








# HOW TO USE ZOOM FOR ONLINE CLASSES



## How to Use Zoom for Online Classes

### Sharing your screen or desktop on Zoom

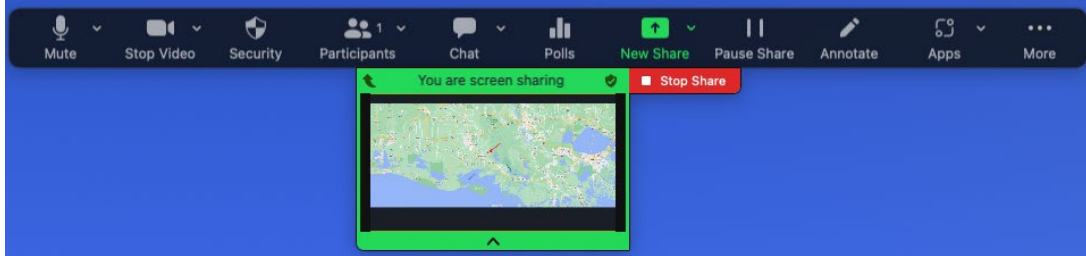
To share your screen or content:

1. Click **Share Screen**  located in your meeting controls.
2. Select one of these screen share options:
  - **Slides / PowerPoint as Virtual Background:** Allows you to utilize a slideshow presentation as your virtual background, providing a more immersive presentation.  

  - **Portion of Screen:** Share a portion of your screen represented by a green border. The border can be adjusted as needed during the share by clicking and dragging any side or corner.  

  - **Computer Audio:** Only [share your computer's audio](#) (your selected speaker in your [audio settings](#)). Select the down arrow  to the right of **Computer Audio** option to view audio options and switch between **Mono** and **Stereo (high fidelity)** audio options.  

  - **Video:** Share locally stored [video content through Zoom's native video player](#).  

  - **Files:** Share a file from a third-party sharing service like Google Drive or Microsoft OneDrive. Follow the on-screen prompts to sign in to the third-party service and grant Zoom access.
3. (Optional) Enable these features, located in the bottom-left corner of the share window:
  - **Share sound:** If you check this option, any sound played by your computer will be shared in the meeting. Select the down arrow  just to the right of the **Share Sound** option to switch between **Mono** and **Stereo (high fidelity)** audio options.
  - **Optimize for video clip:** Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.
  - **Share to breakout rooms:** Allows the host or co-host to share their screen from the main session [directly into all open breakout rooms](#).
4. Click **Share**.  
When the sharing process is started and 80% of devices acknowledge receiving the



shared screen, you will see a notification banner stating **Participants can now see your shared screen**, or whatever you have chosen to share.

- (Optional) On the meeting controls menu, hover over **You are screen sharing**, then click the drop-down arrow ▼, to view the screen shared with your participants. To stop viewing the screen shared, click the up arrow ▲.



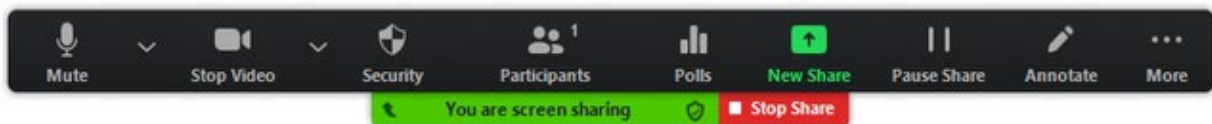
#### Notes:

- Zoom will automatically switch to full screen to optimize the shared screen view. To exit full screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.
- To disable automatic full screen when viewing a shared screen, adjust the **Window size when screen sharing** behavior in your [desktop client settings](#).
- The preview of your shared screen is available when doing a simultaneous screen share, and [sharing a video](#).

#### Controls when screen sharing

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.

**Note:** Some of the options detailed below may not be visible due to account admin restrictions or the feature is only visible to the meeting [host or co-host](#).



