# How to use Zoom 📹

## Host Permissions on Zoom

- Start waiting room
- Allow participants access to the meeting from the waiting room
- Assign Co-Hosts
- Start and assign someone to write closed captioning or enable automated captioning
- Create and assign Breakout Rooms
- Share screen and/or allow participants to share their screen
- Mute, request to unmute participants or mute/request to unmute all participants at once
- Stop or request to start participants video
- Record the meeting to computer or to the cloud
- Live stream the meeting to a Facebook or Youtube account
- Lock the meeting so no one else is able to join
- Control whether or not the chat is accessible to participants
- Share computer audio and allow participants to do so as well
- Remove participants from the meeting altogether or to the waiting room
- End meeting for all participants

## Co-host permissions in Paid Feature (Most of Host permissions except):

- Start closed captioning
- Set up and manage breakout room
- Livestream the meeting
- Make someone else a Co-Host
- Start waiting room
- End meeting for all

## Participant Permissions

- Change their own display names
- Change their background picture
- Use the public and private chat functions when enabled
- Control their own audio and video functions
- Use non-verbal reactions (such as claps and raising your hands
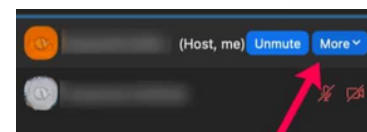
## How to Make participant a Co-host

**Step 1:** Check your Desktop settings <u>before you start a Zoom meeting</u> to ensure your Co-host option is switched on to the right so it turns blue.
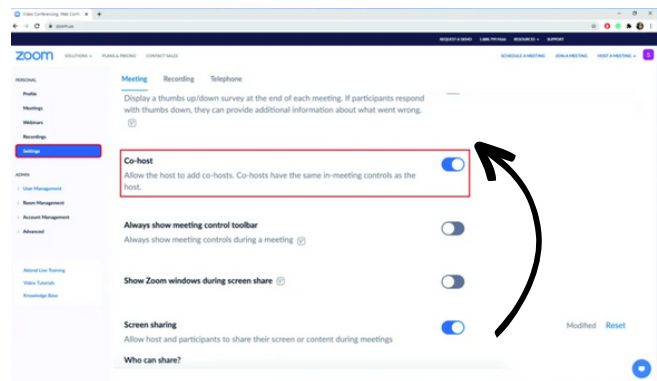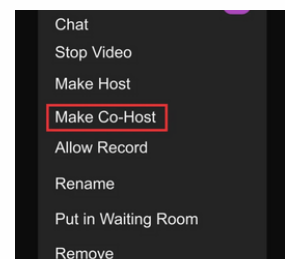


**Step 2:** After you start your meeting, select **Participants.**
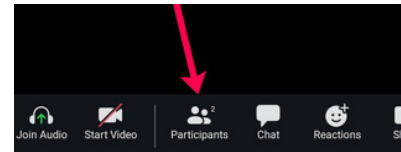


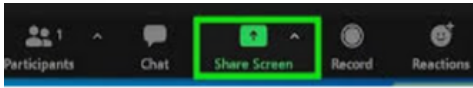**Step 3**: Hover your cursor over co-host name in participant list and select the **More** option.



**Step 4**: Click on **Make Co-Host.**

# Zoom Screen Share & Breakout Rooms

## How To Use Share Screen on Zoom



The screenshare function is available on the toolbar at the bottom of the zoom screen. It's a bright green button with an arrow pointing up. Clicking that button will bring up a new window with three different menus, each with different options:

### Basic Function:

- Ability to share your entire desktop screen, including any windows you have open and files you can see on your desktop. e.g. sharing a YouTube video.
- Ability to use the whiteboard function. You can also open the whiteboard for anyone to use by allowing annotation.
- Ability to share any window/application you have open onyour computer, laptop or iPhone/iPad. e.g. Powerpoint or a PDF file

### Advanced Function:

- Ability to share a portion of your computer screen
- Ability to share music or computer sound only
- Ability to share a second camera. You must have a second webcam connected for this to work.

