

MUTE AND UNMUTE

ALL PARTICIPANTS


As the meeting leader, you can mute all participants, and control how participants can unmute their microphones in a Zoom meeting.

1. At the start of a meeting, ask all participants to place themselves on mute.
2. To place all participants on **Mute**, click



3. In the **Participants** panel, click **Mute All**.
4. In the Mute All pop-up window, ensure the checkbox for **Allow Participants to Unmute Themselves** selected.




5. Click **Yes**.
6. In the **Participants** panel, all participants will display as muted .
7. To **Unmute** participants, click **Unmute All** at the bottom of the Participants panel.

INDIVIDUALS

1. In the **Participants** panel, place your cursor over the name of the person you wish to mute.

2. Click **Mute**.




3. The individual will display as muted .
4. To Unmute the individual, place your cursor over the name of the person and click **Unmute**.

NON-VERBAL COMMUNICATION

RAISE HAND FEATURE IN ZOOM

Meeting participants may raise their hand electronically during a call. Once you acknowledge, you may lower it.

1. As a presenter in Zoom:
 - a. When sharing a screen, the name of the student who has raised their hand appears as a pop-up.
 - b. When not sharing a screen, a raised hand appears in the box with the student's name.
2. Click **Management Participants** in the meeting bar. The **Participants** window will appear.
3. Click  next to the name of the student who has raised his/her hand.
4. Click Lower Hand. The hand symbol disappears, and you may close the **Participants** window.


POLLING

Instructors may set up polls to be used during an online lecture. Polls should be setup directly in the Zoom app before stating a Zoom meeting from Blackboard.

1. Schedule a meeting for a lecture in Blackboard.
2. Open a web browser and go to usc.zoom.us.
3. Click **Sign In**. You will be signed in automatically through single sign-on.
4. Click the **Meetings** link on the left-hand side of the screen.
5. Locate your meeting and click the meeting like in the **Topic** column.
6. At the bottom of the screen, locate the message "You have not created any poll yet." Click the **Add** button next to the message.
7. On the Add a Poll pop-up screen:
 - a. Add a poll title at the top of the screen.
 - b. Enter the first question in the field containing the text "Type your question here."
 - c. Select whether participants can select a one or multiple choices.
 - d. Click **+Add a Question** to add additional poll questions.
 - e. Once you have entered all questions, click **Save**.
8. Start the meeting from Blackboard when it is scheduled to begin.

NON-VERBAL COMMUNICATION *(continued)*

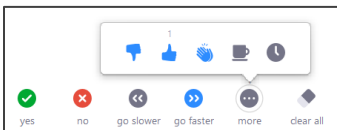
POLLING *(continued)*

9. To use the poll during the lecture, click .
10. Click **Launch Polling**. All class participants will be prompted to answer the poll questions. Poll results will be displayed on the instructor screen in real time.
11. When the polling is complete, click **End Polling**.
12. If you wish to send the poll results to the class participants' screens, click Share Results.
13. Close the **Polls** pop-up window when polling is complete.

ADDITIONAL NON VERBAL COMMUNICATION ICONS

Both presenters and participants may use non-verbal communication in Zoom to express opinions, respond to questions, or provide status.

1. Click **Manage Participants**.
2. At the bottom of the Participants panel, all non-verbal icons appear. In addition to the labeled icons, the non-labeled icons include dislike, like, clap, need a break, and away. The number that appears next to the icon indicates the number of participants who selected that icon.



3. Instructors and class participants may use these icons. When a participant uses an icon, it appears next to his/her name. This indicates a non-verbal choice or need of a participant.

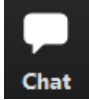


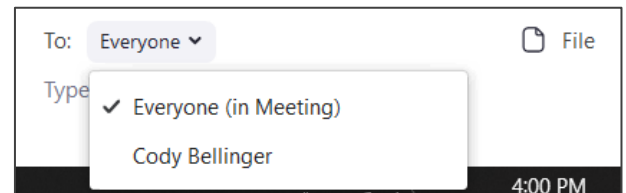
4. You may remove all icons next to participants' names by clicking the **clear all** icon. This is a useful feature when asking using the feature to count yes/no or like/dislike responses during a lecture.