- Mute/Unmute:** Mute or unmute your microphone.
- Start/Stop Video:** Start or stop your in-meeting video.
- Security:** Access [in-meeting security options](#).
- Participants:** View or [manage the participants](#) (if you're the host).
- Click the down arrow ▼ to access **Invite**, where you can [invite others](#) to join the meeting.
- Polling:** Allows you to create, edit, and launch your [polls](#). The options to create or launch polls will open up the Zoom web portal in your default browser. When the poll closes, you can view the results and can download the full poll report. If a poll has already been created, both host and co-host can launch the poll, but only the host can edit or add polls to the meeting.
- New Share:** Start a new screen share. You will be prompted to select which screen you want to share again.
- Pause Share:** Pause your current shared screen.
- Annotate:** Display [annotation tools](#) for drawing, adding text, and so on.
- More:** Hover over **More** for additional options.



- **Chat:** Open the [chat window](#).
- **Record:** Start recording [locally](#) or [to the cloud](#).
- **Meeting Info:** Shows the current [meeting's ID](#), host, [passcode](#), invite link, your participant ID, and encryption status.
- **Closed Caption / Live Transcript** (only available to the host): If you have enabled [closed captioning and live transcription](#) for your account, click here to access those options.
- **Breakout Rooms:** Start [breakout rooms](#).
- **Enable annotation for others:** Allow or prevent the participants from [annotating on your shared screen](#).
- **Show/Hide Names of Annotators:** Show or hide the participants' name when they are annotating on a screen share. If set to show, the participant's name will briefly display beside their annotation.
- **Hide / Show video panel**
- **Hide / Show Floating Meeting Control**
- **Share Sound**
- **Optimize for video clip**  
**Note:** Do not enable this setting if you are not sharing a full screen video clip, as it will blur your screen share. This should be enabled/disabled before and after the video you wish to play.
- **Live on Facebook:** Broadcast your meeting live on [Facebook](#).
- **Live on Workplace by Facebook:** Broadcast your meeting live on [Workplace by Facebook](#).
- **Live on Youtube:** Broadcast your meeting live on [Youtube](#).
- **Live on Custom Live Streaming Service:** Broadcast your meeting live on a [custom streaming platform](#).
- **End Meeting:** Leave the meeting or end the meeting for all participants.

### How to show Zoom windows during screen share

By default, the Zoom window is not shared while sharing your screen. Showing the Zoom window during screen share can be useful if a participant is helping you use Zoom.

To show Zoom windows during screen share:










1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Settings**.
3. In the **In Meeting (Basic)** section, make sure **Show Zoom windows during screen share** is enabled. This setting will allow the setting to appear in the desktop client.
4. Sign out of the Zoom desktop client and sign back in. Alternatively, you can exit the client and re-open it.
5. Click your profile picture then click **Settings**.
6. Click the **Share Screen** tab and make sure **Show Zoom windows during screen share** is enabled.



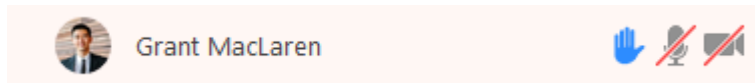
## Using non-verbal feedback and meeting reactions

Providing non-verbal feedback and reactions during meetings (participants)

To provide non-verbal feedback or reactions to the host of the meeting:


1. Join a Zoom meeting as a participant.
2. Click the **Reactions**  button.
3. Choose from the following icons or click  to choose from a full set of emoji. Click the icon again to remove it.
  - Clapping Hands 
  - Thumbs Up 
  - Yes 
  - No 
  - Slow Down 
  - Speed Up 
  - Raise Hand / Lower Hand 

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



## Managing non-verbal feedback and meeting reactions (hosts)

Non-verbal feedback and meeting reactions will be displayed in each participant's video panel, as well as next to their name in the participant panel. Click

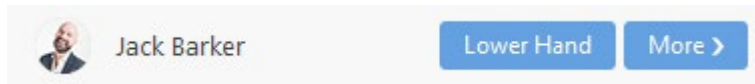
the **Participants**  button to see a full list of participants and their non-verbal feedback and meeting reactions.


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

- If a participant clicked on a non-verbal feedback or meeting reaction icon, you'll see that icon beside their name.
- The number above each non-verbal feedback or meeting reaction icon shows 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**.




- To clear all non-verbal feedback at once, click **Participants** , then ...
- then **Clear All Feedback**.
- Emoji (meeting) reactions will disappear after 10 seconds, while raise hand and non-verbal feedback, such as **Yes**, **No**, **Slow down**, and **Speed Up**, will be persistent and must be manually removed by the participant or host.


## Managing breakout rooms

### Create breakout rooms

**Note:** You can also [pre-assign participants to breakout rooms](#) when you schedule the meeting instead of managing them during the meeting.

