



## More Zoom Features for Tutoring

This checklist is designed to help tutors use additional Zoom features like Remote Control when tutoring learners virtually. The following instructions address features available to tutors who are hosting a session using Zoom on a computer.

### Remote Control

Sometimes during a Zoom meeting, it is easier to demonstrate than to explain. When these situations arise, you may find it useful to employ Zoom's Remote Control feature. During a meeting, you can either request remote control of another participant's screen or a participant can grant remote control of their screen to another participant. Whether you are using a PC or a Mac, the method is the same. However, it is different if you are using a mobile device. This feature is available in both basic and premium accounts.

### **Enable Remote Control in Account Settings**

- ❖ Log into your account on the web portal at <https://zoom.us>.
- ❖ Select **Settings** on the left hand menu. Scroll down to the In Meeting (Basic) settings.
- ❖ Toggle on Remote Control.

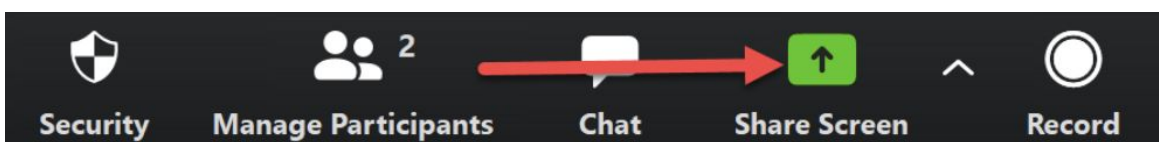
Remote control

During screen sharing, the person who is sharing can allow others to control the shared content

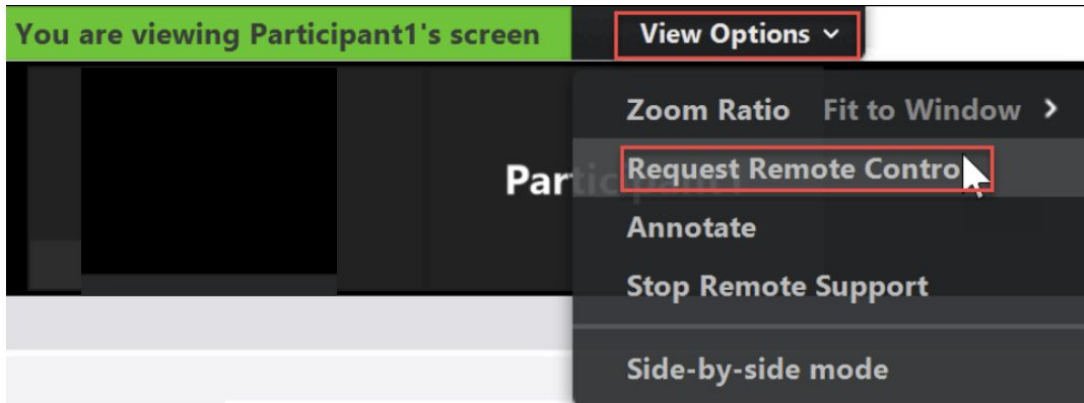


### **Request Remote Control**

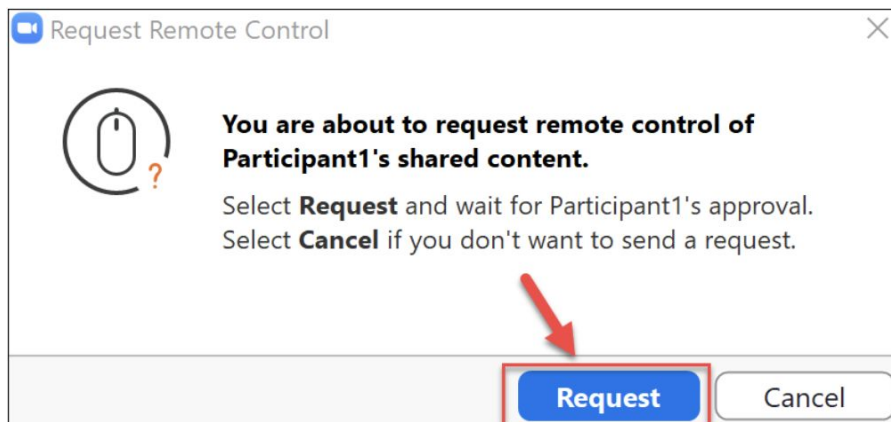
- ❖ Start a meeting with other participants.
- ❖ The participant whose screen you wish to control, must first share their screen by clicking **Share Screen** found in the bottom toolbar.



