ZOOM FUNCTIONS *for Engaging Learners*

WHY

- Much of our education delivery, including Faculty and Resident/Learner development, now requires the use of technology, such as Zoom, **for effective teaching and learning**.
- For further details, please see this [background resource](#) on how to optimize synchronous on-line learning environments (SOLE)

HOW

1. **BEST if you have a 'full subscription' version of Zoom**
   The features are more expansive for underlined users, so [make sure that your version of Zoom is up-to-date](#).
   a. **Option 1:** Use your or your program's paid account
   b. **Option 2:** Use the Zoom account associated with your University of Toronto email (if applicable). *Everyone* who has a University of Toronto email account can access a licensed version of Zoom

2. **ENABLE Zoom Features**
   Before trying things out, 'enable' the following Zoom features to maximize the experience for you and your participants.
   a. Sign in to your Zoom web portal by visiting [utoronto.zoom.us](#) and selecting Log in to Zoom
   b. In the Navigation Menu on the left-hand side of your screen, select Settings
   c. In the Meeting tab, navigate down the page and check to ensure that the following options are all enabled:

   In Meeting (Basic)
   - Chat
   - Meeting Polls
   - Whiteboard
   - Annotation
   - Screen Sharing
   - Meeting reactions
   - Allow participants to rename themselves

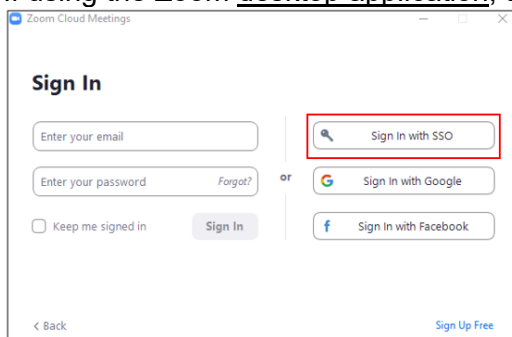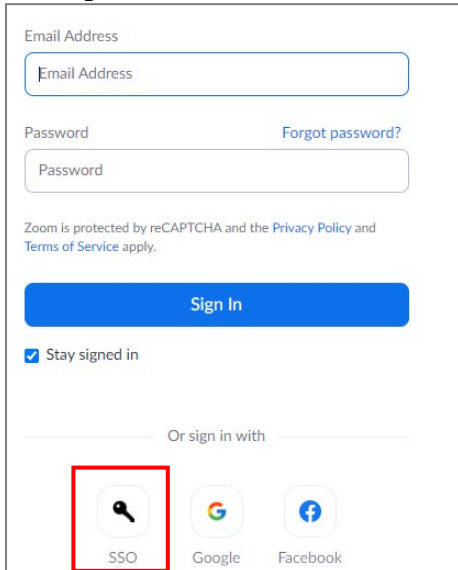   ***In Meeting (Advanced)***
   - Breakout room
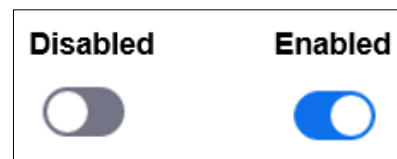
MORE INFO ON USING Zoom associated with your U of T Account *(if applicable)*

Everyone with a University of Toronto email account has access to a licensed version of Zoom. The features are more expansive for underlined users, so this is what we recommend you use. To do so using the Zoom underlined desktop application, follow the instructions below.

1. Open **Zoom** and select the **Sign In with SSO** button, as shown below
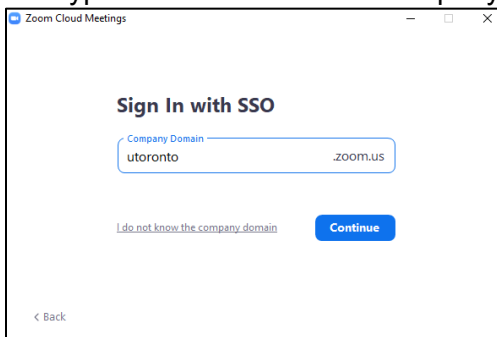   If using the Zoom underlined desktop application, this will appear as follows.

