

Hot Tips for Zoom



Created by Nueva teachers Katie, Lissie, and Silvia

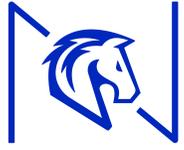


Keep Your Water & Snacks Handy

So you don't have to leave your computer, keep essentials nearby.

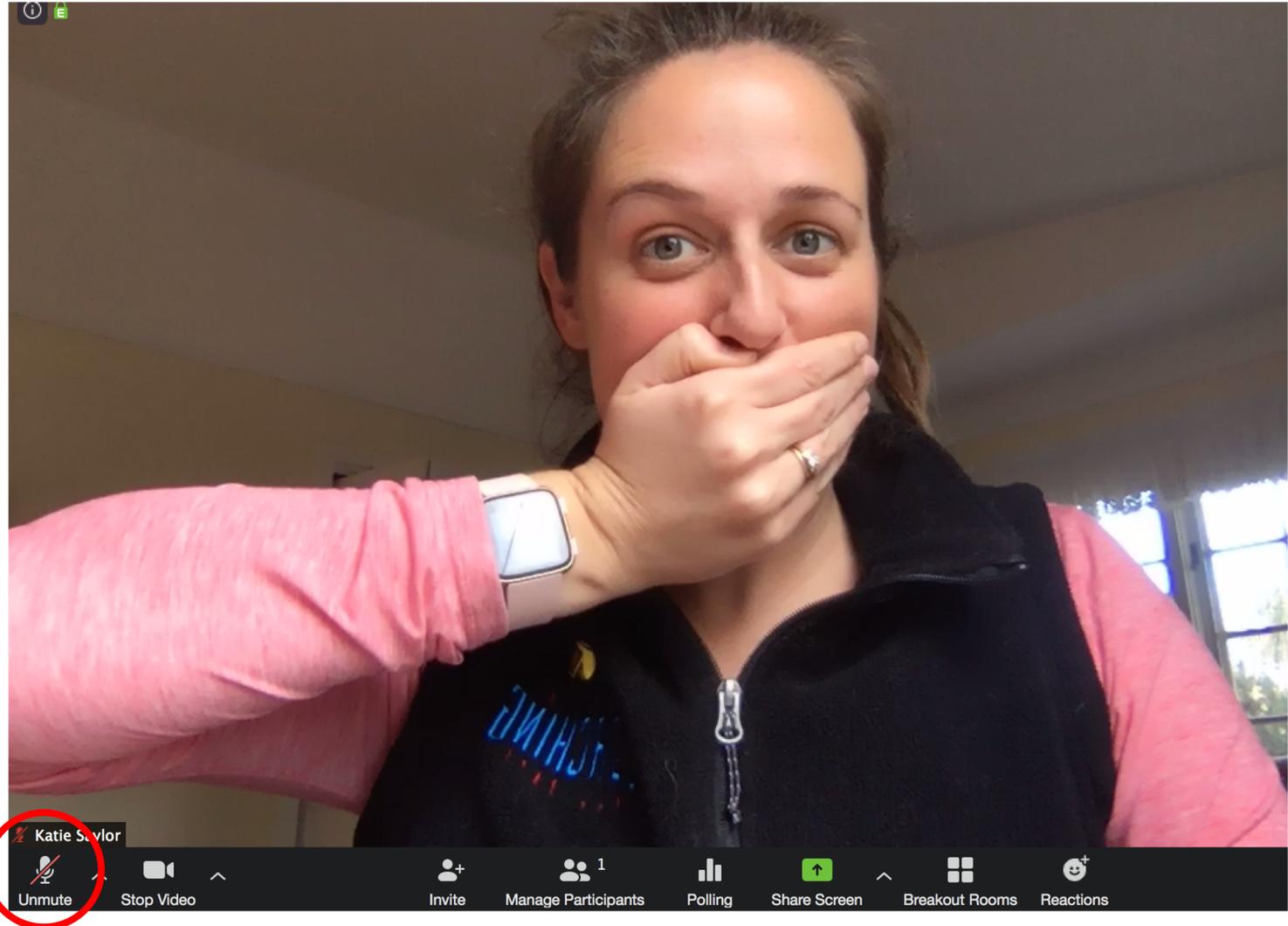
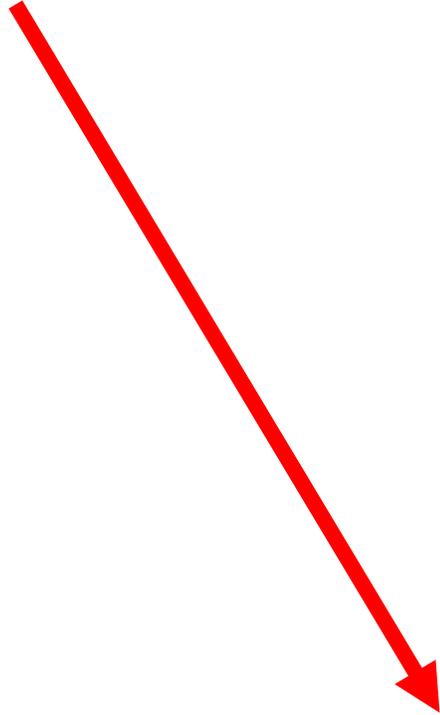
Just like a normal class, use the bathroom and take breaks away from the computer in between classes.





Mute Yourself

As soon as you enter a class, check that you're muted.