1. Start an instant or scheduled meeting.
2. Click **Breakout Rooms** .
3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
  - **Assign automatically:** Let Zoom split your participants up evenly into each of the rooms.
  - **Include co-host(s) to breakout rooms:** Disabled by default, you can include any co-host(s) in the automatic assignment of breakout rooms.  
**Note:** This requires version 5.10.0 or higher. Hosts on a version below 5.10.0 will have co-host(s) assigned automatically to breakout rooms.
  - **Assign manually:** Choose which participants you would like in each room.
  - **Let participants choose room:** [Participants can select and enter rooms](#) on their own.
  - **Load pre-assigned rooms:** Choose from pre-assignments or [previously saved assignments](#).
4. Click **Create**.
5. Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

### Options for breakout rooms

1. After creating the breakout rooms, click **Options** (on Windows) or the gear icon  (on macOS) to view additional breakout rooms options.
2. Check any options that you would like to use for your breakout rooms.
  - **Allow participants to choose room:** [Participants can select and enter rooms](#) on their own once rooms are launched.



- **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host or co-host to end the breakout rooms.
  - **Automatically move all assigned participants into breakout rooms:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click **Join** to be added to the breakout room.
  - **Auto close breakout rooms after ( ) minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
  - **Notify me when the time is up:** If this option is checked, the host and co-hosts will be notified when the breakout room time is up.
  - **Set Countdown timer:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.
3. Follow the steps below to assign participants to rooms or click **Open All Rooms** to start the breakout rooms.

### Assign participants to rooms

To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select the participants you want to assign to that room. Repeat this for each room.

Once a participant has been assigned (manually or automatically), the number of participants will show in place of the **Assign** button.

### Prepare breakout rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started. Hover over the participant or room for these options:

- **Move to (participant):** Select a room to move the participant to.
- **Exchange (participant):** Select a participant in another room to swap the selected participant with.
- **Delete Room:** Delete the selected room.
- **Recreate:**
- **Recreate all Rooms:** Deletes existing breakout rooms and allows the host/co-host to create new ones.
- **Recover to pre-assigned rooms:** Recreate the breakout rooms with the pre-assigned arrangement. This is only available if using the [pre-assign breakout rooms feature](#).
- **Add a Room:** Add another breakout room.
- **Open All Rooms:** Start the rooms. All assigned participants will be moved to their respective rooms after confirming the prompt to join the breakout room. If allowing





participants to choose their own room, they can open the list of rooms and choose which to join. The host, or co-host that launched the breakouts and the original host, will be left in the main meeting until manually joining one of the rooms.

### Manage breakout rooms in progress

Once the breakout rooms have been started, the assigned participants will be asked to join the Breakout Session. The host, or co-host that launched the breakouts and the original host, will stay in the main meeting until joining a room manually.


The Breakout Rooms window will split into two tabs, one listing the open breakout rooms and their participants and the other listing all total participants. If there are 7 or more participants, a search tool will appear. If an assigned participant has not joined a breakout room yet, it will be noted by **(not joined)** next to their name. Unassigned participants will be listed under the **Unassigned** category.

The following options can shown in the breakout rooms window:

- **Rename:** Rename the Breakout Room. Enter the new name of the room and click **Yes**.
- **Join:** Join the breakout room.
- **Leave:** Leave the room and return to the main meeting (only shows when in a breakout room).
- **Delete Room:** Delete the already in-progress Breakout Room.  
**Note:** The option to delete a breakout room is only available if the breakout rooms have not been opened, or, if already opened, the room has no participants currently in the room.
- **Broadcast:** (Host and co-hosts) Abilities to [send a message or broadcast mic audio to all breakout rooms](#).  
**Note:** This must be enabled in your [Breakout Room settings](#).
- **Add Room:** Create an additional breakout room.
- **Close All Rooms:** Stops all rooms after a 60 second countdown, which is shown to the host, co-hosts, and participants, and returns all participants back to the main meeting.

### Share your screen to all breakout rooms

Once breakout rooms are open, the host or co-host can [share their screen](#) from the main session directly into all open breakout rooms. This allows the presenter to share visual information to all breakout rooms at once, guiding them on the next steps or tasks.

1. Click **Share Screen**  in the meeting controls.
2. Enable the **Share to breakout rooms** option along the bottom of the share window.