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If using the Zoom web browser, this will appear as follows.
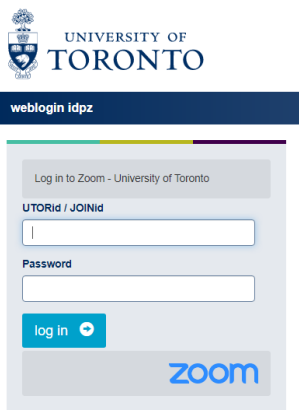
Email Address

[Email Address]

Password   Forgot password?

[Password]

Zoom is protected by reCAPTCHA and the Privacy Policy and
Terms of Service apply.

Sign In

☑ Stay signed in

Or sign in with

🔑   G   f
SSO   Google   Facebook

2. Type in **utoronto** for the Company Domain and then select **Continue**

Zoom Cloud Meetings

Sign In with SSO

Company Domain
utoronto   .zoom.us

I do not know the company domain   **Continue**

‹ Back

3. You will be re-directed to the University of Toronto's Shibboleth login system. Enter your UTORid and password then select **Login**

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Log in to Zoom - University of Toronto
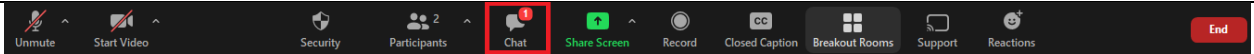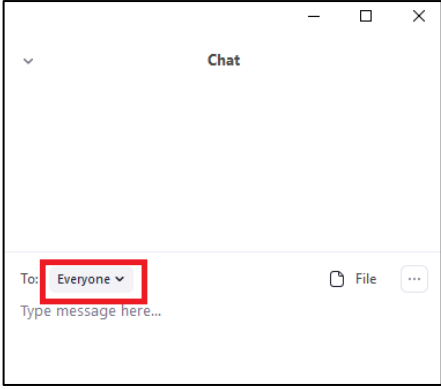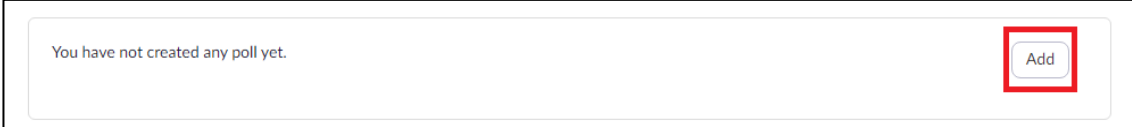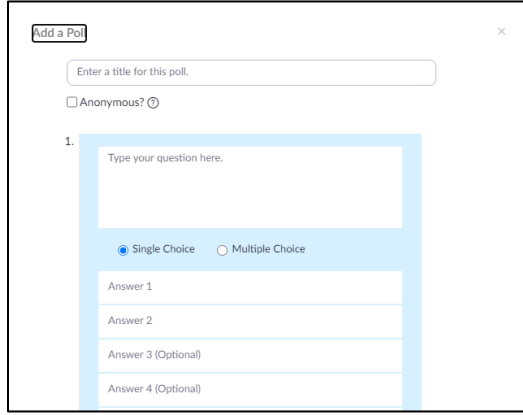
UTORid / JOINid

[|]

Password

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log in ⊙
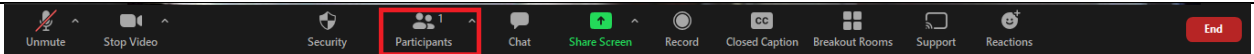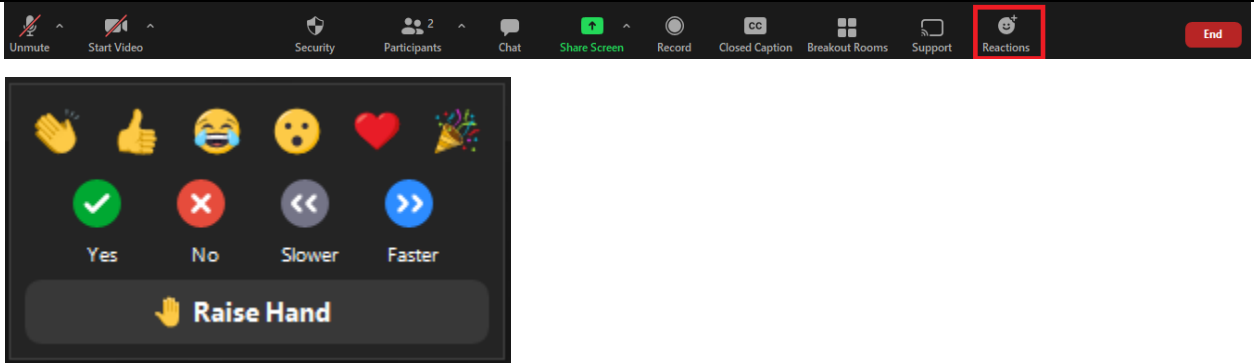
zoom