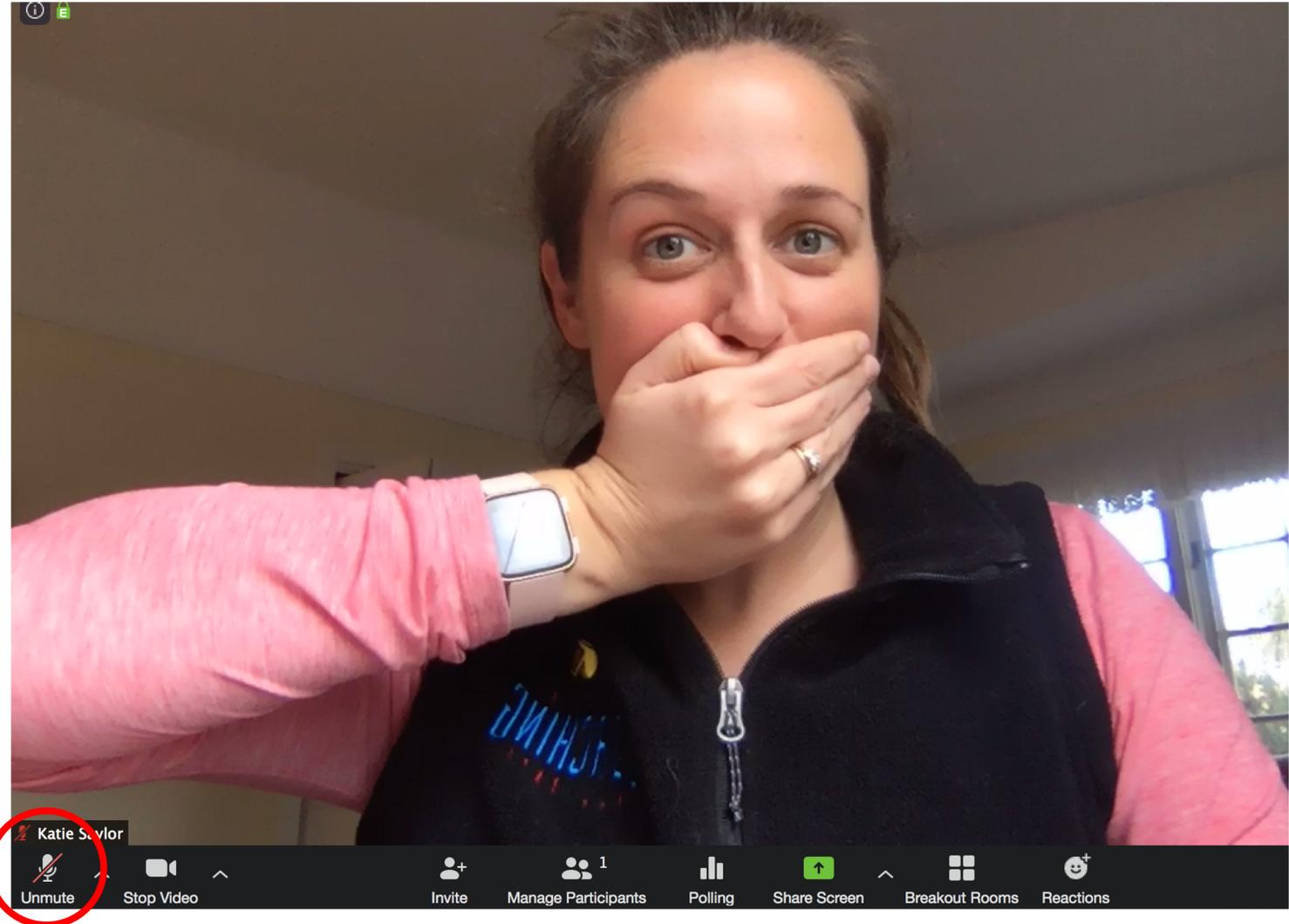
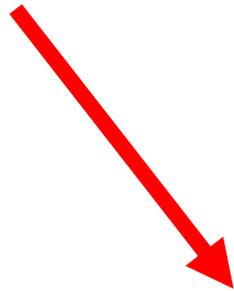




Mute Yourself

As soon as you enter a class, check that you're muted.