3. Choose what you would like to share, including an entire screen, a specific open program, or others.
4. (Optional) Click the **Share Sound** option as well to [include audio with the shared content](#).  
**Note:** This requires version 5.10.0 or higher to share audio with content to breakout rooms.
5. Click **Share**.  
The selected content will be shared to all breakout rooms. Any active shares in any breakout rooms will be interrupted for the host's/co-host's shared screen. Annotation or whiteboarding is saved before the host's shared content is viewed.

### Enabling or disabling in-meeting chat


To enable or disable **Meeting chat** for all users in the account:

1. Sign in to the Zoom web portal as an admin with the privilege to edit account settings.
2. In the navigation menu, click **Account Management** then **Account Settings**.
3. Click the **Meeting** tab.
4. Under **In Meeting (Basic)**, click the **Meeting chat** toggle to enable or disable it.  
**Note:** If you disable **Meeting chat**, the **Meeting chat - Direct messages** and **Meeting chat - Auto-save** features will also be disabled.
5. If a verification dialog appears, click **Enable** or **Disable** to verify the change.
6. In the **By default, allow participants to chat with** drop-down, specify if meeting participants are allowed to chat with **No one**, **Host and co-host** only, or **Everyone** in the meeting. This option saves the setting as the default when the meeting is started. This setting only works properly if the host is on client version 5.7.3 and above.
7. (Optional) Select the **Allow users to save chats from the meeting** check box to enable the ability to [save the chat transcript](#). If you enable this option, select which users can save the chats:
  - **Host and co-hosts:** Only the host and co-hosts can save the chat transcript. This option requires client version 5.7.3 or later.
  - **Everyone:** Allows anyone in the meeting to save chats, including external users.
  - **Only users in your account:** Prevents external users from saving meeting chats. This option requires client version 5.11.3 or later.
8. (Optional) Select the **Only users in your account can chat** checkbox to allow only internal users in the account to use in-meeting chat. This applies regardless of whether the meeting is hosted by a regulated user's organization or an external organization.
9. Click **Save**.
10. (Optional) To prevent all users in your account from changing this setting, click the lock icon , and then click **Lock** to confirm the setting.



## How to control chat access during a meeting




During a specific meeting, the host can control who participants can chat with.

1. [Start a meeting](#) as the host.
2. In the meeting controls toolbar, click **Chat**. 
3. Towards the bottom of the in-meeting Chat window, click **...** (**More**).
4. Choose an option for **Participant Can Chat With**:
  - **No One**: Disables in-meeting chat for everyone.
  - **Host and co-hosts**: Only the host and co-hosts can send messages to everyone. Participants can still send private messages to the host.
  - **Everyone**: Participants can only send public messages. Public messages are visible to all participants. Participants can still send private messages to the host.
  - **Everyone and anyone directly**: Participants can send public or private messages. Public messages are visible to all participants. Private messages are sent to a specific participant.

## How to add poll questions for a meeting



1. Sign in to the [Zoom web portal](#).
2. In the navigation menu, click [Meetings](#).
3. Click the topic of your scheduled meeting. If you do not have a scheduled meeting, [schedule a meeting](#).
4. At the top of the page, click the **Polls/Quizzes** tab.
5. Click **+ Create** to begin creating the poll.  
If [advanced polling and quizzes are enabled](#), you will have two options: **Poll** and **Advanced Polls and Quizzing**.
6. Select **Polls**.
7. (Optional) Select the **Add to Polls/Quizzes library** checkbox.  
After your poll is created, it will be saved to a library where you can access it for other meetings.
8. Click **Next**.
9. Click **Untitled Poll** to change the name of this set of polls.
10. Click the question area to edit the following details:
  - Click the **Untitled Question** area to edit the name of that polling question.
  - To the right of the name of the polling question, click the dropdown menu to choose the type of question:
    - **Single Choice**: Poll participants can select only one of the provided answers.
    - **Multiple Choice**: Poll participants can select multiple provided answers.



