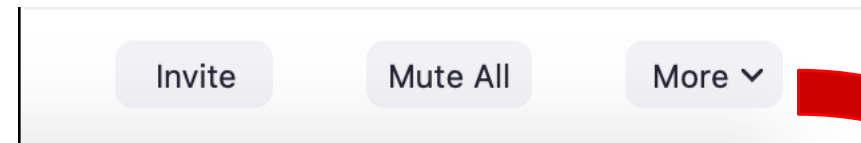
# Participants

Clicking the Participants button will open a list of the participants as well as open some additional control options.

If you hover over a participant's name, it will give you controls that will apply to that one person.



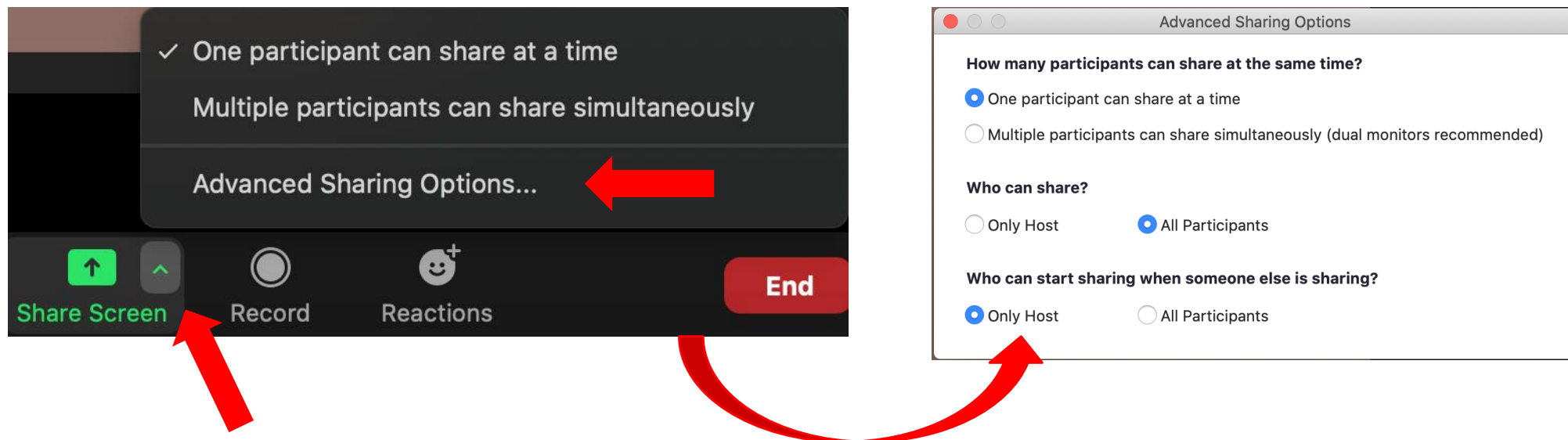
At the bottom of the page, there are controls that will apply to the meeting and all the participants.



# Screen sharing (permissions)

In addition to sharing your screen, the Share Screen button lets you access some permissions regarding screen sharing.

These can be accessed by clicking the green arrow (or caret) on the Share Screen button. Additional settings can be found in Advanced Sharing Options.





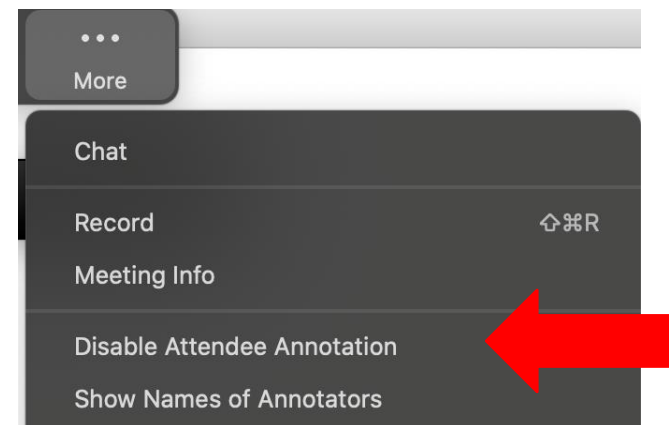
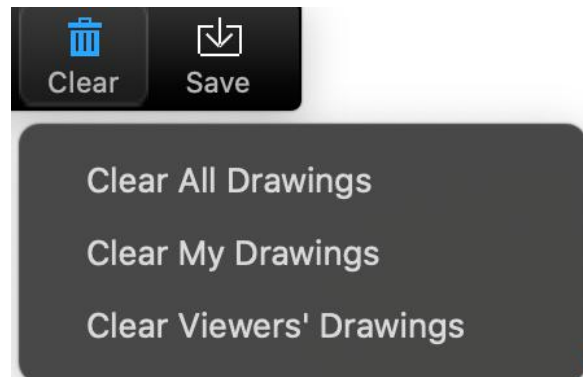
# Annotation

When you or someone else is screen sharing, you can annotate (if given permission) on the screen by going to the top of your screen, clicking on “view options”, then “annotate”.