READY?
Follow the instructions in the table below.
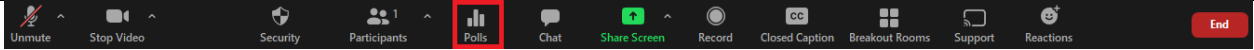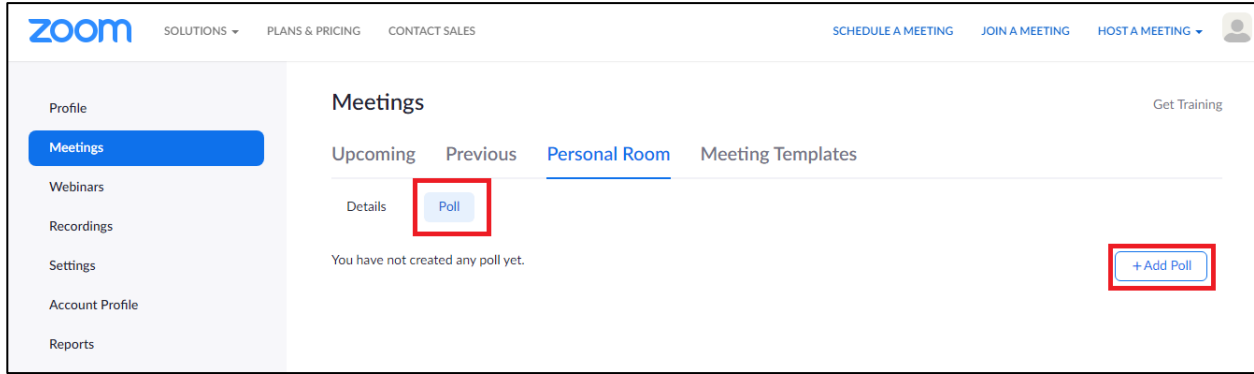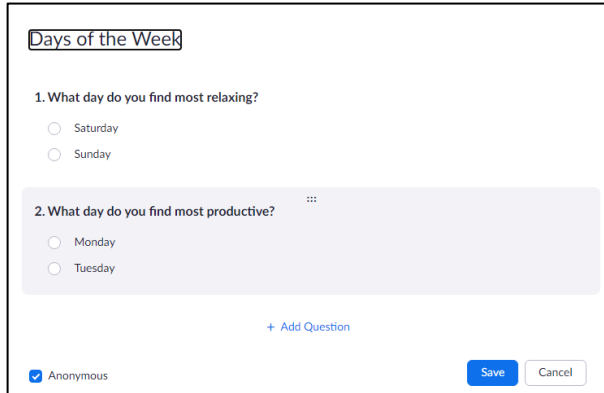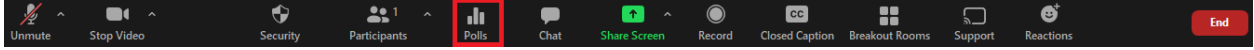
NEED HELP?
Contact us at **cbme.facdev@utoronto.ca**