- Click the blank box for each choice to enter an answer for participants to select from.
  - Click + **Add Choice** to add additional answer options.
  -  : Delete the current polling question.
  -  : Duplicate the current polling question as it currently is.
11. (Optional) Click **Add a Question** to create an additional question.  
**Note:** Each question and individual answers for a question can be reordered as needed.
12. Click the **More** button  to access the following options:
- **Require answers to be anonymous:** Poll participants can choose to have their answers associated with themselves or to provide answers to the poll anonymously.  
**Note:** If this option is grayed out, it has been locked at either the group or account level. You need to contact your Zoom admin.
  - **Add to Polls/Quizzes library:** Your created poll will be saved to a poll/quiz library, where you can access and reuse your poll again for future meetings. You can go to "Meetings > Polls" to view this item.
13. Click **Save**.


### Create a poll in the Polls/Quizzes tab

Create a first saved poll that can be enabled with all your meetings.

1. [Access the Polls/Quizzes tab.](#)
2. Select **Polls**.  
**Note:** If [advanced polling and quizzes are enabled](#), you will have two options displayed: **Poll** and **Advanced Polls and Quizzing**.
3. [Create a poll.](#)  
After your poll is created, it will be displayed in the **Polls/Quizzes** tab.
4. (Optional) To enable your created polls for all your meetings, under **Enable**, click the toggle to enable  or disable it .
5. (Optional) To create more polls, click + **Create**.

### How to launch a poll in a meeting


Polls are not immediately available to meeting participants, as the host needs to launch a poll for participants to respond to. These polls can be [created before the meeting starts](#), or during a live session, but in either case, the poll must be created in the web portal.

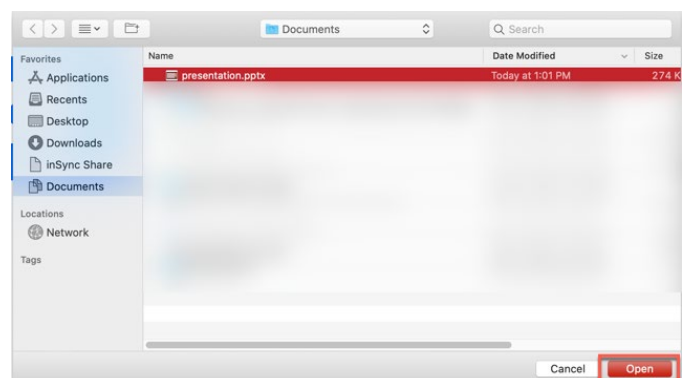
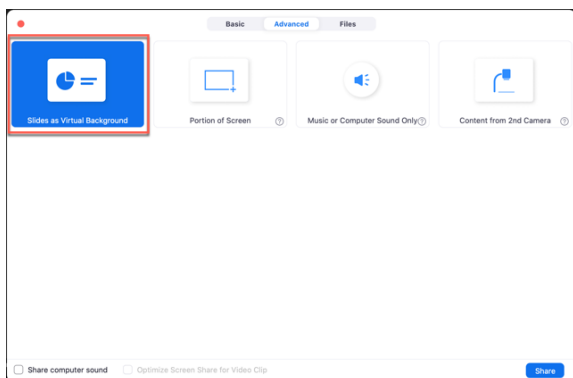
1. [Start the scheduled Zoom meeting](#) that has polling enabled.
2. In the meeting controls, click the **Polls**  button.
3. At the top of the polling window, select the poll you would like to launch (if multiple polls were created)



4. Click **Launch**.  
The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.
5. Once you would like to stop the poll, click **End Poll**.
6. Click the **More** button **⋮** to access the following options:
  - **Re-launch Poll:** Launches the poll again.  
**Note:** If a poll is relaunched in a meeting, the poll report will only display the last poll occurrence. If you know you will need to launch the same poll twice and want both sets of data, consider creating a second poll with the same questions as the original to avoid relaunching.
  - **Download results:** This will launch your default web browser so that you can download the entire poll report, which shows what each participant chose, instead of the percentages of each choice.  
**Note:** To have this feature enabled, [contact Zoom Support](#).
  - **View Results from Browser:** Launches your default web browser and displays the same polling results on the web page.
7. Click **Share Results** to share the results with the participants in the meeting.

## Sharing slides as a Virtual Background

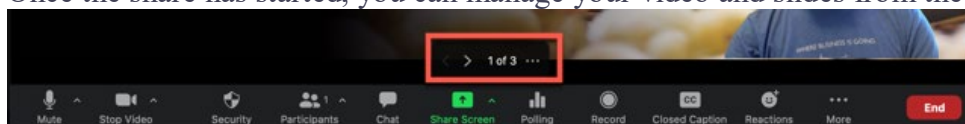
1. Click the **Share Screen**  button located in your meeting controls.
2. Click **Advanced**.
3. Click **Slides as Virtual Background**.
4. Browse, and select the PowerPoint presentation file.
5. Click **Open**.



