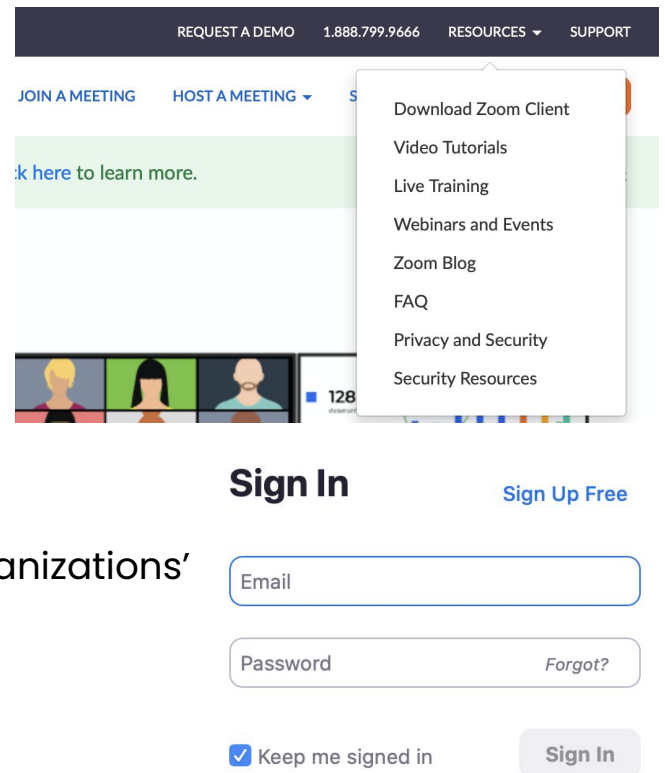![Literacy Minnesota logo]

Zoom Tutoring Checklist for Hosts

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 are hosting a session using Zoom on a **computer**. If you are not a host, please see "Zoom Tutoring Checklist". If you or your student is using Zoom on a smartphone, please see "Zoom Tutoring Checklist for iPhone or Android".

Before you begin tutoring, you should be able to:

☐ **Download and Open the Zoom application on your computer.**

- ❖ Go to https://zoom.us
- ❖ Click **Resources**, then click **Download Zoom Client**.
- ❖ Open the download and install Zoom on your computer.
- ❖ Sign into your free account or your organizations' account.

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☐ Schedule a meeting and share the link

❖ Open the Zoom application on your computer.

❖ Click the **Schedule** icon on the home page of the Zoom client application.

❖ Choose your meeting settings. Some of these options may be locked by your organization.

  ➢ <u>Date</u>: Set a date and time for the meeting. The timing is for scheduling purposes and the meeting will not end after the length of time.

  ➢ <u>Recurring Meeting</u>: Meeting will have the same ID and settings.

  ➢ <u>Calendar</u>: Select a calendar to add the meeting to and send invites to learners. Select **other calendars** to copy the invitation link.

❖ Click **Meetings** on the top ribbon menu. Select **Copy invitation** to share the link in a separate email to learners.

❖ **For more settings information:**

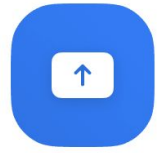 https://support.zoom.us /hc/en-us/ articles/201362033-Getting -Started -on-Windows-and-Mac

☐ Use the Meeting Controls Menu

| 🎤 ^ Mute	📹 ^ Stop Video	🛡 Security	👥1 ^ Participants	💬 Chat	🔼 ^ Share Screen	📊 Polling	😊 Reactions	••• More	**End**
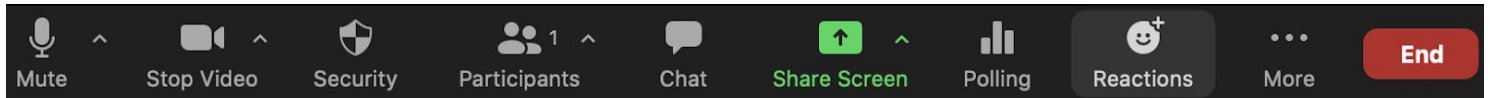
The next sections will address how to use the following **meeting control** features:

1. Mute
2. Stop Video
3. Disable waiting room (**Security**)
4. Participants
5. Chat

6. Share Screen
7. Annotate
8. Reactions
9. Breakout Rooms (**More**)
10. Leave Meeting

☐ Mute and Unmute on a <u>computer</u>

- ❖ **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**.
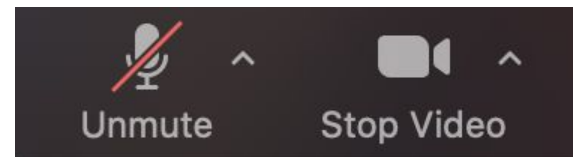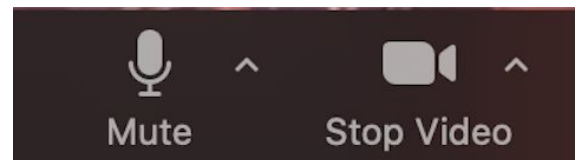
☐ Start and Stop video

- ❖ 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**.
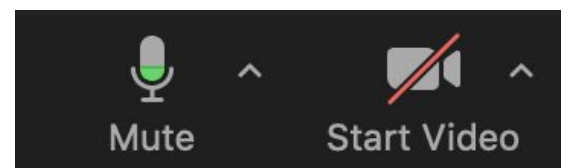
☐ Test and connect audio before joining a meeting

❖ 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.
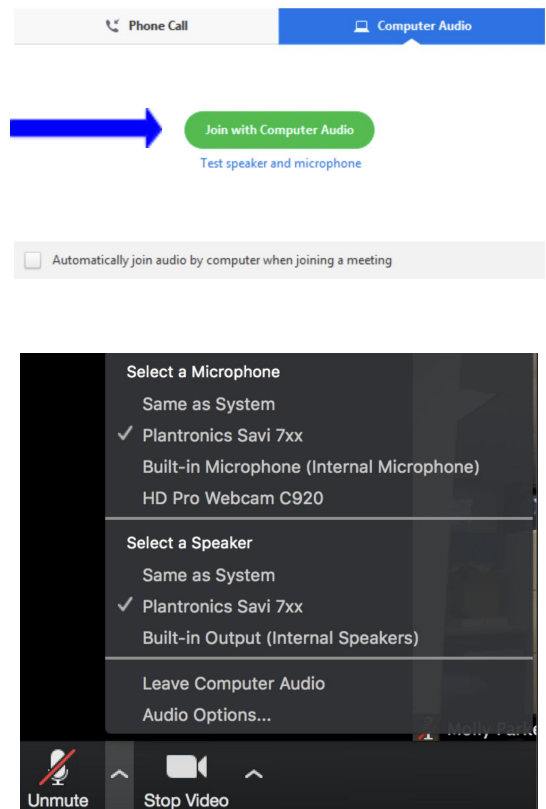
☐ Change view settings

❖ 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
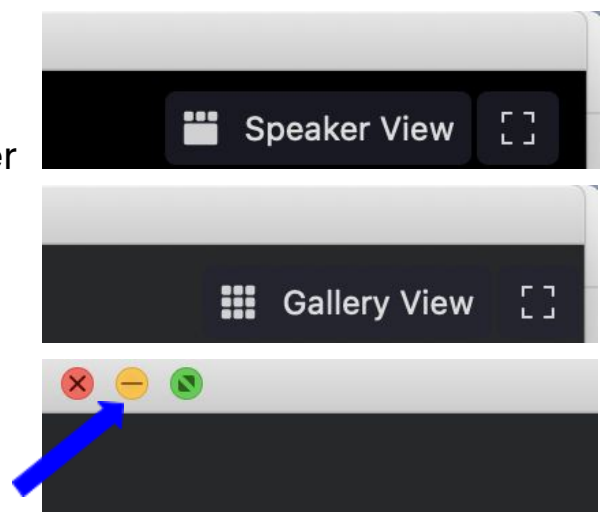
maximize the Zoom window select the corresponding buttons on the top ribbon of the window.

❖ Click here for further information on view settings.