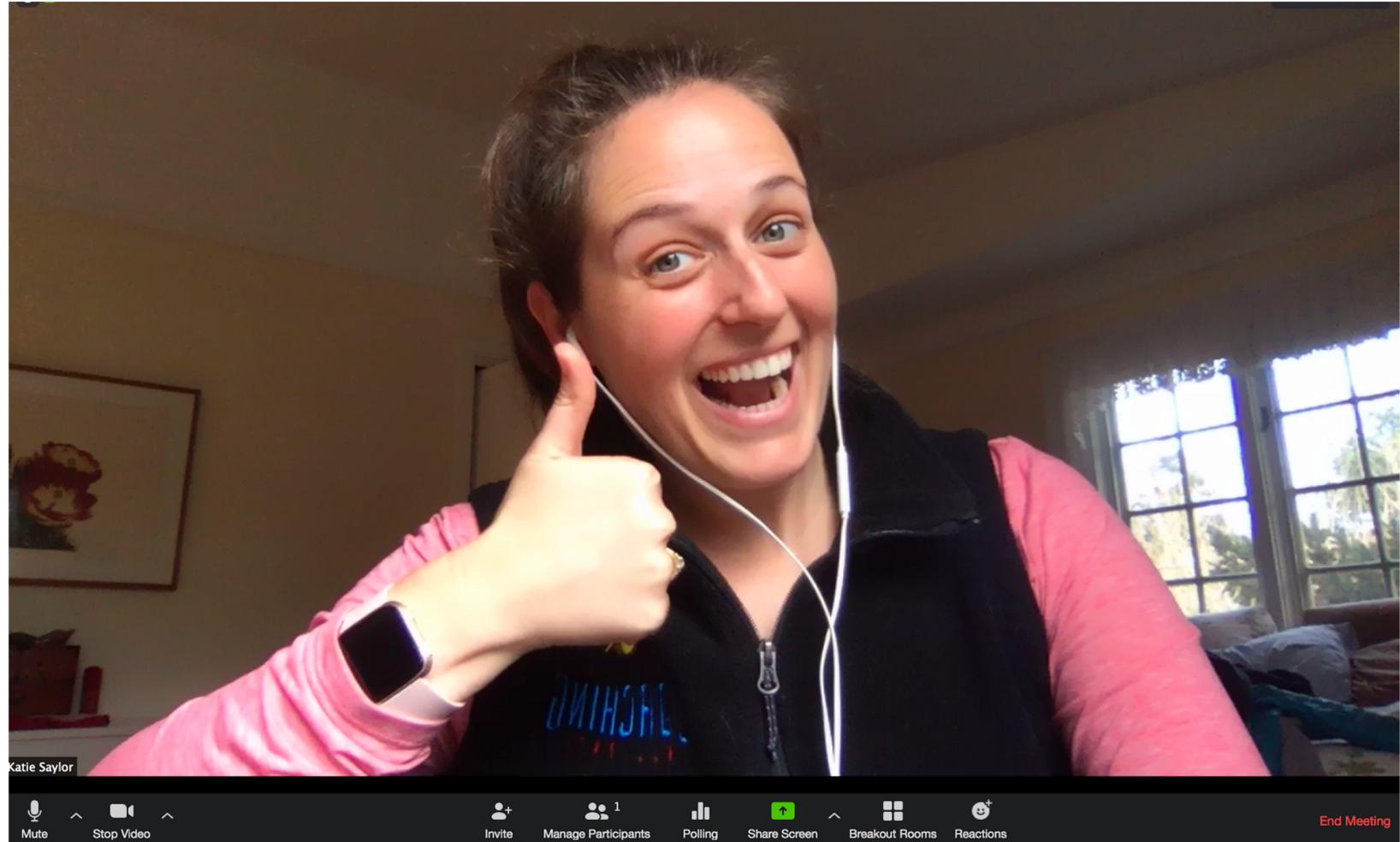
Remember to unmute when you are talking, and re-mute when you are listening. Clicking the microphone button will mute/unmute yourself.





Use Headphones

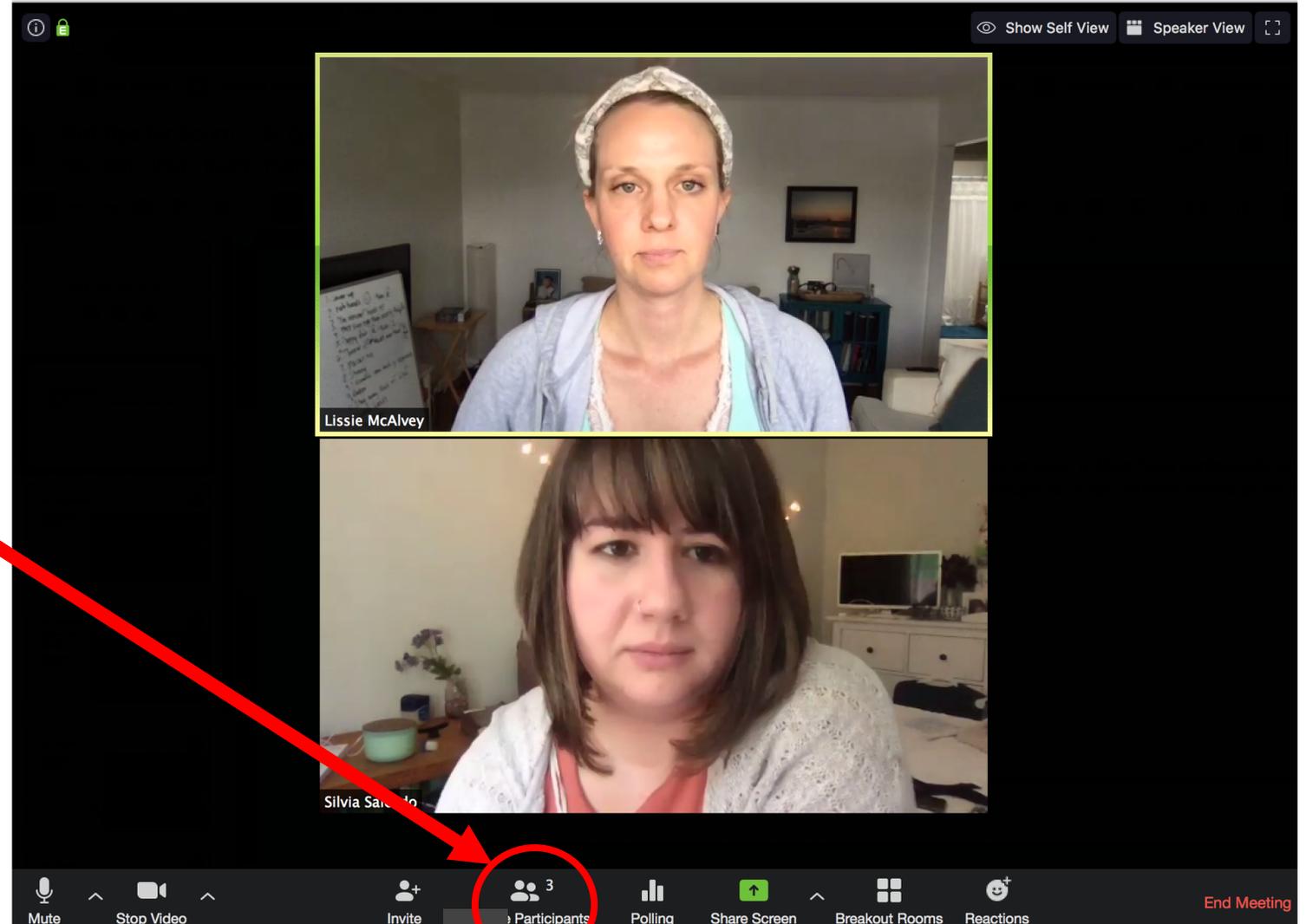
Headphones improve sound quality and reduce echos.

