**GALLERY VIEW**

This is useful when there are multiple presenters or STEMCAST Staff members on a call, who are all actively participating in the workshop. It allows you to view all speakers in equal sized boxes. Click “Gallery View” in the top right corner to enable this.

**SPEAKER VIEW**

This is useful if there is only one person presenting and you only wish to see their video. This would be a good tool during a STEMCAST presentation in which a single speaker is leading while others on the call have their videos turned off. This makes whoever is speaking have a larger box while others on the call are small boxes.

Click “Speaker View” in the top right corner to enable this.
Pinning a speaker’s video allows you to disable the speaker view (which shows the person speaking as the biggest screen) by pinning that single person as the main video on your screen regardless of where the most noise is coming from. This can be helpful in STEM CAP presentations in that it allows you to view the main speaker the entire time even if your class or another class on the call is speaking or making noise (moving around, etc.). To enable this hover over the speaker’s box that you wish to pin and click on the three dots in the top right corner of their box. A small menu will come down and you can select “Pin Video”.

To unpin a presenter's video and have Zoom return to Speaker View simply click the text in the top left corner of the screen that says “Switch to Active Speaker”.
SHARING YOUR SCREEN

Choose which one is appropriate. Everyone on the call will only see the window you have selected to share. If you click off of that window the other callers will still see it and the new window you bring up on your own screen will not be visible to others. If you choose to share Google Chrome, for example, your Google Chrome screen will fill the other caller’s Zoom window. If you then click on a Microsoft Word document, viewers will still see your Google Chrome window and not the Word Document. To help you remember that viewers are only seeing a certain window, Zoom will put a green box around whichever program/document the others on the call are seeing. Alternatively, if you select the option that says “Screen One” or “Desktop One,” the other callers will see all of the windows you have open. As you move between windows, viewers will see your screen exactly as it appears to you.

In the event that you have shared a single window and now wish to show viewers another window, simply click “New Share” and select the window you wish to share. You do not need to stop sharing in order to switch what the other callers can view.

ENLARGING PRESENTER’S VIDEO DURING SCREEN SHARE

If a presenter is sharing their screen and they want to demonstrate something while they are screen sharing it can be helpful to enlarge their video box so that the class can see them better. To do this you can pin the presenter’s box just like in the “Pinning Presenter’s Video” instructions. Make sure to unpin them after they are done demonstrating so that their presentation becomes full screen again.
While a presenter is screen sharing their box with their video in it becomes much smaller while their presentation fills the other callers zoom window. This small video box can be moved around in order to see the presentation better. Some presenters will even provide a static spot in their slides that you can place their video so it will never cover any information. If not, sometimes their face could be blocking information. You can easily move their video box to uncover the blocked portion of their shared screen. To enable this, click anywhere on the video and drag it to the desired spot.

**MUTING**

This can be useful if you are utilizing two laptops, one for students and one for the teacher. If this is the case, be sure one laptop is muted otherwise there may be an echo and/or loud feedback loop for the listeners on the other side of the call. To mute a computer, click on the microphone icon that says “mute” in the bottom left of the screen. To unmute click on that same icon again. You will know you are muted if there is a red line through the mute icon.
BREAKOUT ROOMS

This tool can be helpful if there are multiple classrooms on one call and you want to separate the classes for an activity. To set up breakout rooms click on the “Breakout Rooms” icon at the bottom right of the screen. A pop up window will then appear where you can set up how many total rooms you want the participants to be split up into. By selecting the “Automatically” option Zoom will randomly assign people to each room. By selecting the “Manually” option you can choose who is in each room. Once you click “Create Breakout Rooms” a window similar to box 2 will pop up. Here you can manage who is in each room. Then click “Open all Rooms” to begin the breakout room session. During the session, you can join either room as shown in box 3 with the “Join” option next to each room. You can also close the breakout rooms with the “Close All Rooms” button shown in box 3.

WHITE BOARD FEATURE

This feature is a neat tool that allows everyone on the call to work on a virtual whiteboard together, drawing or writing ideas down. To enable this, click on the “Share Screen” button in the bottom middle of your screen then in the pop up window shown above select the “Whiteboard” option. Once that is selected everyone on the call can view the whiteboard and can type or draw on it collaboratively. If someone else on the call enables the whiteboard feature you can also draw or write on it by selecting from the icons at the top of the screen shown above.
This can be useful if a presenter asks you to show a video on your screen via a link to reduce the lag of showing a video directly through Zoom. First go up to the top corner of your screen and hit the "-" or minimize button as you normally would in a browser. The speaker video will then become a small box on your main screen which you can move around however you like. You will then be free to open up anything on your computer as you normally would. It may also be helpful to mute your end of the call when you do this to avoid echoing for the other people on the call.

To bring the call back to full screen, hover your mouse over the video and click on the bottom right icon that looks like a square with an arrow through it as shown above. This will take your zoom call back to full screen.
This is useful if you wish to send or receive links, files or messages from others in your video call. To view the chat, click on the speech bubble icon that says “Chat” in the bottom middle to right of the Screen Share bottom, as shown in box 1. If you have a message from anyone there will be a red notification on that chat icon.

If you wish to send a message to everyone simply type your message in the chat box shown in box 3 and make sure the “TO:” section says “Everyone”. Alternatively, if you wish to send a message to a single person on the call you can click on the blue “Everyone” and chose the person you wish to send a message to from the drop-down menu, as shown in box 2.

To open a file from someone simply click the file as shown in box 3 and it will prompt you to download it. To send a file repeat the same steps as sending a normal message but click the “File” button in the bottom right of the chat and attach the file you wish to send.

WANT MORE TIPS?

For more Zoom tips and tricks check out Zoom’s Blog:
https://blog.zoom.us/working-from-home-tips-to-meet-like-a-pro/?utm_source=website&utm_medium=postattendee&utm_campaign=WFHQ1FY21&zcid=3710