☐ Disable the waiting room

❖ Click on the **Security** icon. Deselect "Enable Waiting Room" to allow learners to join the meeting without host approval.
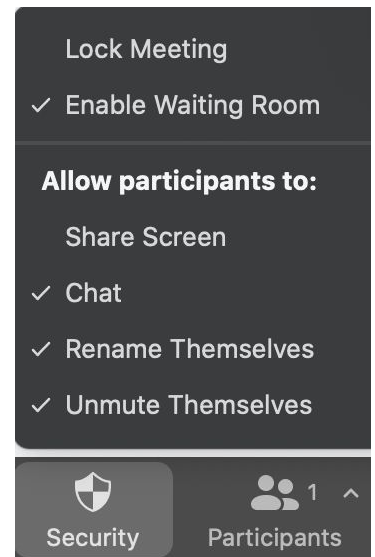
☐ Manage participants

❖ Click **Participants** to see who is in the meeting. This will open a window on the right side of the screen.

❖ To **rename** any participant, hover the mouse over their name. Click on the **More** menu. Click **rename**.

❖ To **remove** a person from the meeting, click **More** and then select **Remove participant**.

❖ As host, you can **mute** any participant to reduce background noise. You unmute a participant, you will need to send a request from the same menu.
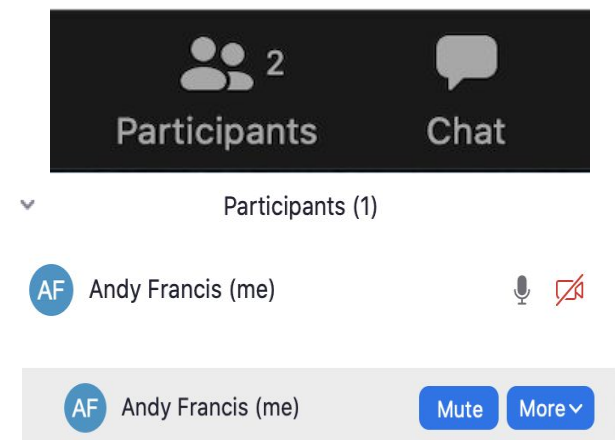
☐ Use chat box

- ❖ Click **Chat** on the meeting controls menu.
- ❖ The **Chat** box will open on the right side. You can **type a message** here. Messages to everyone are public. To send a **private message**, select a learner or guest from the blue **drop-down menu**.
- ❖ Click More/File to **send a file** (pdf, docx, picture, video) to a learner. Select the file **source**. Select the file and click Open. This will share the file to the learner(s) you chose.
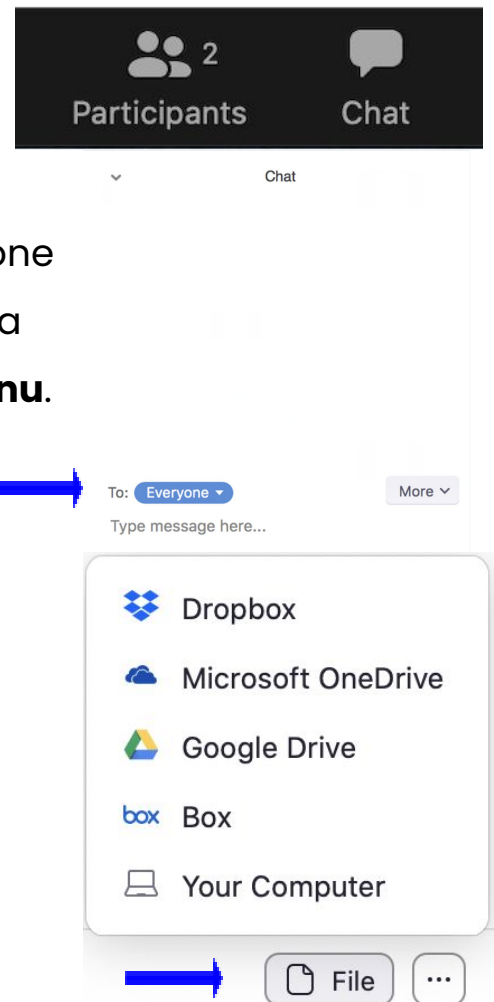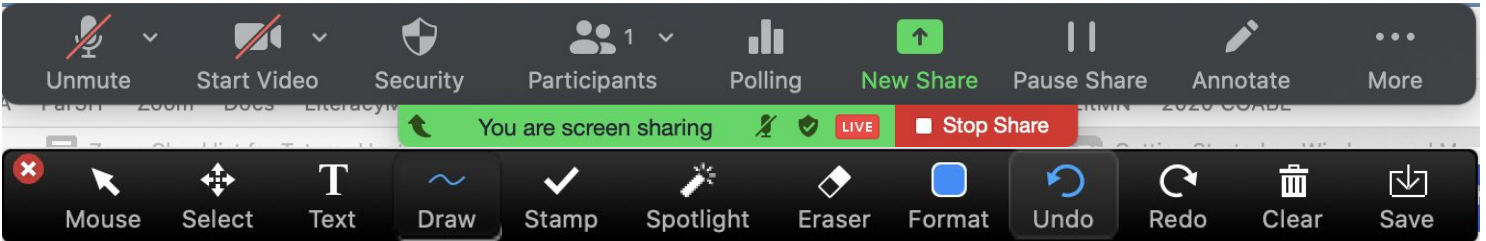
☐ Share Your Screen