### Files:

- Ability to share a file through Dropbox, Microsoft OneDrive, Google Drive and Box

## Zoom Breakout Rooms

Breakout rooms are video rooms that branch off from the main room. This allows for the ability to pair off into partners or a workshop/group to garner conversation. Here is a video tutorial on how to use breakout rooms.

Hosts and Costs have control to change the settings in the bottom tool bar. Once you click the icon, a window will pop up with the following:
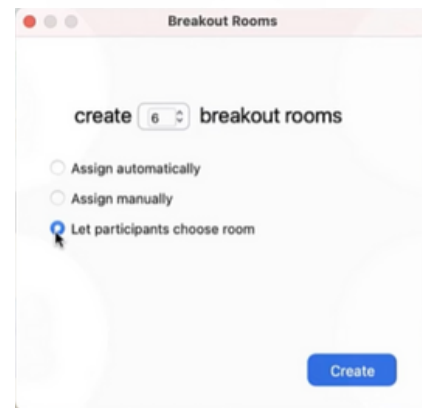


- Ability to determine the number of rooms
- Ability to assign participants to rooms automatically or manually
- Ability to move participants between rooms by either swapping participants, or moving them directly
- Ability to set a timer before creating the rooms

To read the most updated versions for support:
- Participating in Breakout Rooms
- Managing Breakout Rooms

Note: Participants can choose their breakout room if the host uses the "Let participants choose rooms" option

# 'Navigating 'Odds and Ends' Workshop on Zoom

2. Select: **Basic**

3. Select Workshop Page Tab

4. "Share sound' and 'Optimize for video clip

5. Click Share

1. Select Share Screen

**H5P Zoom Display:**

Odds and Ends

YOU PLAY THE ODDS
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START

Click on the blue progress bar or use keyboard arrow keys to move right or left to move back

Open Chat pop up for participant discussion.
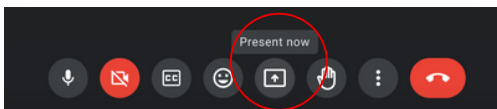
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# Google Meet Screen Share & Breakout Rooms

## Google Meet Host Permissions

There currently is no option to make a participant a Co-host on. Google Meet. You will require a Google Workspace Essential account at minimum to create Breakout rooms, Q&A, and polls. Here are the following Google Meet host controls:
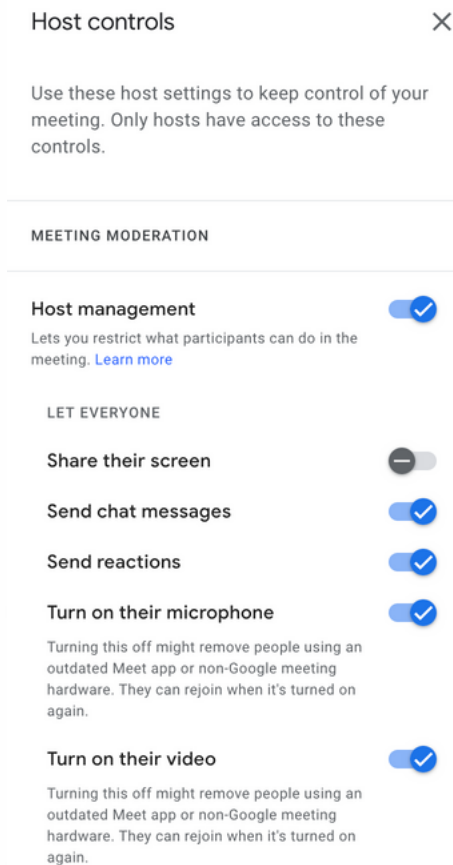


## How To Use Share Screen on Google Meet



The screen share function is available on the toolbar at the bottom of the Google Meet screen. It's a white outlined button with an arrow pointing up. Clicking that button will bring up a new window with three different menus, each with different options.

## Google Meet Breakout Rooms

Breakout rooms are video rooms that branch off from the main room. This allows for the ability to pair off into partners or a workshop/group to garner conversation. Here is a video tutorial on how to use Google Meet breakout rooms.