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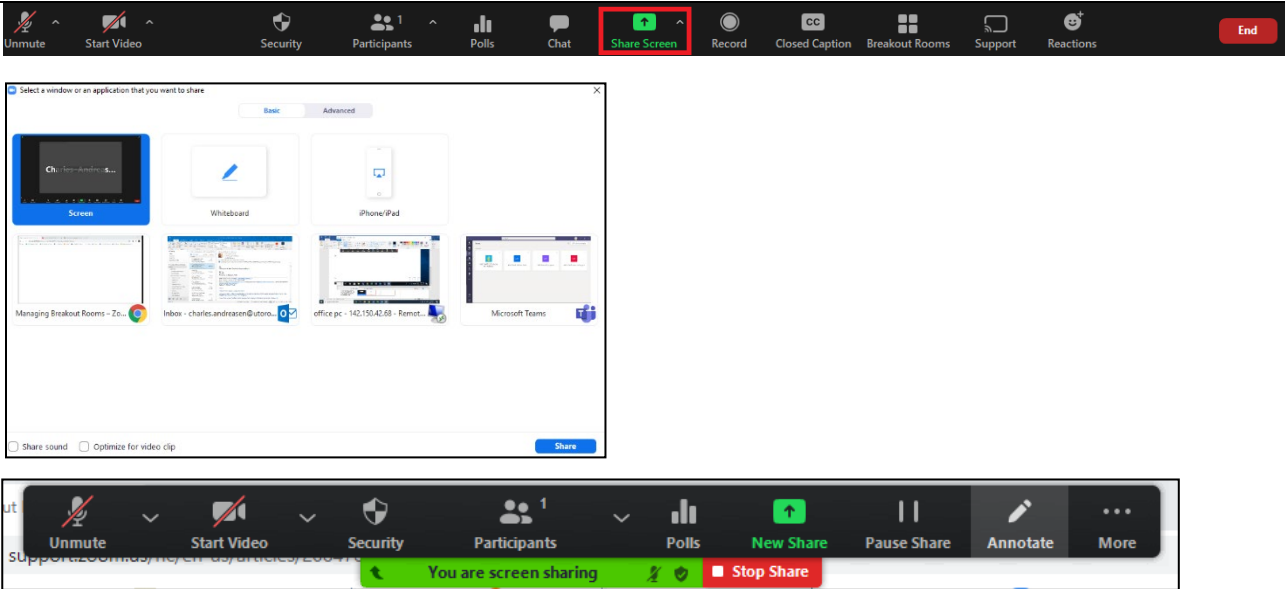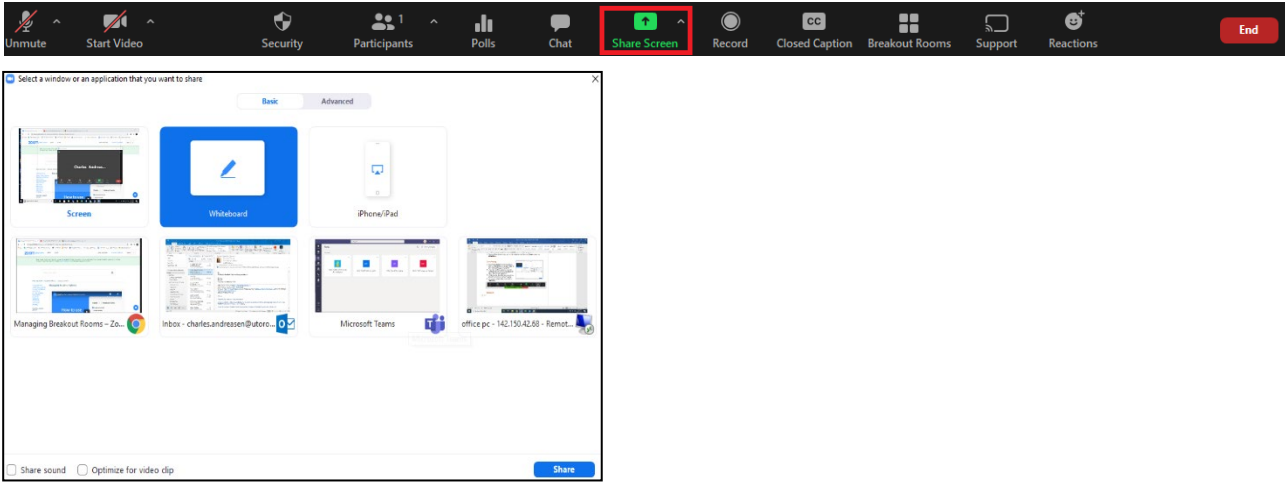   DEVELOPMENT
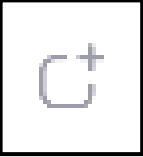
TIPS for Using Zoom Functions *for Engaging Learners*
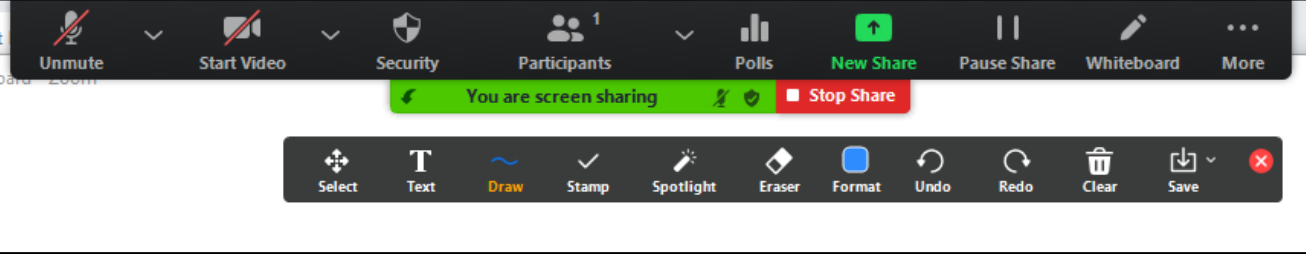
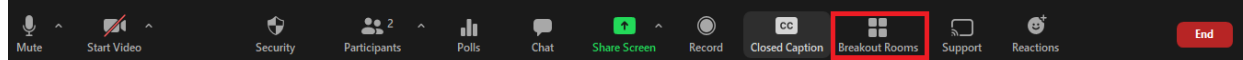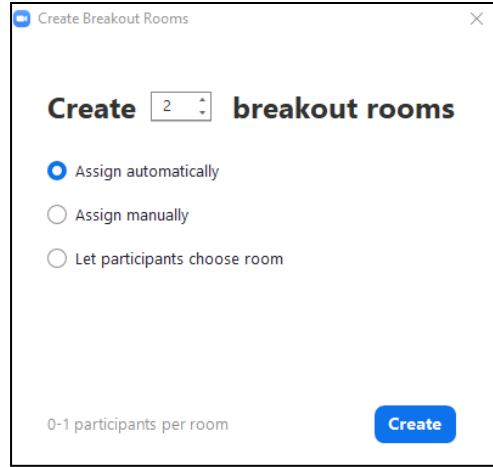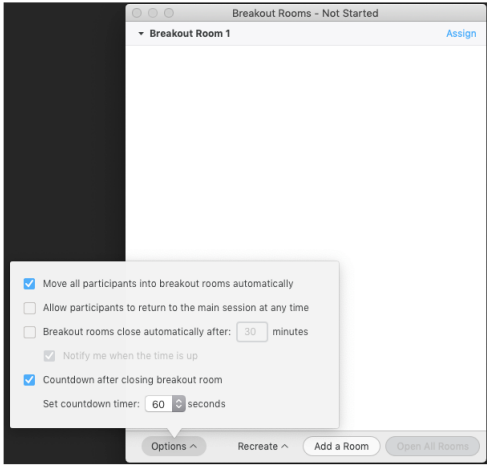| #	Topic	Steps/Notes	Screens to guide you
1	**Changing the Displayed Name**	1. Select the **Participants** icon from the meeting menu at the bottom of the screen 2. Hover over the name you want to change, select **More,** and choose **Rename** to change the name that will be displayed to others	
2	**Reactions** Allows participants to communicate with the host without disrupting the meeting	1. Select the **Reactions** icon from the meeting menu 2. The menu on the right will pop up. Once selected, all Reactions will disappear after 5 seconds except for **Raise Hand** which needs to be manually lowered. This can be done by both the host or participant	
3	**Chat**	1. Select the **Chat** icon from the meeting menu to open chat window 2. By default, messages will be	

