



## Zoom Tutoring Checklist

This checklist is designed to help tutors navigate the Zoom platform when tutoring learners one -on -one. The following instructions address features available to tutors who have been **invited** by a teacher or coordinator to use Zoom on a **computer**. If you are hosting a meeting please see “Zoom Tutoring Checklist for Hosts”. If you or your student are using a smartphone, please see “Zoom Tutoring Checklist for iPhone or Android”.

Before you begin tutoring, you should be able to:

### Join a meeting from email link

- ❖ Open your email browser. (Outlook, Gmail, Yahoo, etc)
- ❖ Look for the meeting invitation in your inbox.
- ❖ Click the link provided in the invitation.
- ❖ The Zoom application will launch asking to **Open zoom.us**. Click **Allow/Open zoom.us**.
- ❖ Then the meeting will start.
- ❖ Click [here](#) for more information to join with a **Meeting ID**.

Literacy MN is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/971>

Meeting ID: \_\_\_\_\_

Password: \_\_\_\_\_

One tap mobile

+13126266799,,97151428121#,,,0#,,470472# US (Chicago)

+16465588656,,97151428121#,,,0#,,470472# US (New York)

#### Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: \_\_\_\_\_

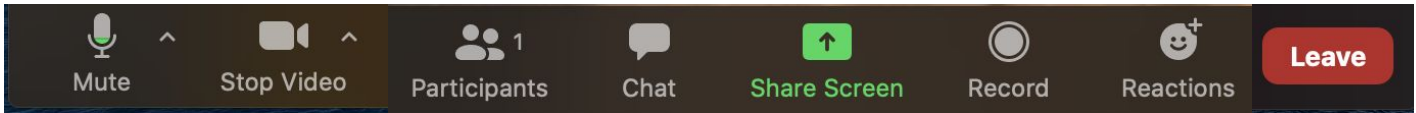
Password: \_\_\_\_\_

Do you want to allow this page to open "zoom.us"?

Cancel

Allow

## Use the Meeting Controls Menu

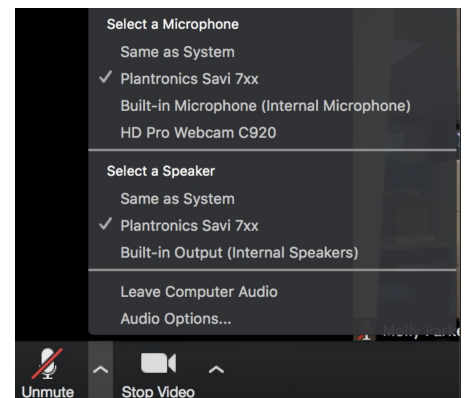
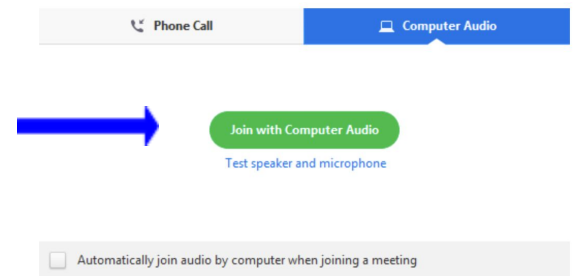


The **meeting controls menu** includes the following features:

1. Mute
2. Stop Video
3. Participants
4. Chat
5. Share Screen
6. Reactions
7. Record
8. Leave Meeting

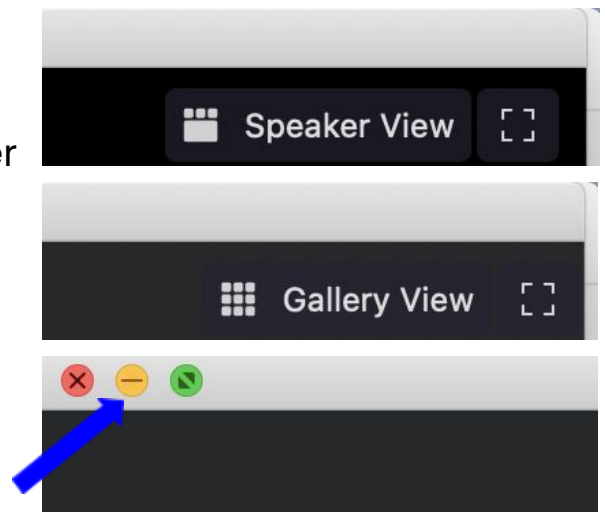
## Test and connect audio before joining a meeting

- ❖ It is important to properly connect your audio before to your tutoring session. If you haven't enabled Zoom to automatically connect to computer audio, you can test your speaker and microphone before the meeting.
- ❖ To check audio in the meeting, select the up carrot (▲) to the right of the Mute button to open the audio menu. Select a microphone or speaker here or select audio options to test each mic or speaker.
- ❖ Click [here](#) for further information on checking audio options.