Hosts have control to change the settings in the bottom tool bar. Once you click the icon, a window will pop up with the following:
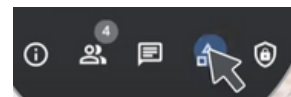


**Step 1:** Select Breakout rooms
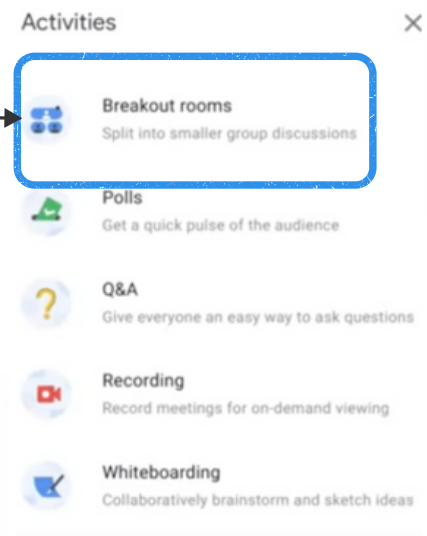


**Step 2:** Set timer and breakout rooms based on workshop activity time and number of participants.

**Step 3:** Select Open rooms.

# 'Odds and Ends Workshop using Google Meet

**1. Select Tab**

**2. Select webpage**

Choose what to share
Chrome wants to share the contents of your screen with meet.google.com.

Chrome Tab    Window    Entire Screen

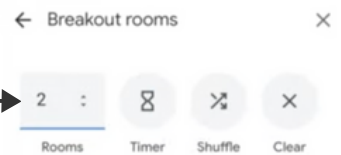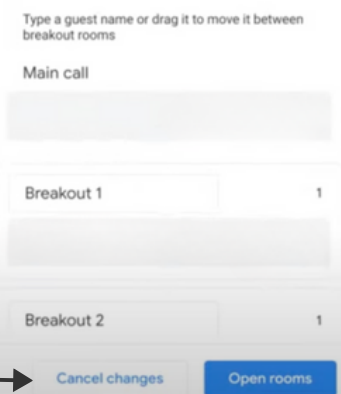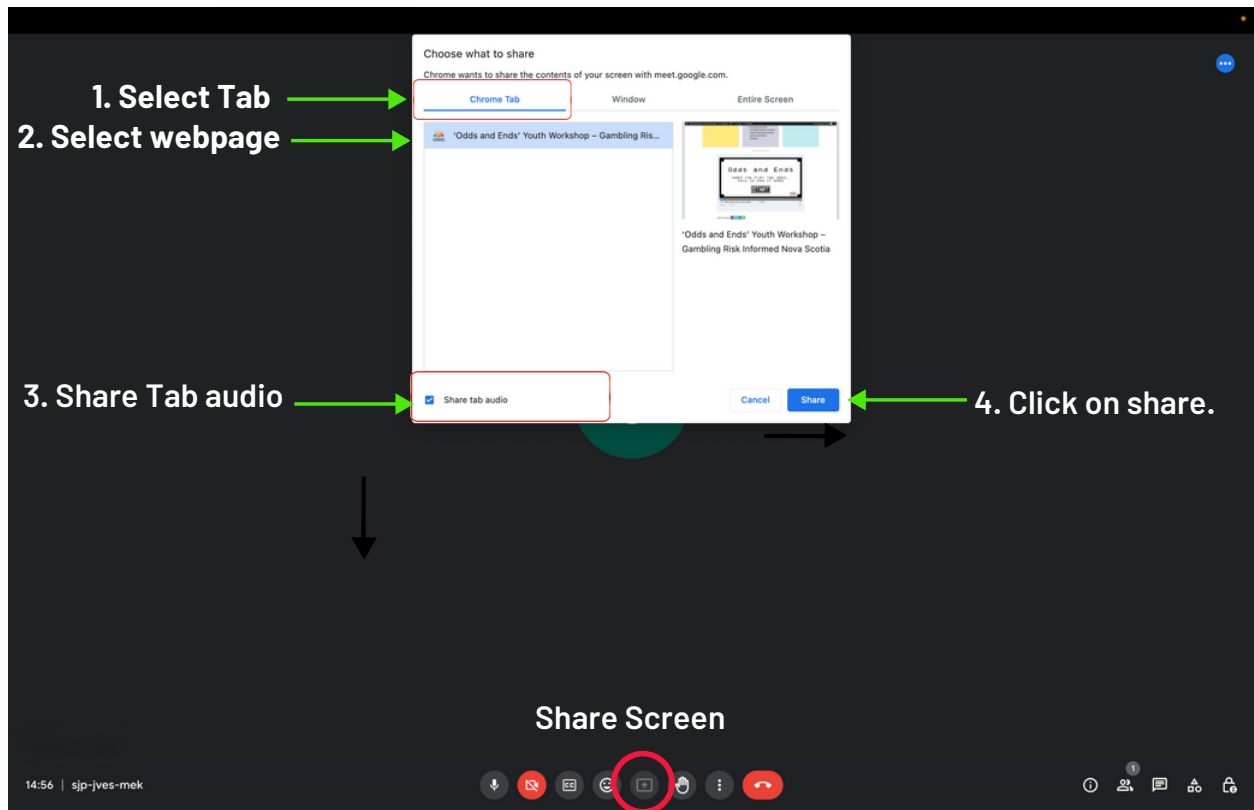'Odds and Ends' Youth Workshop – Gambling Ris...