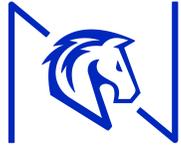




Raise Your Blue Hand

When a class starts, open the “participants” list by clicking the icon at the bottom.



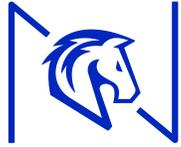


Raise Your Blue Hand

Now you can raise your hand by clicking the “raise hand” button at the bottom.

This is the preferred way to raise your hand since teachers may not see everyone’s video at the same time.

The screenshot displays a Zoom meeting interface. At the top, there are controls for 'Show Self View' and 'Speaker View'. Below this, two video feeds are shown: the top one for Lissie McAlvey and the bottom one for Silvia Salcedo. To the right, a 'Participants (3)' list shows Katie Saylor (me), Lissie McAlvey (Host), and Silvia Salcedo. At the bottom, a control bar contains icons for 'Invite', 'Participants', 'Share Screen', and 'Reactions', along with a 'Leave Meeting' button. The 'Raise Hand' button is circled in red, and a red arrow points from the text on the left towards it.



Raise Your Blue Hand

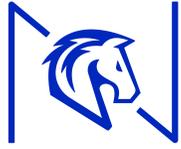
Look how happy Silvia is that her hand is raised!

Teachers will see raised hands in the order they are raised (even though you'll always see yourself at the top of the participants list).

Participants (3)

- Katie Saylor (me)
- Lissie McAlvey (Host)
- Silvia Salcedo

Mute Me Raise Hand Leave Meeting



Raise Your Blue Hand

Once you've been called on, don't forget to put your little blue hand down. You can do this in the participants list.

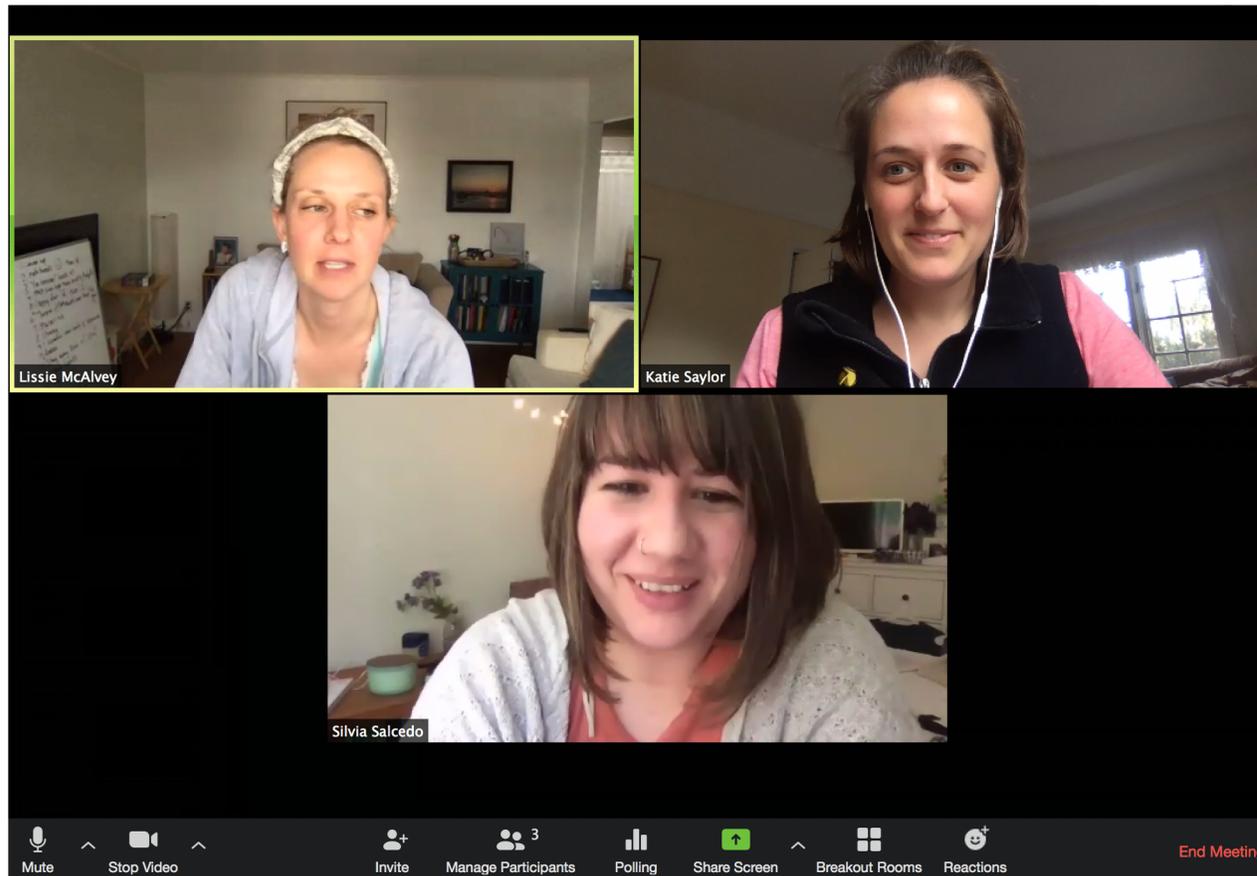
The screenshot displays a Zoom meeting interface. At the top, there are controls for 'Show Self View' and 'Speaker View'. The main area shows two video feeds: the top one is for Lissie McAlvey, and the bottom one is for Silvia Salcedo. To the right is a 'Participants (3)' list with icons for each participant. A red circle highlights the blue hand icon next to Silvia Salcedo's name, indicating that she has raised her hand. At the bottom, there is a 'Leave Meeting' button and a 'Raise Hand' button.