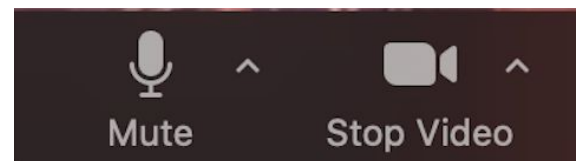
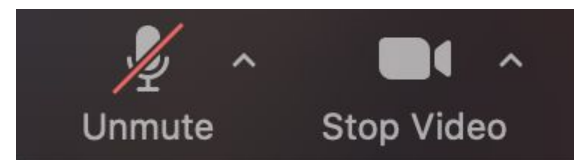
## Change view settings

- ❖ There are 3 view options in Zoom:
  - **Speaker**: See only the current speaker or presenter
  - **Gallery**: See all participants in the meeting in grid format
  - **Minimize**: View a reduced window that floats on top of other applications
- ❖ To select a different view, move the cursor to the top right corner of the Zoom window. To minimize or maximize the Zoom window select the corresponding buttons on the top ribbon of the window.
- ❖ Click [here](#) for further information on view settings.



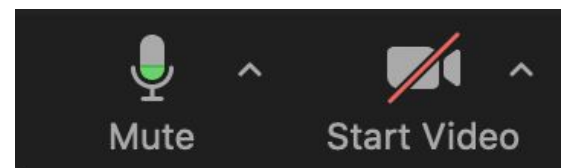
## Mute and Unmute on a computer

- ❖ **Move** the mouse to the menu in the lower left corner of the **Zoom** window.
- ❖ **Click** the microphone icon. There will be a red line through the mic if you are muted. Click the icon again to **unmute**.



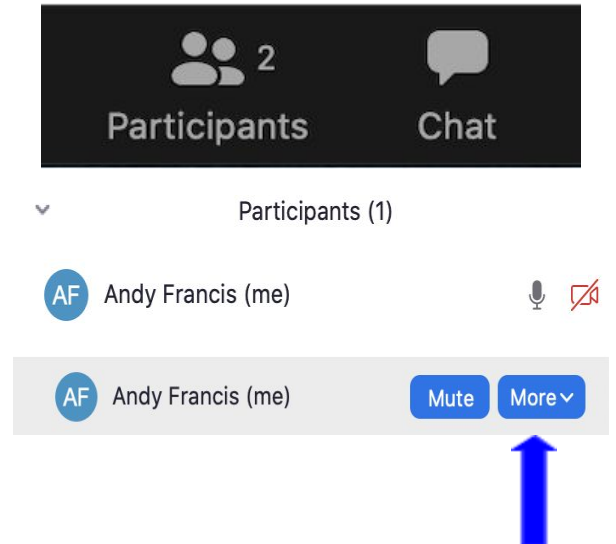
## Start and Stop video

- ❖ Click the **Stop Video** icon. There will be a red line through the video icon if the video is off. Click the icon again to **start the video**.



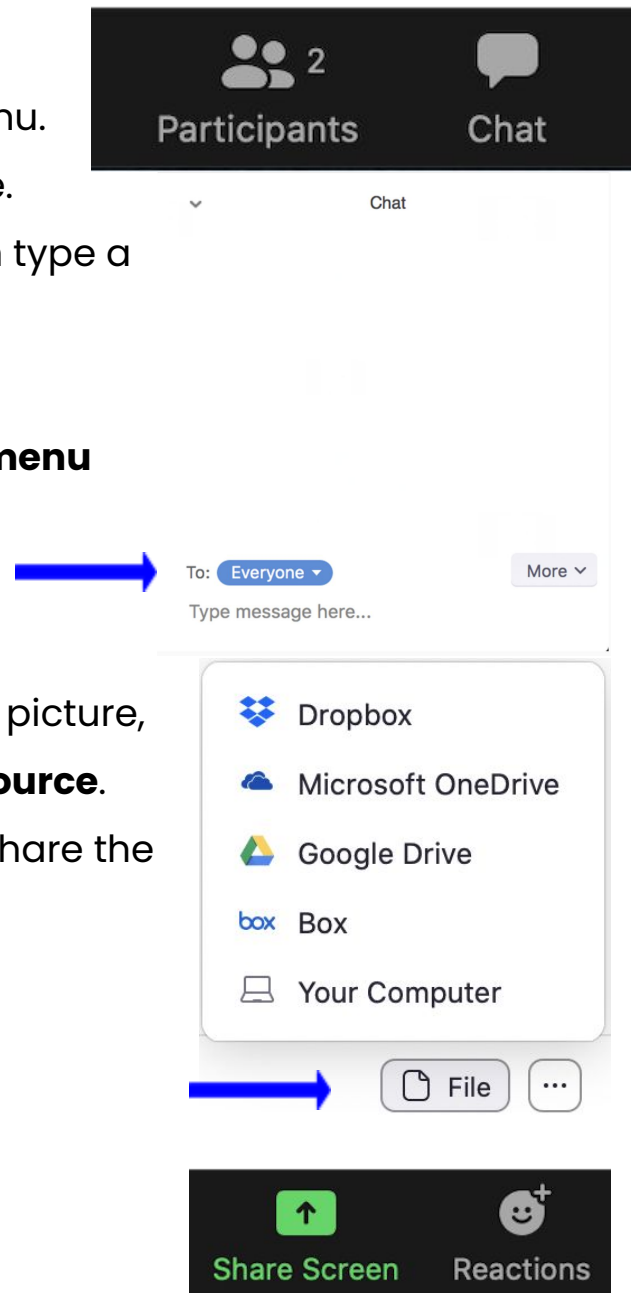
## See meeting participants

- ❖ Click **Participants** to see who is in the meeting. This will open a window on the right side of the screen.
- ❖ To **rename** yourself, hover the mouse over your name. Click on the **More** menu. Click **rename**.