'Odds and Ends' Youth Workshop –
Gambling Risk Informed Nova Scotia

**3. Share Tab audio**

☑ Share tab audio          Cancel    Share

**4. Click on share.**

**Share Screen**

14:56 | sjp-jves-mek

Use the tab option to support bandwidth to ensure a smooth workshop. If you have a dual monitor, open the webpage in a separate window. This way, you can navigate the H5P content in one window while keeping track of the chat in the other. If you don't have a dual monitor, split your screen into separate windows, placing them side by side for easier multitasking. *Tip: Consider assigning a youth participant the role of keeping track of the chat. They can assist in case you overlook any important discussions.*

Click on the blue progress bar or use keyboard arrows to move right or left to go back in maximized view.

Odds and E

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START

Hover your cursor over the right arrow to move along progress bar or keyboard arrow keys in minimized view.

Odds and Ends, When you Play the Odds,          1 / 28 ▸

Expand screen

⟳ Reuse    <> Embed                                                                    H-P

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# Engaging Youth using Jamboard
### [Jamboard link](#)



1. Select "Make a copy" of the following for your online workshop session on Jamboard
2. Copy Jamboard web address and paste in Zoom or Google Meet chat.
3. Go to toolbar on the left.
   - Select the sticky note tool.
   - Choose sticky note colour. Type note and hit enter.
4. Click on sticky note and drag to move around as needed.

Provide the Jamboard link in the main chat room during the beginning of the workshop session for youth to engage with the questions for each scene activity's allotted time.

**Option 1**: If you decide to use the Jamboard link for youth to brainstorm in breakout rooms, follow the sequence of the workshop timeline (numbers may vary depending on group size):
o Watch Scene
o After watching each scene, send participants to set breakout rooms (2. 4. 6 etc.) depending on your group size.
o Youth share/generate ideas in groups on Jamboard until the breakout room timer ends
o Assign a spokesperson from each group to share back with the full group in the main room.
**Note:** To enable youth to share their screen in breakout rooms, the facilitator must enable screen sharing in both Zoom and Google Meet settings. We recommend disabling this option to reduce any technical difficulties that may arise in the session.

**Option 2: In Main Room**
o Watch Scene
o After watching each scene, allow youth to reflect silently on the question(s) individually in the main room
o Share the link with youth participants to add comments on the Jamboard link or main chat
o Ask youth participants to share notable ideas with the whole group

**Note:** If the Jamboard link does not fit your group's needs or workshop time, feel free to adapt and use the main chat as a means for youth engagement.

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