CHAT

SEND MESSAGES

Use Chat to communicate with participants during a class lecture in Zoom.



1. Click .
2. In the **Zoom Group Chat** panel, select whether you will send a message to the group or an individual.





3. Type your message and press **Enter**.
 - a. Text may include web links and links to videos.
 - b. Your message and participant responses will display at the top of the panel.

SEND FILES

Files will be sent to everyone in the meeting.

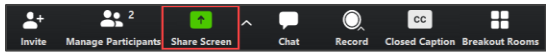
1. In the **Zoom Group Chat** panel, click .
2. In the pop-up window, search for a file to upload.
3. Double-click the file to upload it to Chat and send it to participants.
4. When the file has been sent, a confirmation message appears, and the document is displayed in the chat panel with a green check. .

SAVE CHAT

1. In the **Zoom Group Chat** panel, click .
2. Click **Save Chat**.
3. The chat is saved as a .txt file on your hard drive. To view the location of the file, click .

SCREEN SHARING

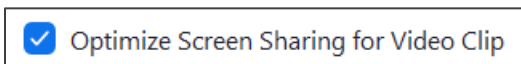
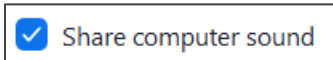
SCREEN SHARE

- Place your cursor on the screen.
 - A bar appears at the bottom of the screen. Click **Share Screen**.
- 
- Select one of the following sharing options.
 - Select **Screen** to share all the open windows on your computer.
 - Select an individual screen to share only that window. Minimized windows will not display.
 - If you plan to share a video, select the checkboxes for **Share Computer Sound** and **Optimize Screen Sharing for Video Clip**.
 - Click **Share**. You are now sharing the contents of your computer screen with all of the people who have joined your meeting.

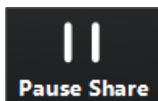
To stop sharing, click **Stop Share** at the top of the screen. The meeting is still active at this point. However, you are no longer sharing your screen.

KEY CONSIDERATIONS WHEN SHARING SCREENS

- Close windows that you don't wish to display during the class, especially those with information that may be private or confidential.
- Close applications that generate alerts.
- Before sharing a screen that will display a video, select the following checkboxes to ensure participants can hear and view the video.



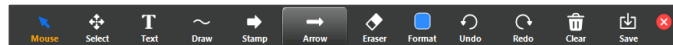
- Alert participants before using the **Pause Share** button. To participants, your screen will appear to be frozen.



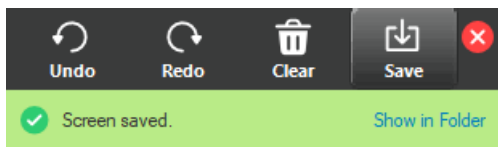
ANNOTATION

Annotation allows you and meeting participants to annotate on a shared screen.

- Click **Annotate**.
- Use the tools in the annotation bar to draw, highlight, stamp, and point to items on the screen. When you select an annotation tool, your mouse is temporarily converted into that tool.



- To remove annotations, use **Clear**.
- To revert to the mouse as a pointer, click **Mouse**.
- To save an annotated screen, click **Save**. Then click **Show in Folder** to view the image file.

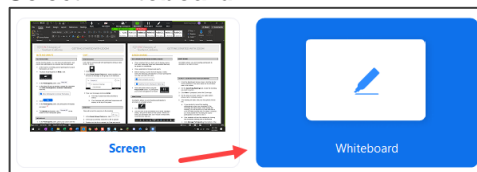


- To close the annotation board, click **X**.

WHITEBOARD

The whiteboard feature allows you to share a whiteboard with participants. Everyone in the meeting may annotate a shared whiteboard.

- Click **Share Screen**.
- Select **Whiteboard**.



- Click **Share**.
- The whiteboard is activated, and the annotation tools are displayed automatically.
- All participants may annotate the whiteboard. The annotation functions are the same on the whiteboard as they are for other shared screens.
- Click **Stop Share** to close the whiteboard.