

## Zoom – Interactions

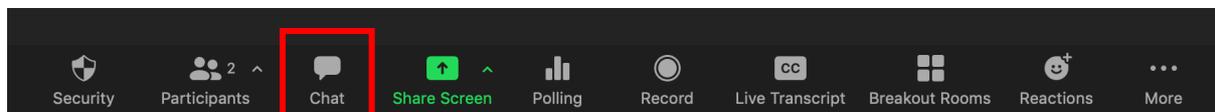
There are a number of methods of interacting between the instructor and students in a Zoom meeting. Tools that can be used to interact include *Chat*, *File Sharing*, *Reactions* and *Whiteboarding* along with assistive technologies like *Closed Captions*.

### 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:*

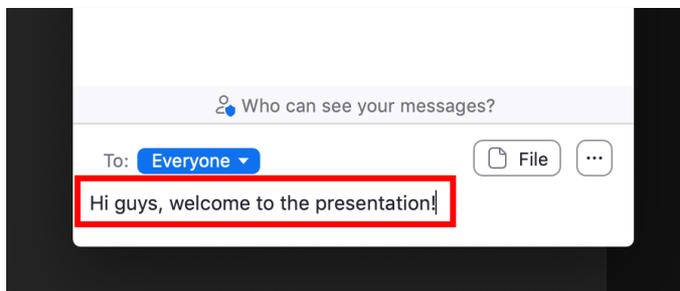
**Step 1** – Click the Chat icon on the bottom-middle of the Zoom meeting screen to open it.



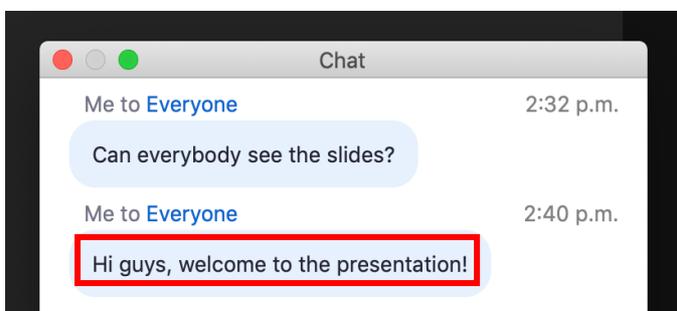
*To enter a chat message:*

**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.

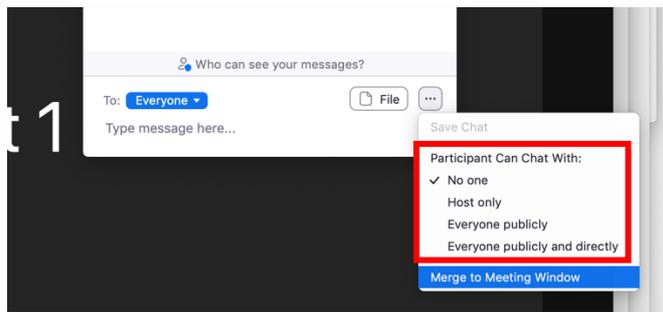
*To set the scope for the chat:*

**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



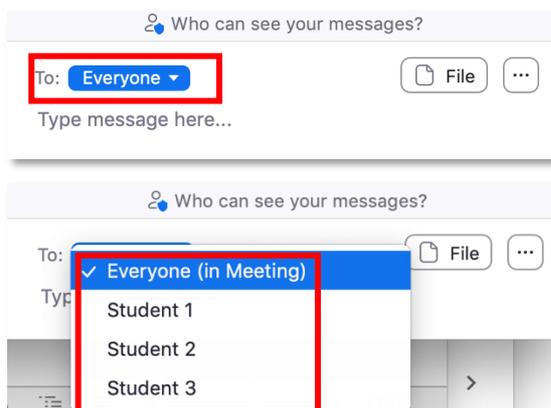
You can also select whether to send a message to *Everyone*, or to a single named participant.

*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...

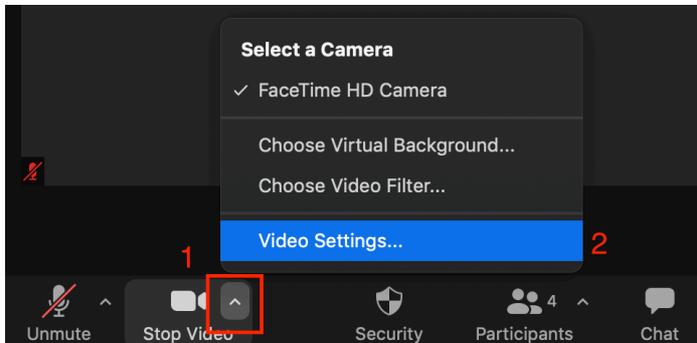
**Step 3** – Select another named participant to be the recipient of a message