- ❖ Click **Share Screen** in meeting controls.
- ❖ Click on what you would like to share (desktop, whiteboard, Chrome)
- ❖ Click **share** on the bottom right.
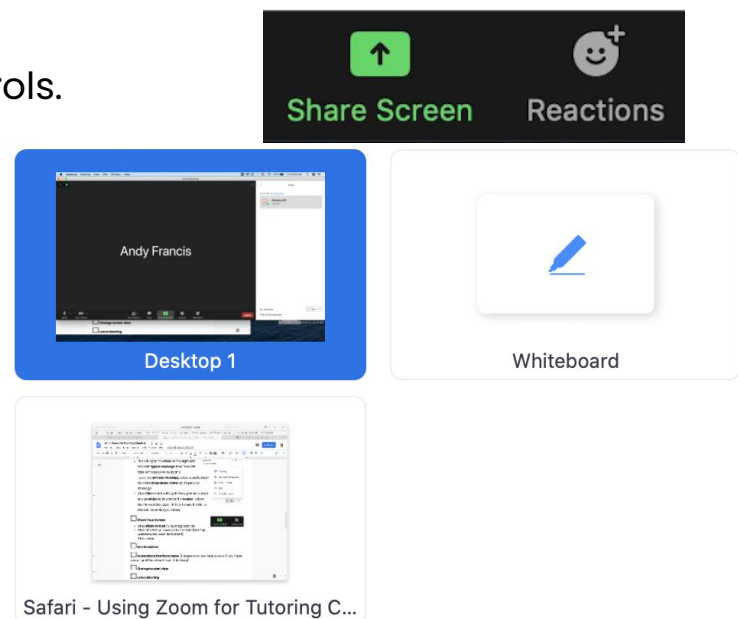
❖ Click **Stop Share** at the top of your screen to stop sharing your screen.

☐ Use Annotation tools for Screen Sharing

❖ 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 the **Reactions** button.

❖ Select **Clap** or **Thumbs Up**. The reaction will appear on the corner of your screen for all to see.
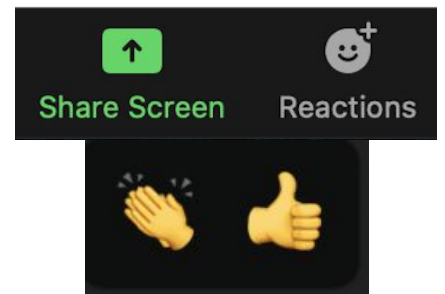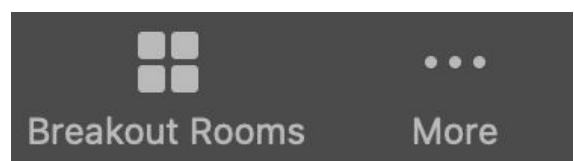
☐ Enable and manage breakout rooms

❖ First enable breakout rooms in your account settings. Sign in to your account on the Zoom **web portal**. Click **Settings**. Scroll down to the Breakout Room option on

Breakout room

Allow host to split meeting participants into separate, smaller rooms

☑ Allow host to assign participants to breakout rooms when scheduling

the Meeting tab. Click the switch to enable.

❖ Click the **Breakout Rooms** icon
  or if your window is minimized
 select **More**, then click
  Breakout Rooms.

Assign 1 participants into [1] Rooms:

○ Automatically   ○ Manually

1 participants per room

→ Create Rooms

❖ Select the number of rooms
  you need, and how to assign
  participants to the rooms

  ➢ Automatically: Let Zoom split up participants evenly.