Gallery vs Speaker Views

Gallery View:
I see everyone equally

Speaker View:
The person speaking is bigger





Gallery vs Speaker Views

Gallery View:
I see everyone equally

Speaker View:
The person speaking is bigger

Best for...

- Group discussions
- Small meetings or breakouts

Participants: Lissie McAlvey, Silvia Salcedo

Bottom bar: Mute, Stop Video, Invite, Manage Participants (3), Polling, Share Screen, Breakout Rooms, Reactions, End Meeting

Best for...

- Student presentations
- Teacher led lessons

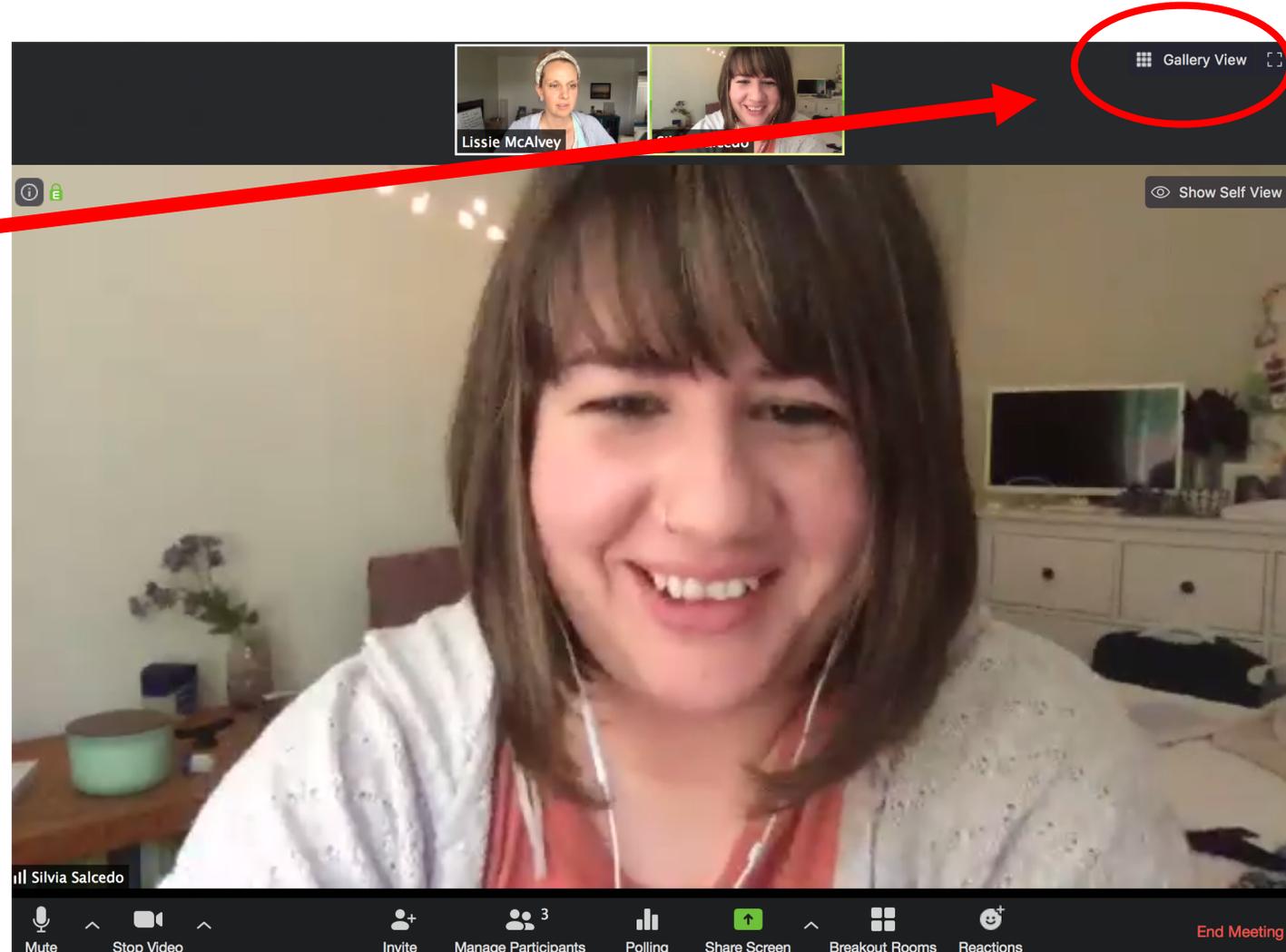
Participants: Lissie McAlvey, Silvia Salcedo

Bottom bar: Mute, Stop Video, Invite, Manage Participants (3), Polling, Share Screen, Breakout Rooms, Reactions, End Meeting



Gallery vs Speaker Views

Toggle between views in the upper right hand corner.





Screen Share Viewing Options

This is the view when a screen is shared.

You can also put the faces on the side of the screen if you click “side-by-side mode” under the green screen share viewing options at the top.

The screenshot displays a Zoom meeting in progress. At the top, three video thumbnails are visible for participants: Katie Saylor, Lissie McAlvey, and Silvia Salcedo. Below the thumbnails is a browser window showing a website with a blue header and various navigation links. A context menu is open over the browser window, listing several viewing options. A red arrow points to the 'Side-by-side Mode' option, which is circled in red. The website content includes sections for 'Faculty/Staff Attendance', 'Nueva Notes', and 'Post to your blogs'.