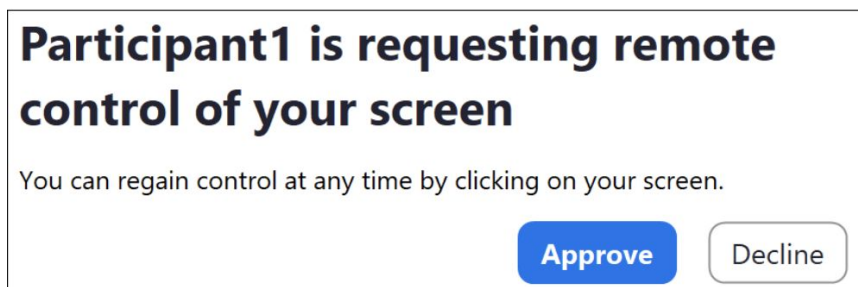
- ❖ Click the **View Options** dropdown menu located at the top of your in-meeting window.



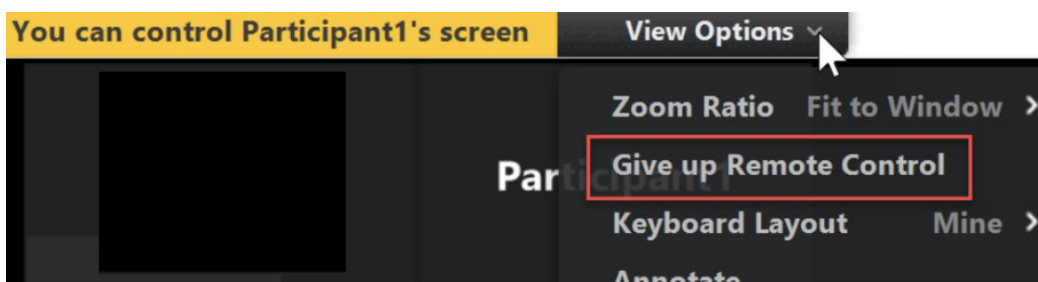
- ❖ Select **Request Remote Control**, and then click **Request** in the pop-up window. The participant will get a notification asking if they want to allow you to control their screen.



- ❖ The participant being asked to give control of their screen will need to click **Approve** in order for you to gain remote control.



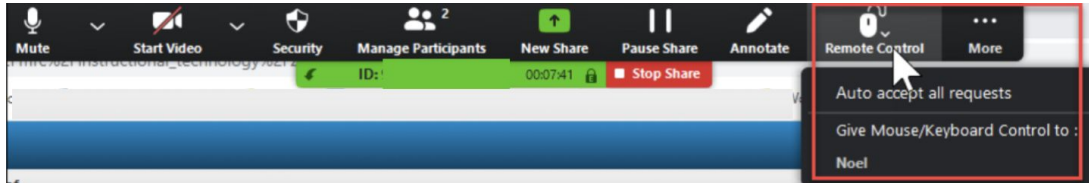
- ❖ Click inside the screen share to start controlling the participant's screen.
- ❖ To stop remote control, click the **View Options** dropdown and select **Give Up Remote Control**.



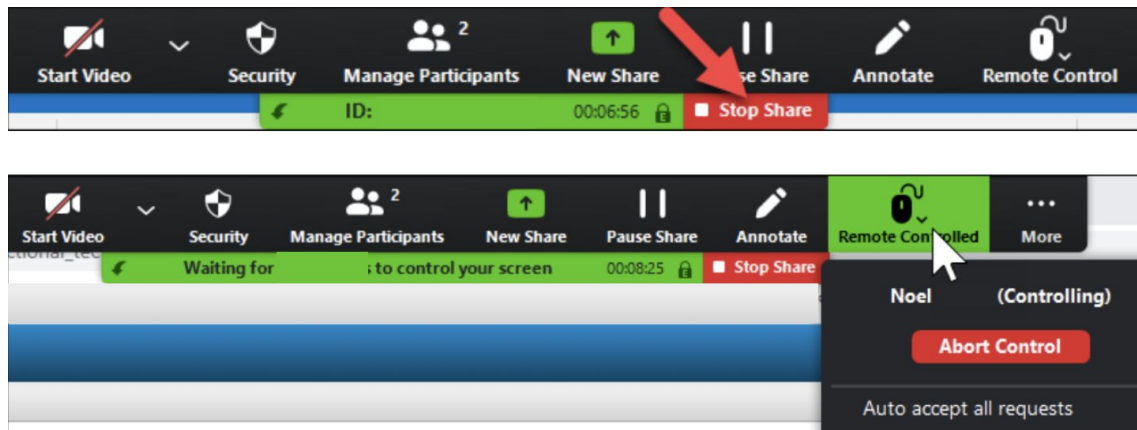
## Giving Remote Control

While you are screen sharing, you can give control of your screen to another participant, even if they are on a mobile device.

- ❖ While you are sharing your screen, click **Remote Control** and select the participant you want to give control to. The participant can click anywhere on their screen to start control.



- ❖ To regain control, click anywhere on your screen. If the other user clicks on their screen, they will again be in control of your screen. If you no longer want the other participant to be able to regain control of your screen, you will need to click **Stop Share** or click on **Remote Controlled** and then **Abort Control**.



Pictures taken and adapted from <https://support.zoom.us/hc/en-us>