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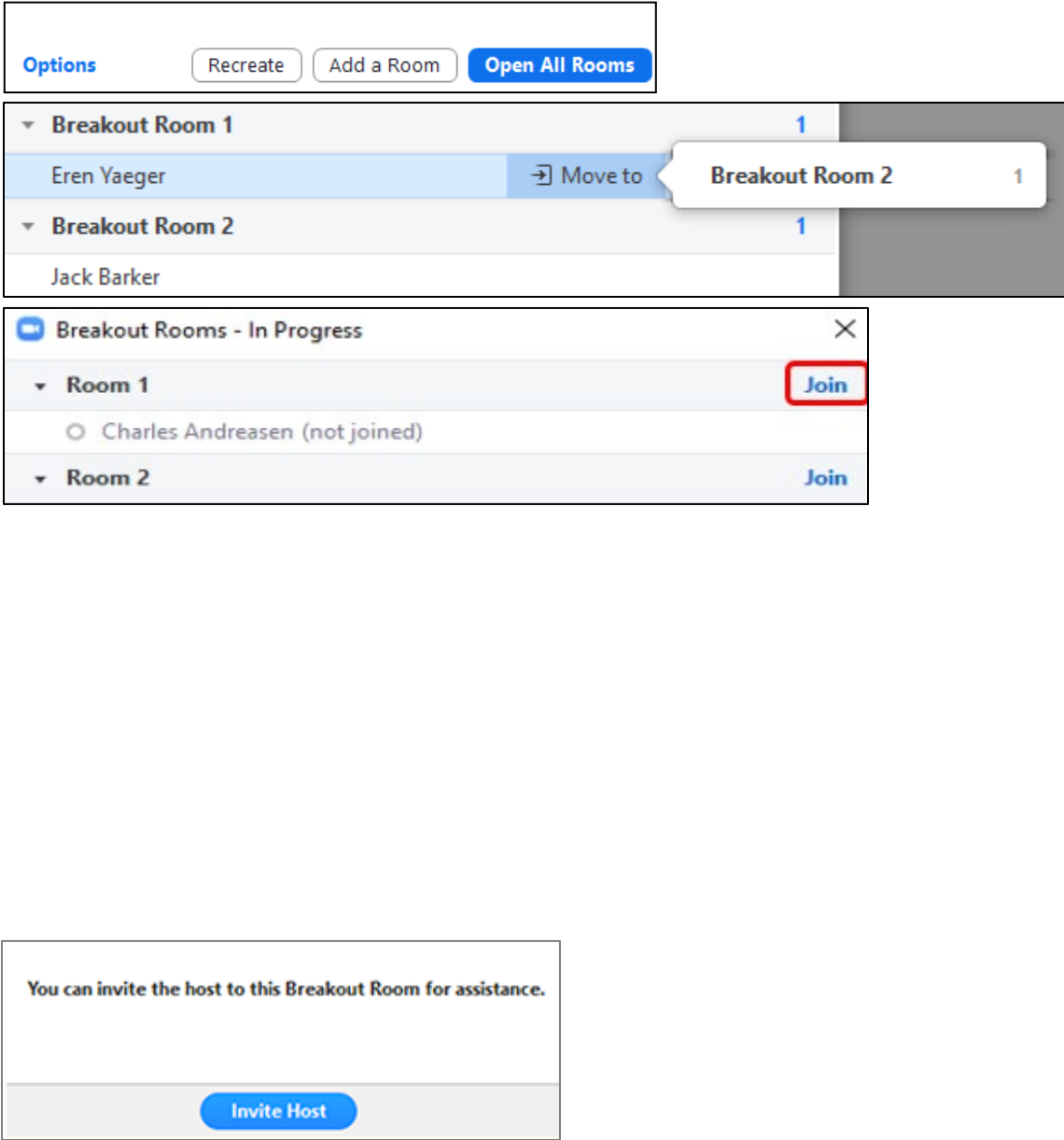| #	Topic	Steps/Notes	Screens to guide you
	Chat	sent to **Everyone** in meeting 3. To send to specific participants, click **To** and a drop down menu will appear 4. If the chat window is not open, and participants are sending messages, a red notification will appear next to the **Chat** icon	
4a	**Polls** Please note: To use the **Poll** feature, the **Host** must be a licensed user, have the most up to date Zoom version, and be using a **Personal Meeting ID**	**Polls** can be created both BEFORE and DURING a meeting **Before the meeting** 1. Sign into your Zoom account 2. Go to the **Meetings** page and select the scheduled meeting 3. Scroll to the bottom of the page to find the **Poll** option 4. Select **Add** to create a poll 5. When the **Poll** window opens, enter a Poll title, the poll question, and answer options including whether: single or multiple responses and whether	

