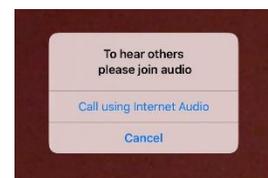


zoom Cheat Sheet

GETTING STARTED

1. Once you have a Zoom meeting scheduled created go to the Meetings section on the side with a clock icon.
2. Then click start at the top of the page to begin the call as the host.
3. If you are logging in on an iPad you may get the message “To hear others please join audio” and you should click “Call using Internet Audio”



MEETING SETTINGS YOU MAY WANT TO USE

Go to the three dots that say “More” in the top right corner.

Then click “Meeting Settings”

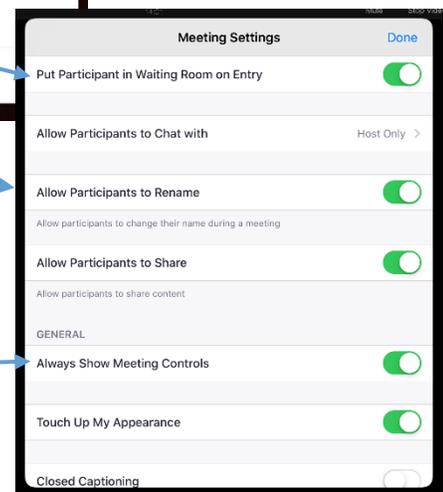
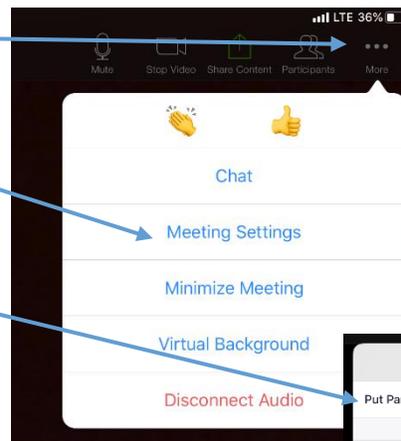
Some things you may want to use are:

Waiting Room: this will keep students waiting for you to allow them access to the Zoom

Rename: This way each student can write their own name instead of the iPad’s name which helps identify students if they are in a group

Connected Time: This will show the length of the call at the top of the screen which will help with billing and staying on schedule

Meeting Controls: This will leave a bar at the top of your screen so you can quickly access settings such as mute or share content



*To make sure these settings are on the button should be green. Click on it to change the setting.

*Look through the settings and see if any others would benefit you and your Zoom Call

HELPFUL FEATURES

Found Under the **More** Tab in the top **RIGHT** corner:

1. **Chat:** This allows you to chat or communicate with your students without speaking. Something that I like about that chat is that you can chat with everyone in your Zoom Call or you can choose 1 student to chat with. This is great for giving feedback or taking answers without other students hearing, that way no one is embarrassed or other students can have more think time without being told the answers. This is also helpful because the students can chat with you if they have questions as well.

2. **Virtual Background:** You can choose a virtual background if you don't want students to see your home or anything you may have laying around.

Sharing Content Options

3. **Screen:** This will allow you to share something from your desktop screen or iPad screen. If you have a document or something in particular you would like to show the student from your device you would hit the screen feature.

4. **Photos:** You may have a photo in your iPad camera roll of a worksheet or a certain task that you want the students to complete. You can access your camera roll by hitting Photos and then choosing the photo you want students to see.

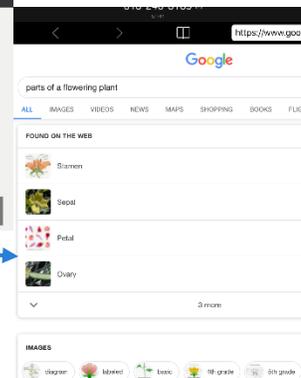
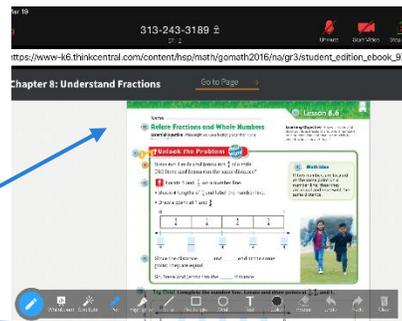
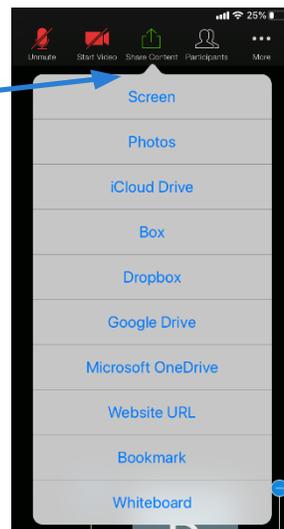
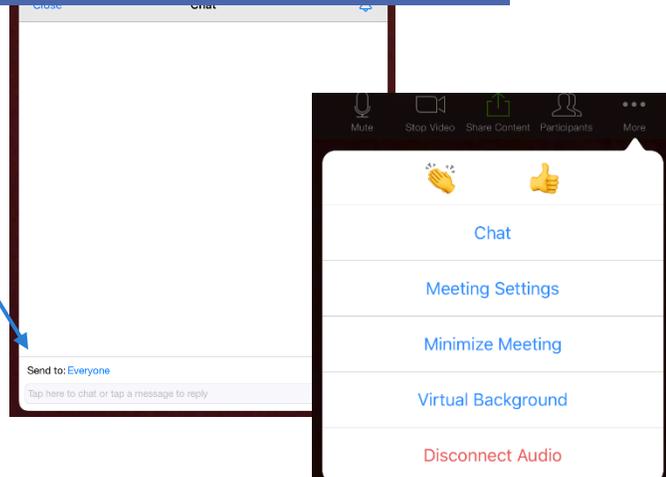
5. **Google Drive:** If you have documents on your Google Drive that you want students to be able to see or a document that the student may have but you want to write on along with the student, you can share the document so you are both looking at the same sheet virtually.

