

Zoom – Interactions

There are a number of methods of interacting between the instructor and students in a Zoom meeting. Tools that can be used to interact include *Chat, File Sharing, Reactions* and *Whiteboarding* along with assistive technologies like *Closed Captions*.

Chat

Use Chat to send or receive messages directly with your students, to allow students to chat together, to take questions throughout a session:

If the chat window is not already open:

Step 1 – Click the Chat icon on the bottom-middle of the Zoom meeting screen to open it.



To enter a chat message:

Step 1 – Type your message directly into the chat field at the bottom of the window.

Step 2 – Hit the *<Return>* key.



Each message appears below previous messages in chronological order.





From this menu you can also set the scope for student chat.

To set the scope for the chat:

Step 1 – In the Participants panel click on the more options menu (3 dots)

Step 2 – Select from one of the following options:

Participants Can Chat With:

- No one
- Host only
- Everyone publicly
- Everyone publicly and directly

2 Who can see your messages?	
To: Everyone To: Everyone File Type message here	Save Chat Participant Can Chat With: v No one Host only Everyone publicly Everyone publicly Everyone publicly and directly Merge to Meeting Window

You can also select whether to send a message to Everyone, or to a single named participant.

To send a message to a named participant:

Step 1 – Click on the To: field drop-down menu

Step 2 - Select Everyone (in Meeting) to send message to all participants, or...

Step 3 – Select another named participant to be the recipient of a message





To access additional setting for Chat:

Step 1 – Click on the additional settings arrow beside the *Stop Video* icon

Step 2 – Click the *Video Settings* option on the bottom-left of the Zoom screen.

	Select a ✓ FaceTi	Select a Camera ✓ FaceTime HD Camera				
X	Choos Choos	Choose Virtual Background Choose Video Filter				
	1 Video	Settings	2	2		
y ^ Unmute	Stop Video	G Security	Participants	P Chat		

Step 3 – Click on the *Chat* option on the left-hand side to reveal the additional options.

•	Settings				
	General	Chat Settings	~		
(] Video	Show Audio Message button	- 11		
× (Audio	Show Code Snippet button	- 11		
	Addio	Include link preview	- 14		
0	Share Screen	Change my status to Away when I am inactive for 15 minutes 🗘	- 11		
	Chat	Bounce application icon when receiving a new message Once 🗘	- 11		
		Left sidebar theme: 🔵 🔵 🛑	- 11		
	Background & Filters	Blocked users Manage blocked users	- 11		
	Recording	Unread Messages	-11		
	Profile	Keep all unread messages on top	- 11		
	Statistics	Show unread message count(1) for channels	- 11		
	Statistics	Move messages with new replies to the bottom of the chat	- 11		
	Feedback	When viewing unread messages in a channel:	-11		
nt (Keyboard Shortcuts	Start at the first unread	- 11		
	Accessibility	Start at the latest	- 11		
		Push Notifications	- 14		
		O All messages	- 11		
		 Only private messages or mentions 	- 11		
		○ Notbing	_		



File Sharing

File can be uploaded and shared with student in Zoom using the *Chat* Panel.

To share files via the Chat panel:

Step 1 – Click on the *File* button, then select the service from which to share a file.

Step 2 – Click on *Google Drive icon* to share a file from your UCD Connect Google Drive account. You will be temporarily redirected to a Google Drive webpage



Step 3 – Click *Connect* to agree to allow Zoom to connect to your Google Drive account.



Step 4 – Select the *Sign in with Google* option to use your UCD Connect single sign on (SSO) to complete the set up securely.

Sign In			
niall.flaherty@ucd.ie		٩	Sign in with SSO
		G	Sign in with Google
I'm not a robot	reCAPTCHA Privacy · Terms	f	Sign in with Facebook
Sign In			



Step 5 – Then click *Authorize*.

e e	Zoom Authorization	ri-https
ZO		Sign Out
	You are about to install Google Drive	
•	Use of this app during a Zoom Meeting may be shared with other participants	
	This app may be able to view the following information for all participants who join Zoom meetings, webinar, messages, or calls with a user who has authorized the app. The app can view this information at any time, including outside a Zoom experience. Learn more Product Usage >	
	This app can view the following information for the account or user that authorizes the app,	

Step 6 – And select the file you want to share via Chat.