#	Topic	Steps/Notes	Screens to guide you
	Polls	responses are public or anonymous 6. To add additional questions, click **Add a Question** 7. Click **Save** when finished	
4b	**Polls**	**During the Meeting** 1. Select **Polls** from the meeting menu 2. Select **Add a Question** from the **Polls** window. You will be directed to your **Meetings** page in a web browser 3. In the **Personal Room** tab, select **Poll** followed by **+Add Poll** 4. In the **+Add Poll** window you can enter a **Poll** title, add multiple questions, allow single or multiple responses and choose to make responses public or anonymous 5. Click **Save** when finished and return to the meeting	
4c	**Polls**	**Launching the Poll** 1. Select **Polls** from the meeting menu	

#	Topic	Steps/Notes	Screens to guide you
	Polls	2. The **Poll** window will pop up on the participants screens 3. As host you will see live results and can end the poll at any time by clicking **End polling** 4. Once closed you can **Share Results** or relaunch the poll	
5a	**Screen Sharing**	**Before the meeting** 1. Sign into your Zoom account 2. Select **Settings** from left side navigation menu 3. Scroll down to **Screen Sharing** setting options and change as you see necessary for your session	

#	Topic	Steps/Notes	Screens to guide you
5b	**Screen Sharing**	**During the Meeting** 1. Select **Share Screen** from the meeting menu 2. Select **Screen** followed by **Share** for participants to view your screen 3. If you have multiple programs open and would like to limit what your participants can see, you can select a specific **Screen** 4. Once your screen share is launched, a green and red bar will appear. To end screen share, select **Stop Share**	
6	**Whiteboard and Annotation**	1. Select **Share Screen** from the meeting menu 2. Select **Whiteboard** followed by **Share** to launch a **Whiteboard** and the accompanying **Annotation Tools** Menu 3. **Annotation** tools allow you to insert text, images and shapes 4. To enable or disable the participants'	

#	Topic	Steps/Notes	Screens to guide you
	Whiteboard and Annotation	ability to annotate, select **More** from the meeting menu and select **Enable Annotations for Others** 5. You can add additional pages to your whiteboard by selecting the "square +" icon located in the bottom right of the screen. You can scroll between the various Whiteboard pages you have created	
7	**Breakout Rooms** Allow you to split your meeting participants into separate sessions	1. Select **Breakout Rooms** from the meeting menu 2. Select the number of rooms to create, whether participants are assigned automatically, manually or by choice 3. Select **Create** when finished 4. Once the **Breakout Rooms** have been created, you can set meeting parameters, by selecting **Options** or you can launch by	

#	Topic	Steps/Notes	Screens to guide you
	Breakout Rooms	selecting **Open All Rooms** 5. Once the Breakout Rooms are launched, you will still have the flexibility to move participants between rooms, by selecting their name and then pressing "Move to". 6. As host you can move between rooms, by selecting **Join** 7. Breakout Room participants have the ability to use the **Screen Share, Whiteboard and Annotation** features mentioned above. It's important that participants save the whiteboard if they want to keep the results before exiting the Breakout Room. **Notes for Participants:** 1. Learners/Participants must select **Join** when prompted 2. Leaners/Participants have an **Ask for Help** button ⓘ within breakout room and	

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#	Topic	Steps/Notes	Screens to guide you
		can use this to **invite host** to provide assistance	

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