Screen Share Viewing Options

Now I can see the participants to the side of the shared screen. This seems to be the preferred view for most people. NOTE: You'll only see up to 4 participants at once (those who have spoken most recently).

The screenshot displays a Zoom meeting interface. The main window shows a screen share of the Nueva School website. The website has a blue header with navigation links: HOME, TEACHERS, CALENDAR, DIRECTORY, NUEVA NOTES, BLOGS, GET INVOLVED, RESOURCES, HELP. Below the header, there are several content sections: 'Check In' with links for 'Math Lab' and 'Check in Page'; 'Attendance' with options to 'Record today's attendance', 'Smart Card Check In/Out', and 'Review attendance history of:'; 'Teachers' with links for 'Remote Learning Schedule', 'Tutorial Signup', 'Nueva Spirit Store', and 'Shop for great Nueva gear for both kids and adults!'; 'Faculty/Staff Attendance' with a 'check-in' button; 'Nueva Notes' with links for 'Current Issue', 'School Year 2019-2020', 'School Year 2018-2019', 'School Year 2017-2018', and 'Prior Years'; and 'Post to your blogs' with a 'Title' input field and a list of blog titles. On the right side of the Zoom window, there is a vertical sidebar showing three video feeds of participants: Lissie McAlvey, Katie Saylor, and Silvia Salcedo. At the bottom of the Zoom window, there is a control bar with icons for Mute, Stop Video, Invite, Participants (3), Share Screen, Reactions, and Leave Meeting.



Screen Share Viewing Options

Your teacher may ask you to switch to “speaker view” during a lesson so that you only see them and their screen.

The screenshot displays a Zoom meeting in progress. The main content is a screen share of the Nueva School website. A red circle highlights the "Speaker View" button in the top right corner of the screen share area, with a red arrow pointing to it. The website content includes sections for Attendance, Teachers, Faculty/Staff Attendance, Nueva Notes, and Post to your blogs. The Zoom meeting controls at the bottom show Mute, Stop Video, Invite, Participants (3), Share Screen, Reactions, and Leave Meeting.



Screen Share Viewing Options

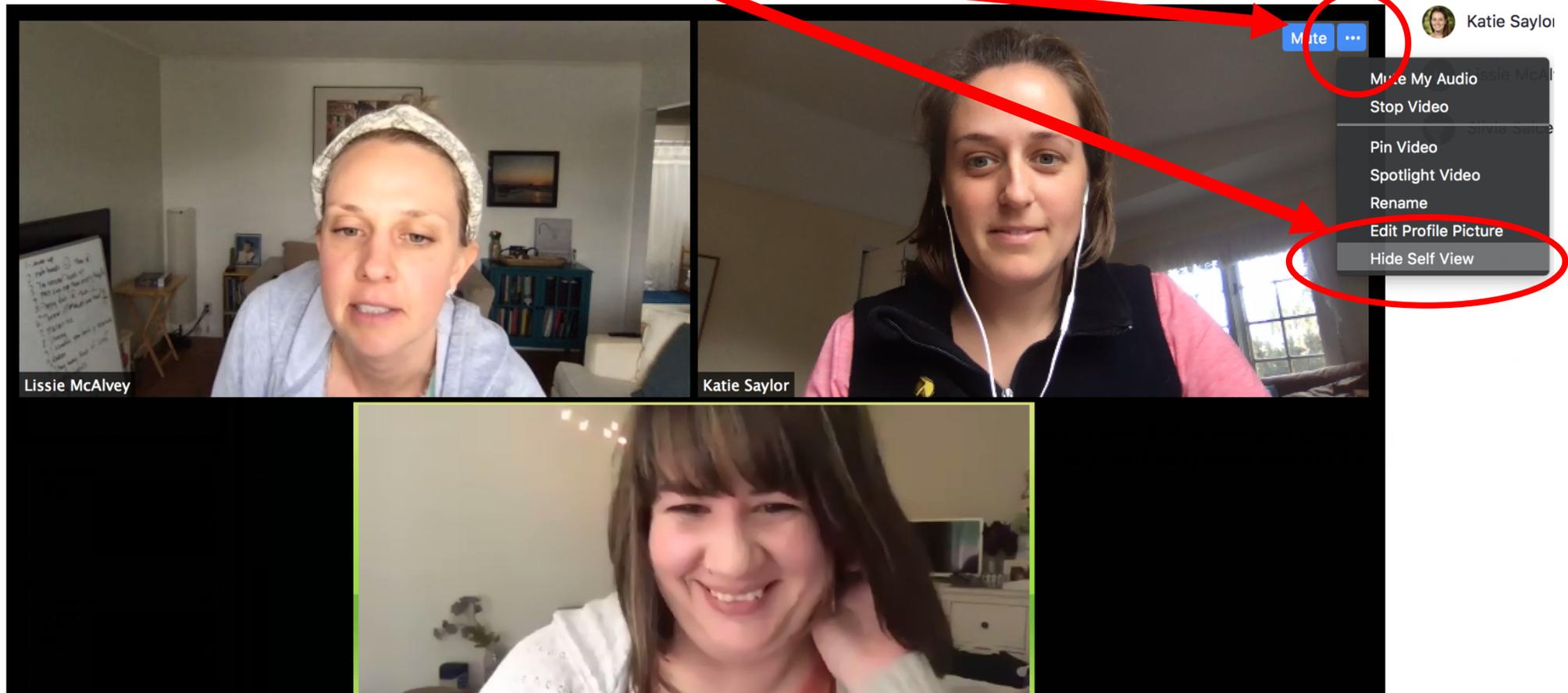
Speaker view with a shared screen looks like this. Notice how I only see one video now, the person who is talking.