Google Drive	Files				niall.flaherty@ucd.ie	Sign o
<u>୍</u> ଲ	working-collaboratively-event.pdf	me	2018-02-20 08:59:34	19.2 MB	Shared	
A	DesktopRecord.pdf	me	2018-03-02 13:00:54	3.2 MB	Private	
্ শি	ir hrm assignment.gdoc	me	2018-11-28 11:39:04	125.3 KB	Private	
<u>م</u>	document.pdf	me	2019-10-08 16:41:06	10.1 MB	Shared	
<u>ب</u>	Essay - Sample of a Good Layout.pdf	me	2019-10-29 10:35:43	252.1 KB	Shared	
<u>୍</u> 🖌	Producing Toys Childs Play Crane and Matten	me	2019-10-29 11:12:30	22.5 KB	Shared	
ି 🔺	Library_Information.pdf	me	2019-10-29 15:17:26	10.5 MB	Shared	
ି 🛃	Posters_Preparation_Tips.pdf	me	2019-10-29 15:19:55	609.9 KB	Shared	
ି 📦	Project Doc	me	2017-07-27 12:02:51		Shared	
<u>ୁ</u>	Project doc	me	2017-07-27 12:05:57		Shared	
ି 😡	Project Doc	me	2017-07-27 12:33:30		Shared	
ୁ ଜ	Media Suite v3	me	2019-05-14 16:19:30		Shared	

The file then appears as a downloadable link in the Chat panel.





Reactions

Emojis and icons can be used to quickly communicate while in a Zoom session.

Access the Reactions icon in the bottom-right of the Zoom window:

Step 1 – Click on *Reactions* to access the emojis you can use to communicate quickly.



The initial list of emojis includes a number of icons which are most typically useful within virtual classrooms presentations. Perhaps the most useful is the *Raise Hand* icon. Students should be encouraged to use this icon to alert the instructor that they wish to contribute directly, either by asking a question via Chat, or more likely by asking a question directly, using a microphone or camera. The instructor could choose to take the question, or ignore until later.

To use the Raise Hand emoji:

- **Step 1** Click the *Reactions* icon to open the *Reactions* panel.
- Step 2 Click on the Raise Hand icon and label



When used by a student the icon will display on the top-left of the student's profile tile. It will also appear beside the student's name in the *Participants* panel, if that panel is in use.





By clicking on the student's Raise Hand icon the instructor can select from a number of common responses, including *Lower Hand*, *Chat* directly with the student, or invite the student to unmute their mic (to ask a question out loud).

To lower a student's raised hand:

Step 1 – Click on the *raise hand* icon as it appears over the student's profile tile **Step 2** – Select *Lower Hand* from the menu



Note: Additional icons allow other quick communication options. Including Clap, thumbs up, heart, etc for showing approval or support to a presenter or speaker. These icons don't stay on screen permanently and will disappear after a short period of time.

Quick Polls

A Quick Poll allow the instructor to get feedback without creating complex pools with multiple choice answers. When the instructor asks students for their agreement with a statement, students can simply select the *Yes* or *No* icons. There are also icons to ask the instructor to *Speed up* or *Slow down*.





Note: Quick poll icons remain on screen for the instructor to see in a number of locations, until cleared. They can be seen on the top-left of the student tile, on the participants menu beside the student's name, and also summarised at the bottom of the Participants panel.



To clear Polls:

Step 1 - Click on the *More* menu, on the bottom-right of the *Participants* panel **Step 2** - Click *Clear all Feedback* to dismiss the on-screen polling icons









Instructors can use *Whiteboards* to create a blank drawing space on screen during their presentation, where they can draw graphs, notes or annotations. The instructor can use the annotation tools directly on the blank whiteboard, or onto any other screen they are sharing during their presentation.