The person sharing their screen (even as a participant) can also:

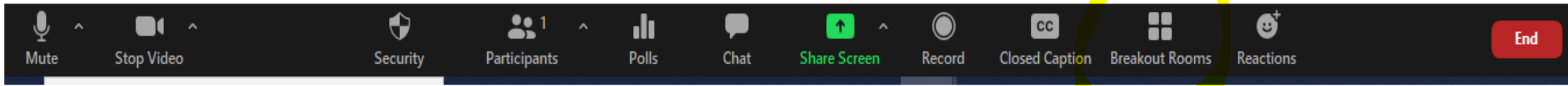
- Delete their own drawings, the viewers' drawings, or all drawings.
- Disable attendee annotation (Bar at the top -> More -> Disable Attendee Annotation)



# Creating Breakout rooms

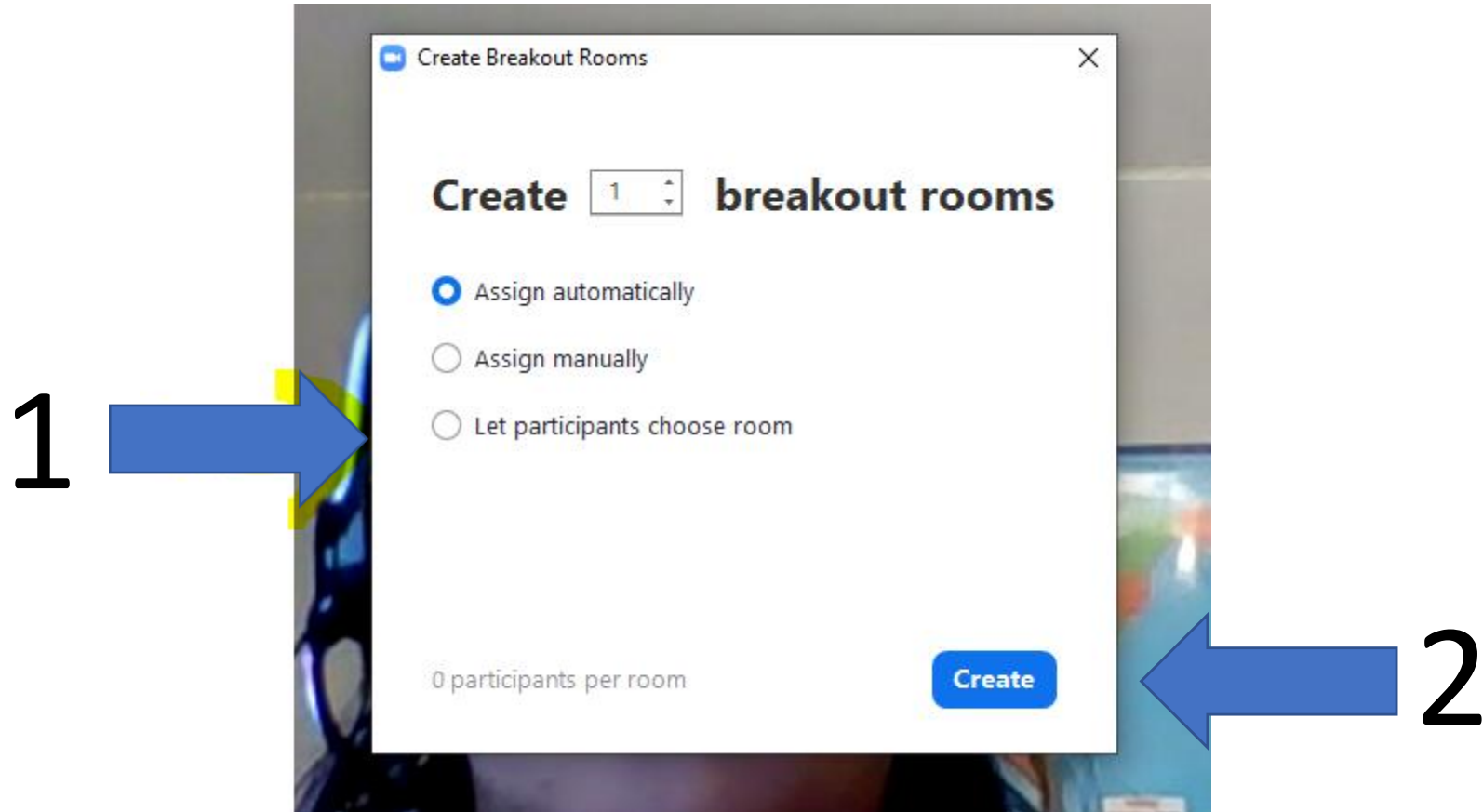
## Did you know?

- You can **pre-assign participants to breakout rooms** when you schedule the meeting instead of managing them during the meeting.
- **Breakout room participants** have full audio, video, and screen share capabilities.
- There is now the capability to let students choose their own room. They can also move between rooms.



Find the Breakout Rooms Icon at the bottom menu bar (or click on the “More” icon for the drop down menu.)

# Create breakout rooms



# Let's Do It!!!

## In alphabetical order...

1. You'll be made "Host" (or could be just "Co-host")
2. Follow the three simple steps to create a breakout room
3. Send one broadcast message to let others know you will call them back
4. Make the next participant "Host".
5. Repeat! 😊
6. Choose "RECREATE" when you set the breakout rooms, otherwise it will defer to the previous arrangement)

# Polling in Zoom

- In advance
- Could use annotation chat, yes/no or reactions to “create poll” too!
- Take screen shot of results

Add a Poll

×

Poll 1|

×

Anonymous? ?

1.

Type your question here.

Single Choice  Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

# How are you feeling about hosting in Zoom?

You can answer by using the annotation tools, or choose your number and type it in the chat.



**Did this session meet your expectations? OR  
Did you get all your questions answered today?**





**Thank you everyone!**



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