The screenshot displays a Zoom meeting interface. The primary content is a shared screen showing the Nueva School website. The website's navigation bar includes links for HOME, TEACHERS, CALENDAR, DIRECTORY, NUEVA NOTES, BLOGS, GET INVOLVED, RESOURCES, and HELP. The main content area is divided into several sections: 'Check In' with links for Math Lab, Check in Page, and Check in Report; 'Attendance' with links for Record today's attendance, Smart Card Check In/Out, and a dropdown for Review attendance history of; 'Teachers' with links for Remote Learning Schedule, Tutorial Signup, Nueva Spirit Store, and Shop for great Nueva gear for both kids and adults!; 'Faculty/Staff Attendance' with a check-in button; 'Nueva Notes' with links for Current Issue, School Year 2019-2020, School Year 2018-2019, School Year 2017-2018, and Prior Years; and 'Post to your blogs' with a Title input field and a list of blog links. On the right side of the Zoom window, a video thumbnail shows a woman named Silvia Salcedo. The bottom control bar includes icons for Mute, Stop Video, Invite, Participants (3), Share Screen, Reactions, and Leave Meeting.



Hide Self View

Self view can be distracting. The option to hide it is in the drop down menu, accessible in the three-dot menu.

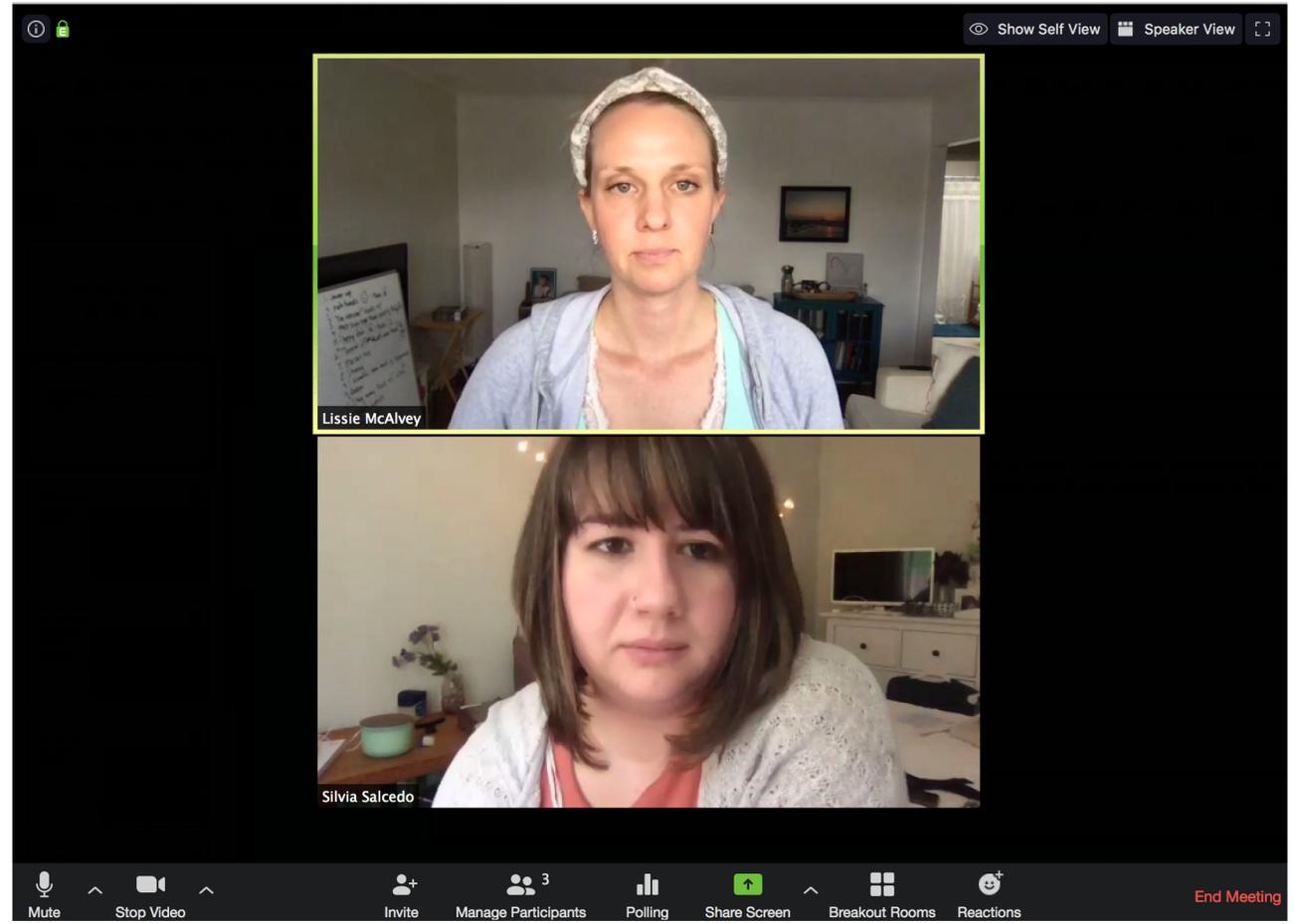




Hide Self View

Self view can be distracting. The option to hide it is in the drop down menu, accessible in the three-dot menu.