6. **Website URL:** This is a great feature if you have access to an online textbook. It allows you to show the students the exact page of their workbook or textbook and you can write directly on the screen so you can work on the page together. You can also share Google searches or other websites and they will be able to see the actual search screen. If you use this feature you can write directly on the screen as well.

(To write on the screen, click the little circle in the left corner with the pencil)

7. **Whiteboard:** You can write with your finger on the iPad screen. You can also type on the whiteboard feature by clicking the "T." There is also a pointer feature which looks like a wand and will allow you to place a red dot where you want the students to focus on. You can also change the color of your pen for different problems, activities, etc.

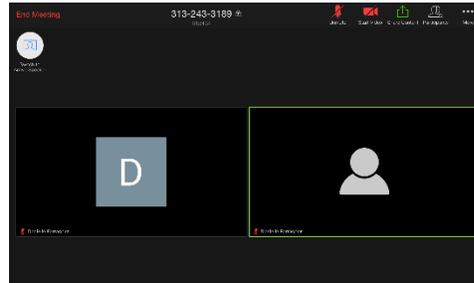
(If you do not originally see all of the options on the bottom click the little arrow > and your options will appear at the bottom.



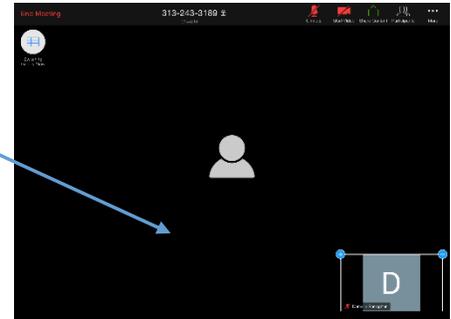
VIEWING THE STUDENTS

1. **Gallery View:** This will have all of the students you are working with appear on one screen in a grid formation. It can show up to 9 participants at a time, including you.

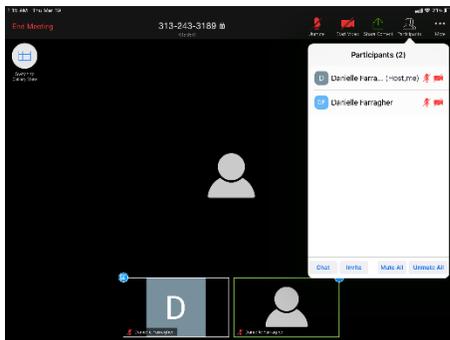
To switch between views click this circle



2. **Active Speaker:** This view will have the person who is speaking as the main focus of the call. The other participants will be in the bottom right corner. You can leave it so only one square or person is in the bottom corner. You can eliminate any of the participants in the bottom right corner by clicking the blue – sign. You can also see all of the participants by hitting the blue + sign and it will allow you to scroll through all of them at the bottom.



If you are working with a group of students and there is too much background noise or you want them to work quietly you can hit the “Participants” button at the top which is the person icon. Once you click on that you can click “Mute All” which will allow you to control their mute settings, even if they don’t know how or can’t get it to work. *This setting has been a GAME CHANGER when on with a large group!



ENDING THE MEETING

To end your meeting, simply hit “End Meeting” in the top LEFT corner. It will give you two options: Leave Meeting or End Meeting. By clicking “END MEETING” you will shut down the meeting for everyone involved and the students will no longer be able to be in the meeting without you. If you click “LEAVE MEETING” you are the only one leaving and the other participants will still be in the Zoom Call together. ***Always hit END Meeting***