To create a Whiteboard, instructors can:

Step 1 – Click on the Share Screen icon in the bottom-middle of the Zoom meeting screen



Step 2 – Then click on *Whiteboard* **Step 3** – And then click *Share*



The whiteboard appears for both the instructor and students. Whiteboard annotation tools appear at the top of the whiteboard.

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	Select Text Dr.	aw Stamp Spotlight	Eraser Format e what you share here?	う で 盲 Undo Redo Clear	ि ~ Save		
		You are screen :	sharing 🥻 🕏 💶 S	Stop Share			đ

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The Whiteboard annotation toolbar allows you to:

	1.66
€elect	Select any drawn object
T	Add typed text to the whiteboard
Text	
\sim	Use freehand drawing tools and add shapes
Draw	
 	Select from a collection of stamps
Stamp	
1	Select from a collection of pointers
Spotlight	
	Use the eraser to deleted any drawn object
Eraser	
	Colour and format drawn objects
Format	
5	Undo
Undo	
0	Redo
Redo	
	Clear all drawings or either the drawing by
Ш	the instructor or students
Clear	
r la	Capture the current whiteboard state as an
	image to download
Save	

There are additional annotation options available under the *More* menu on the bottom-right of the meeting toolbar.

To enable or restrict annotations for students:

Step 1 – Click the *More* menu on the bottom-right of the meeting toolbar



Step 2 – Click on *Enable Annotation for Others* to allow students access to use the annotation tools on the whiteboard.



Step 3 – Click *Disable Annotation for Others* when you wish to restrict access again.

It is possible to have multiple whiteboards enabled at the same time.

To enable additional whiteboards:

Step 1 – Click on the *Add Whiteboard* icon in the bottom-right of the whiteboard screen **Step 2** – Create unique content on each whiteboard



Step 3 – Navigate between whiteboards with the arrows provided



To close your whiteboard: **Step 1 –** Click Stop Share

· · · · · · · · · · · · · · · · · · ·	Tou are screen sharing	<u> </u>	Stop Share

Live closed captions

It is possible to create a live transcript of your presentation.

To create a live transcript: **Step 1** – Click on *Live Transcript* in the main toolbar



Step 2 – Click *Enable Live-Transcription*. As participants speak a live transcription of their words appears above the toolbar.

	×
	Assign someone to type
	Assign a participant to type I will type
1	Use a 3rd-party CC service
	Copy the API token
	Copy this token and paste it in a 3rd-party Closed captioning tool
	Live Transcript
	Enable Auto-Transcription
Polling	Record Live Transcript Breakout Rooms

Step 3 – Click on the arrow on the *Live Transcript* icon to access additional options

Step 4 – Click *Hide Subtitle* to hide the live transcript of text

Step 5 – Click *View Full Transcript* to move the live transcription to a side panel



Step 6 – Click *Subtitle Settings...* to change caption size under the session *Accessibility* settings

•	Settings	
General	Closed Captioning	
C Video	Font Size:	(20) Large
Audio		
Share Screen	Captions will look like this	
Background & Filters		
Recording	Chat Display Size (# +/-)	
Statistics	100% •	
E Feedback	Screen Reader Alerts	Restore Defaults
Keyboard Shortcuts	Description	Enable
t Accessibility	IM Chat Received	
	Participant Has Joined/Left Meeting (Host Only)	
	Participant Has Joined/Left Waiting Room (Host Only)	
	Audio Muted by Host	

When the *Full Transcription* is visible in the side panel, it is possible to save and download the transcript.

To save the live transcript to your device: **Step 1** – Click on the *Save Transcript* button on the *Transcript* panel



Step 2 – The transcript is downloaded to your device, to locate it click Show in Finder



Step 3 – Open the text file to view the timestamped transcript