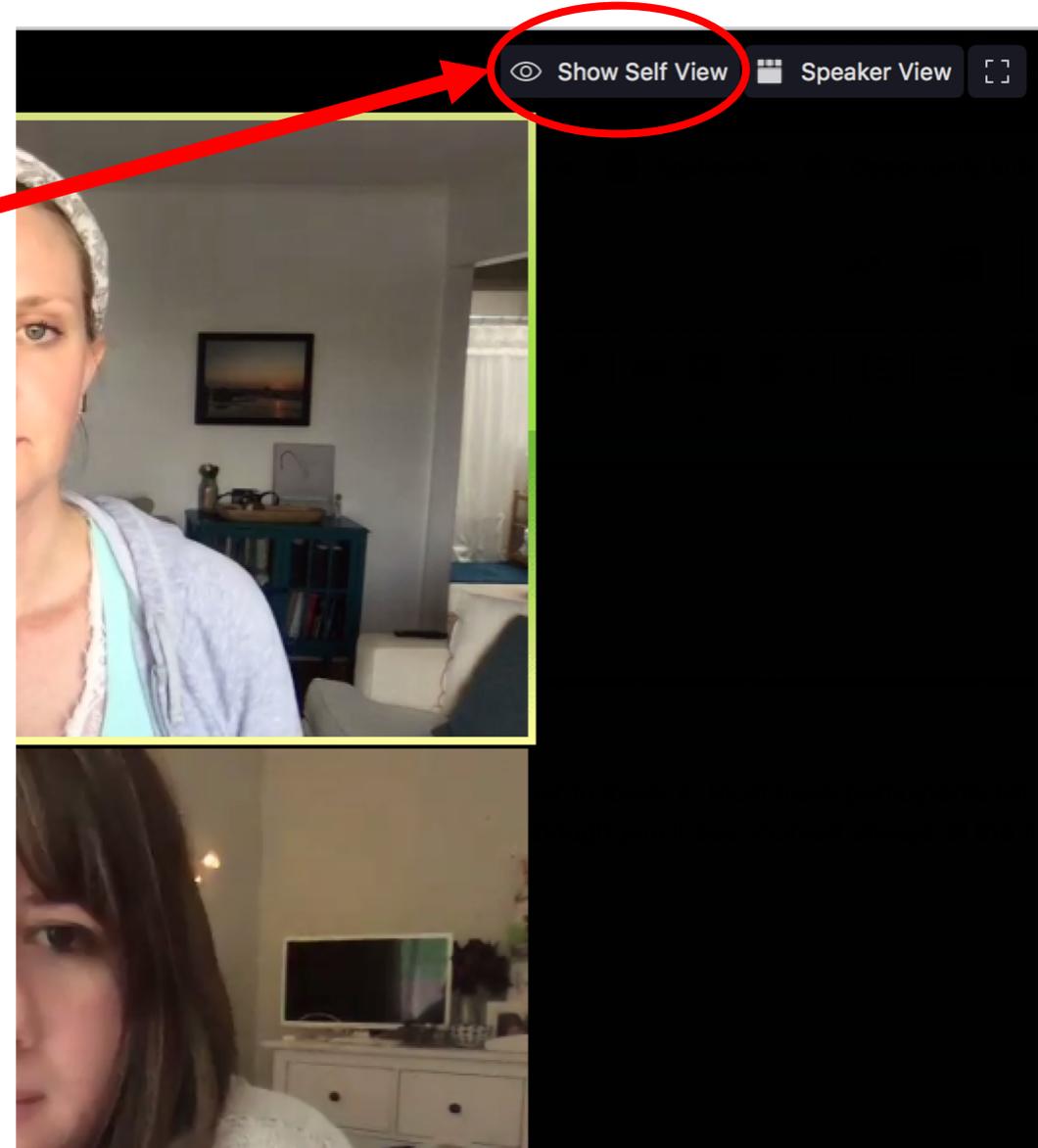
Isn't that better?? Now I can really focus on the other people.





Show Self View

Want to make sure you're still there?
Click the Show Self View button at the top.





Breakout Rooms

Your teacher may ask you to join a breakout room to have a small group discussion or for independent work time.

When you see a pop-up window like this, click “Join Breakout Room”

The screenshot displays a Zoom meeting interface with three video thumbnails. The top-left thumbnail shows Lissie McAlvey, the top-right shows a woman with a pink shirt, and the bottom-center shows Silvia Salcedo. A white pop-up window titled "Breakout Rooms" is centered over the bottom-right area. The window contains a blue video camera icon, the text "The host is inviting you to join Breakout Room: Breakout Room 1", and two buttons: "Later" and "Join Breakout Room". The bottom of the screen shows the Zoom control bar with icons for Mute, Stop Video, Invite, Participants (3), Share Screen, Join Breakout Room, Reactions, and Leave Meeting.



Breakout Rooms

If you need teacher help in your breakout room, click “Ask for Help” at the bottom of the screen.

Gallery View

Katie Saylor Silvia Salcedo

????
I'M STUCK!
WE NEED HELP!

Silvia Salcedo

Mute Stop Video Participants 2 Share Screen Ask for Help Reactions Leave Breakout Room



Breakout Rooms

Teachers can send messages to all breakout rooms with reminders or time checks.

You'll also get a notice when the teacher wants you to come back to the main room.

From Lissie McAlvey to everyone: Hey everyone! Five more minutes and we'll come back together.

Katie Saylor Silvia Salcedo

Unpin Video

Mute Stop Video Participants 2 Share Screen Ask for Help Reactions

Leave Breakout Room



Don't Panic!

High five yourself if you recognize this Hitchhiker's Guide to the Galaxy reference!

Sound not working? Try restarting Zoom or check that you have the correct microphone and speaker options selected in your Zoom settings.

Kicked off because of connectivity issues? Take a deep breath, sign back on, and quietly rejoin the class. Turn off your video if needed.

Still having trouble? Email the wonderful tech team (*and say please and thank you since they are working really hard to support us all*).



Created by Katie Saylor, with special thanks to Zoom actors Silvia and Lissie.

Also thanks to my cat Sushi for sitting next to me and keeping me company while I work from home. 