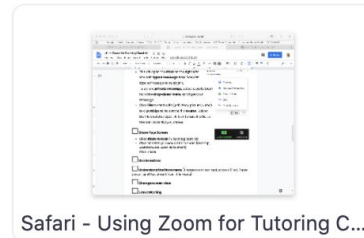
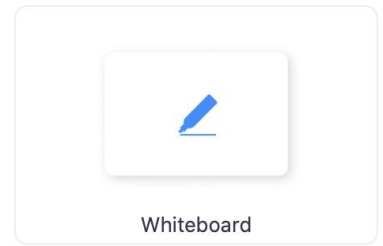
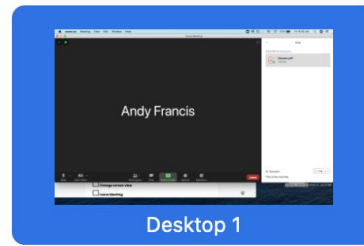
## Use chat box

- ❖ Click **Chat** on the meeting controls menu.
- ❖ This will open the **Chat** on the right side. You can **type a message** here. You can type a message to everyone.
- ❖ To send a **private message**, select a participant from the blue **drop-down menu** and type your message.
- ❖ Click More/File to **send a file** (pdf, docx, picture, video) to a participant. Select the file **source**. Select the file and click Open. This will share the file to the participant(s) you chose.



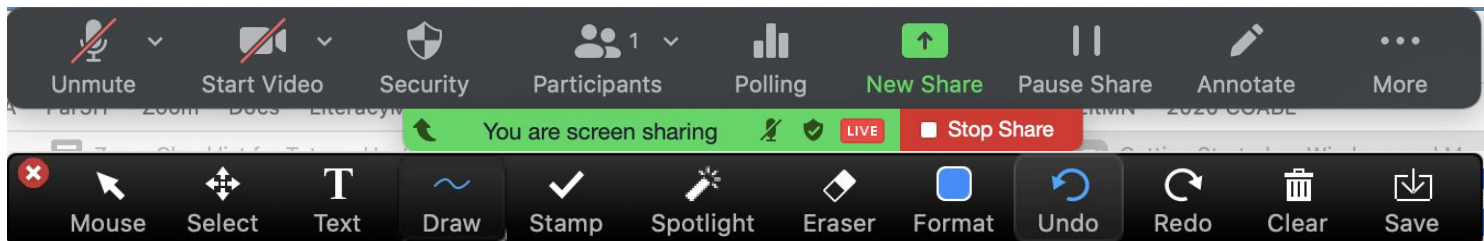
## Share Your Screen

- ❖ Click **Share Screen** in meeting controls.
- ❖ Click on what you would like to share (desktop, Chrome, Word document)
- ❖ Click **share** on the bottom right.



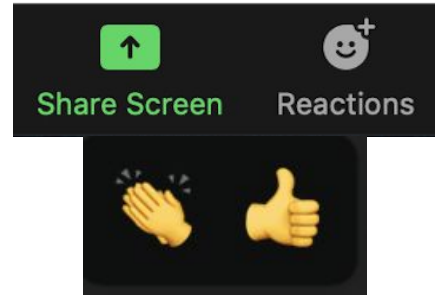
## Use Annotation tools

- ❖ If you are sharing, click **Annotate** in the meeting controls panel at the top of your screen. This will open a selection of annotation tools. If you are **viewing** a shared screen, click **View Options**, then **Annotate** in the meeting controls at the top of your screen.



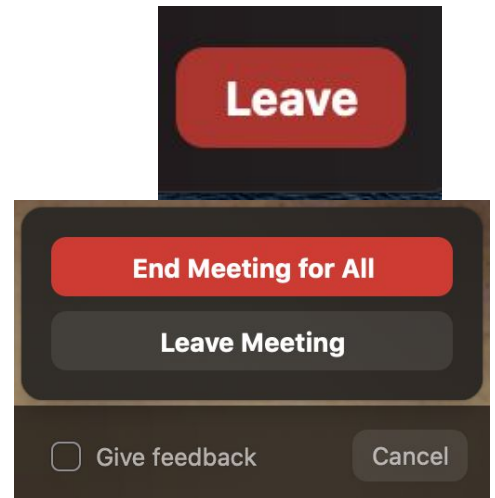
## Use Reactions

- ❖ Click **Reactions** button
- ❖ Select Clap or Thumbs Up. The reaction will appear on the corner of your screen for all to see.



## Leave Meeting

- ❖ Click **Leave** in the lower right corner.
- ❖ Click Leave Meeting. If you are the host, click End Meeting for All.



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