Once the presentation has been imported, the slides will be shown as your virtual background. If your video is on, by default it will be imposed over the slides.

## Managing slides and video

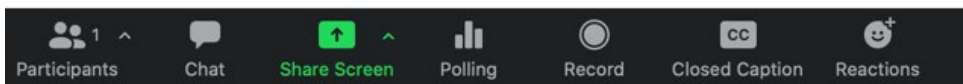
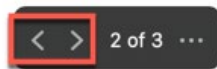
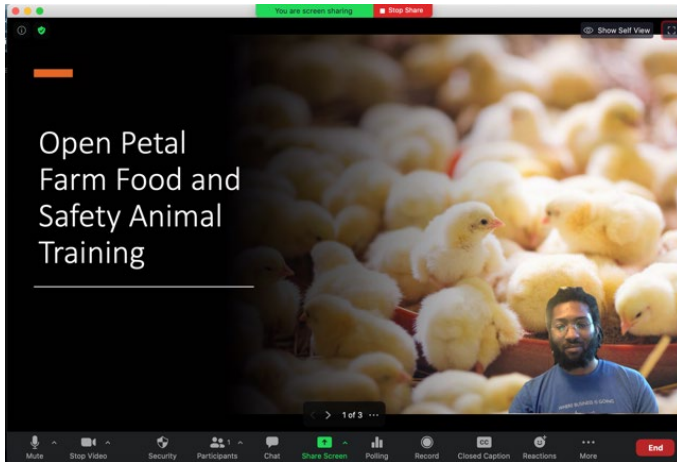
Once the share has started, you can manage your video and slides from the meeting controls.





## Changing slides

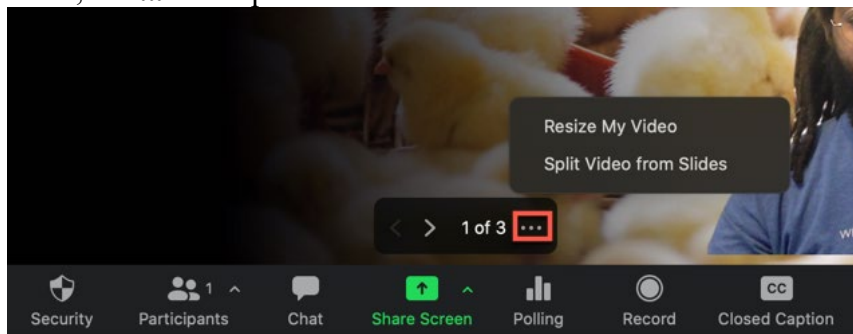
To navigate through your slides, use the **next** and **previous** buttons in the meeting controls.



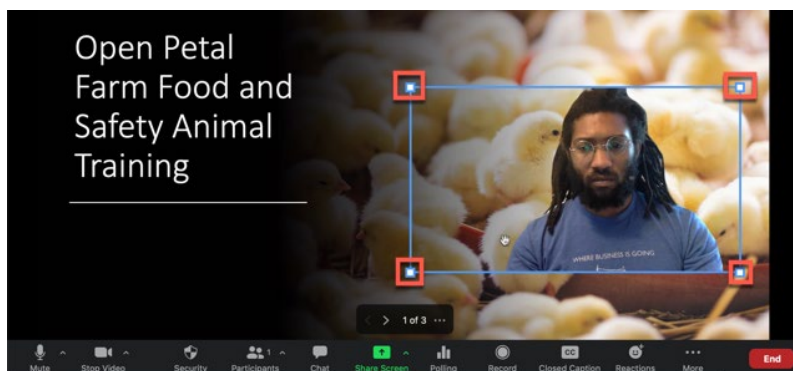
## Changing video size and position

To reposition or change the size of your video:

1. Click, the ... in the presentation menu.



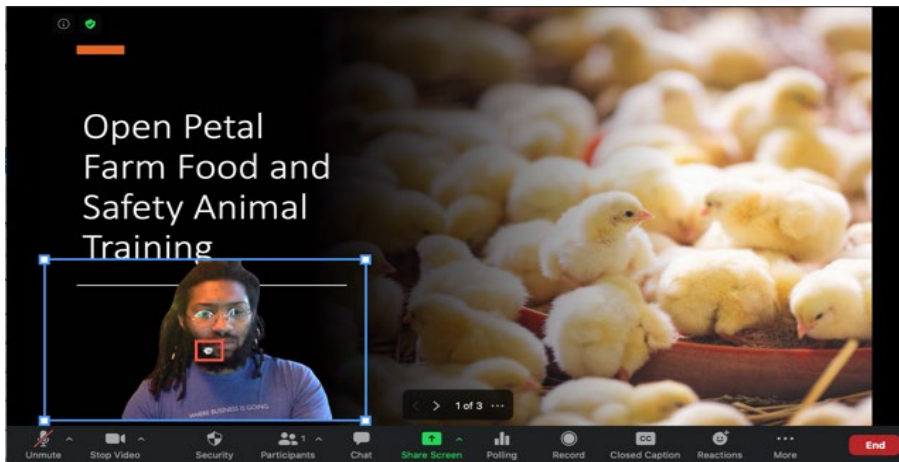
2. Click **Resize My Video**.
3. Click and hold one of the 4 corners of the image, and drag your mouse to resize the image.







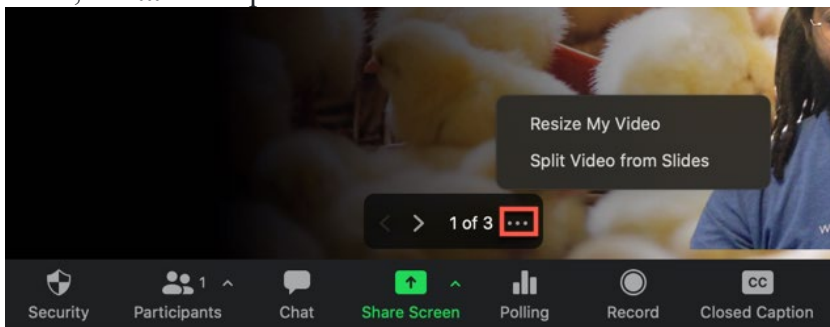
4. Click and hold the center of your image, then drag your mouse to reposition the image on the slide.



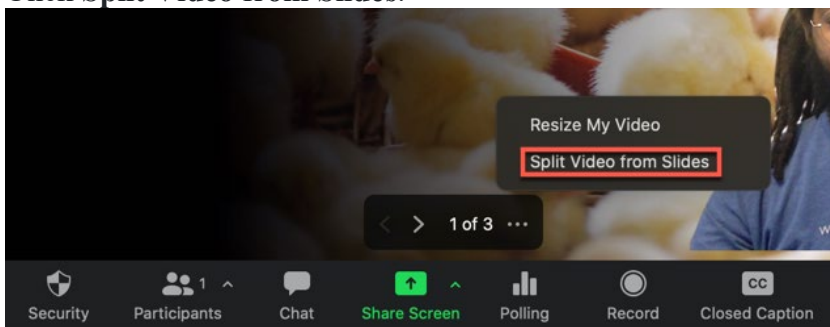
### Remove your video from slides

If you want to stop imposing your video on top of the slides and have it sent as a separate video feed:

1. Click, the ... in the presentation menu.

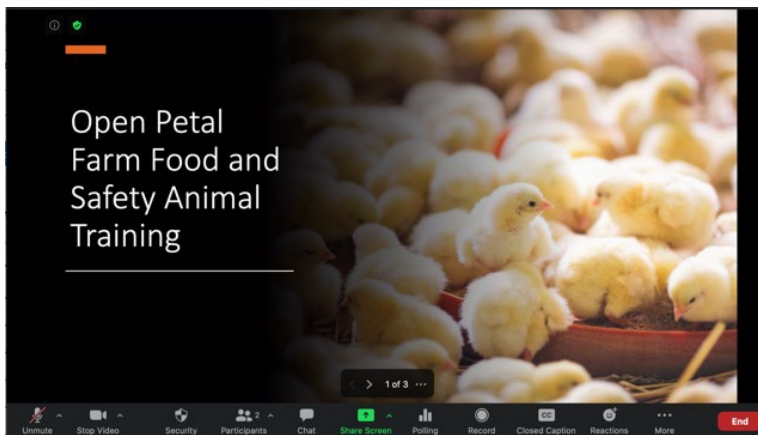


2. Click **Split Video from Slides**.

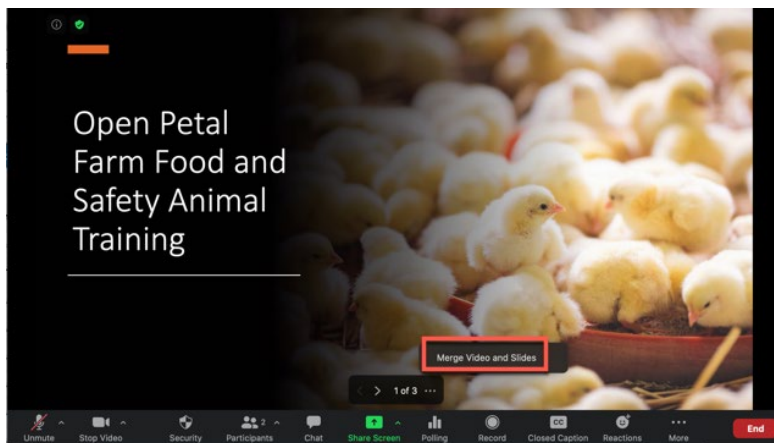





3. Your participants will now view your slides as a normal screen share and your video feed will be sent as a separate feed. You can still navigate slides in the meeting controls.



4. To re-impose your video on the slides, click **Merge Video and Slides**.



### Sharing a classic whiteboard

1. Click **Share Screen**  located in your meeting toolbar.
2. Click **Whiteboard**.



Whiteboard

3. Click **Share**.



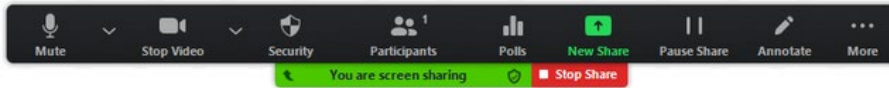


4. The [annotation tools](#) will appear automatically, but you can press the **Whiteboard** option in the meeting controls to show and hide them.
5. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.



**Note:** Only the participant or host that started sharing the whiteboard has access to create and switch pages.

6. When you are done, click **Stop Share**.



## Taking Attendance in a Zoom Meeting

You can take attendance in a Zoom meeting by accessing the meeting report after the meeting has ended. Attendance reports are available approximately an hour after the meeting has ended. Follow the steps below to access a meeting report to take attendance.

1. Sign in to your [UD Zoom web portal](#) and click sign in. Click **Reports** on the left and then **Usage** on the right.
2. Ensure the date range at the top includes the meeting you want. A list of meetings in that range will appear below. Locate the meeting and click on the number in the **Participants** column. You may have to scroll the frame to the right if the Participants column is not visible. A new window will appear with the meeting participants list.
3. The meeting participants report will show multiple instances of a participant if someone leaves and re-joins the meeting. If you want to show each participant only once, check **Show unique users**.
4. To export this information as a CSV file, check **Export with meeting data** box. This includes important information including the date of the meeting. Then click **Export**. You can open this file with Microsoft Excel, Apple Numbers, or import to your Google Drive and open with Google Sheets.



## Helpful Tips for Using Zoom

- If your video quality is poor, turn off your video and rely on your computer audio. You may also use your cell phone (without video) to participate in a Zoom session.
- Ask students to “mute” themselves as a default setting to avoid distracting background noises. Have students “unmute” themselves when they want to talk.
- Ask students to “rename” themselves using their preferred name so that everyone in the Zoom session knows how to refer to them.
- Use headphones (instructors and students) for all Zoom sessions.
  - If you are having trouble hearing people or being heard, conduct a “test” of your speakers and microphone by clicking on the arrow beside the “mute” button and selecting “Test Microphone and Speakers.”
  - If you plan to use your video, ensure that the room you are in has decent lighting.
  - Build in pauses to allow students time to ask questions, whether by raising their hand or recording their questions in the chat box.
  - Adjust the volume in the classroom so that your students can hear you but you do not hear yourself reverberating backwards.
  - If you want to record your Zoom session, please be sure that you click the “record” option at the start of your session.

## Reference

Zoom <https://support.zoom.us/hc/en-us/articles/360034967471-Getting-started-guide-for-new-users>

## Further Reading and Resources

["Show Me" Videos - Zoom Learning Center](#)