  ➢ Manually: Choose which participants go in each room.

❖ Click **Create Rooms**
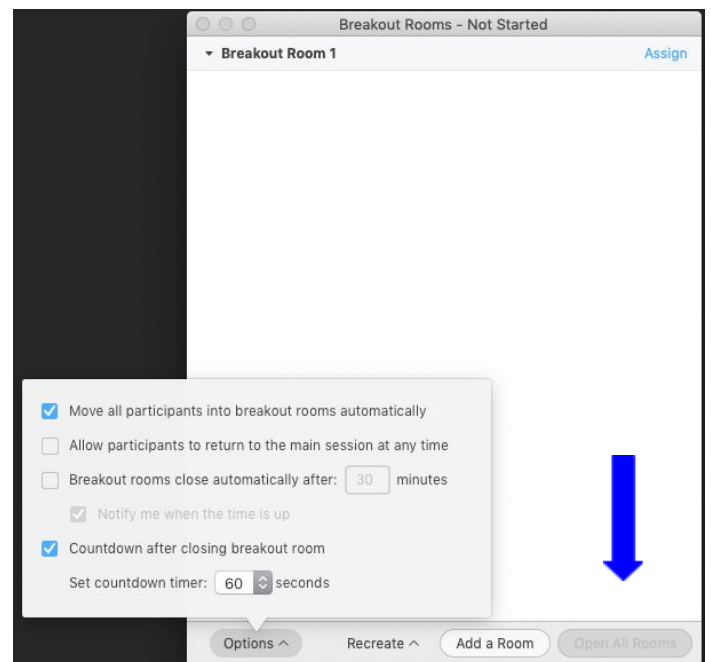
❖ The rooms will be created, but not start automatically.

❖ Click **Open All Rooms** to start Breakout Rooms.
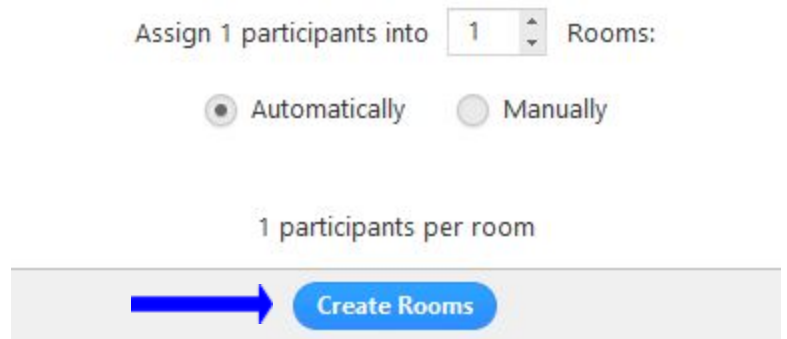
☐ Start breakout rooms and select options

❖ After creating the breakout rooms,
  click **Options** to view additional
  options.

  ➢ Move all participants
    automatically: moves
    participants automatically
    into rooms. If this is
    unchecked, participants will
    have to click to join.

  ➢ Allow participants to return to
    the main session at any time:

Breakout Rooms - Not Started

▾ Breakout Room 1   Assign

☑ Move all participants into breakout rooms automatically
☐ Allow participants to return to the main session at any time
☐ Breakout rooms close automatically after: [30] minutes
  ☑ Notify me when the time is up
☑ Countdown after closing breakout room
  Set countdown timer: [60] seconds

Options ∧   Recreate ∧   Add a Room   Open All Rooms

If this option is disabled, participants stay in breakout rooms until the host ends them.

➢ <u>Breakout rooms close automatically</u>: Set a timer to close the rooms after a certain amount of time.

➢ <u>Notify me when time is up</u>: Host is notified when time is up.

➢ <u>Countdown</u>: Participants see how much time is left in their room.

❖ Click **Open All Rooms** to start Breakout Rooms.

❖ For more instructions: https://support.zoom.us/hc/en-us/articles/206476313

☐ Respond to request for help in breakout rooms

❖ Learners can **ask for help** from the host by clicking the **? icon**.

❖ You will be asked to join the room. Click join.

☐ Broadcast message to all breakout rooms

❖ Broadcast a message to all breakout rooms to share information.

❖ Click **breakout rooms** in the meeting controls.

❖ Click **Broadcast** a message to all, type your message, click **Broadcast**.

☐ 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