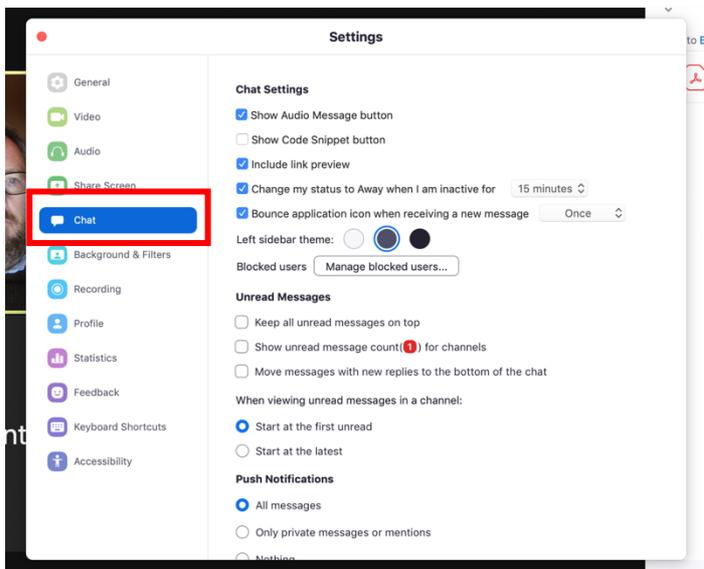
To access additional setting for Chat:

**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.



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



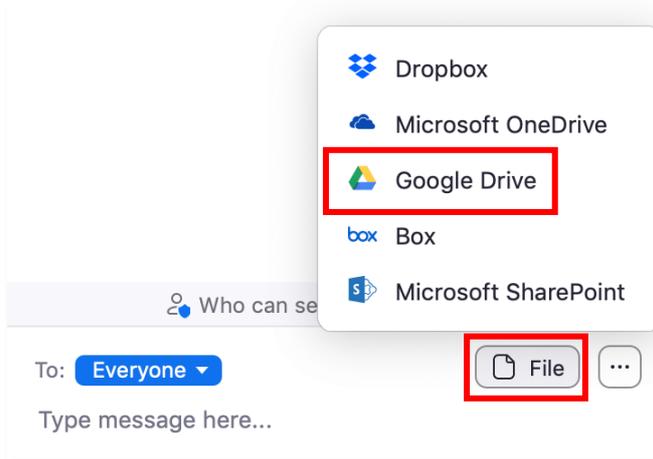
## File Sharing

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

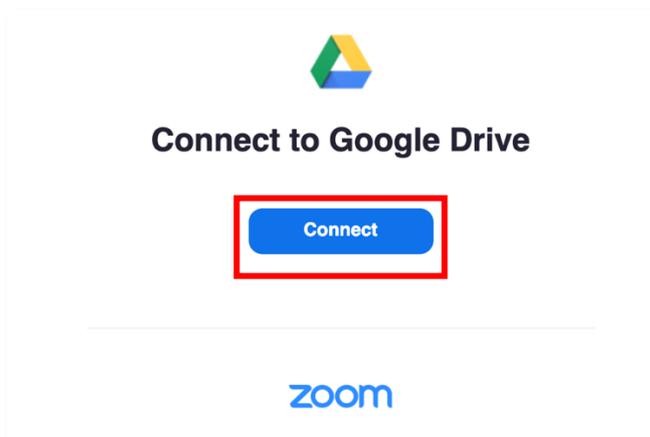
*To share files via the Chat panel:*

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

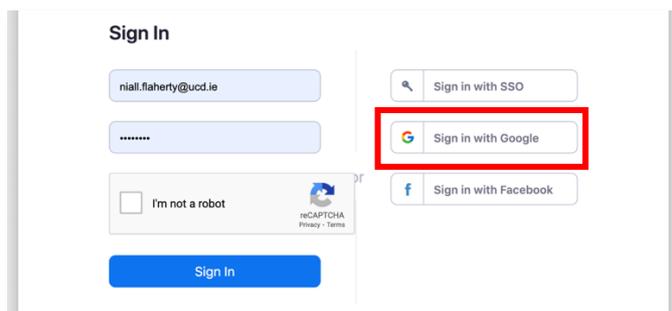
**Step 2** – Click on *Google Drive icon* to share a file from your UCD Connect Google Drive account. You will be temporarily redirected to a Google Drive webpage



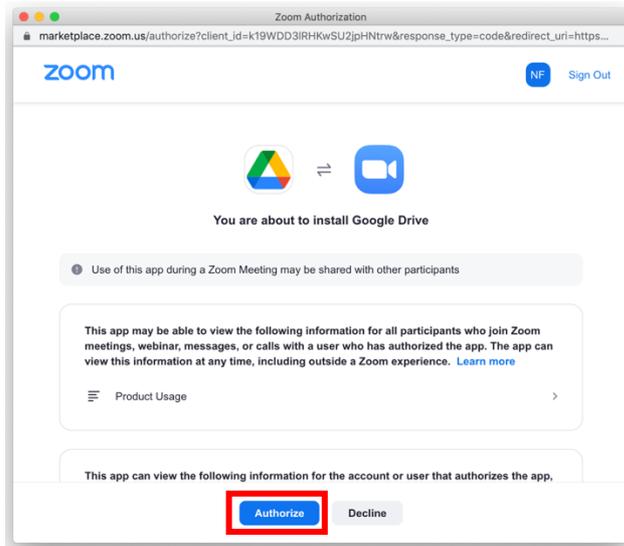
**Step 3** – Click *Connect* to agree to allow Zoom to connect to your Google Drive account.



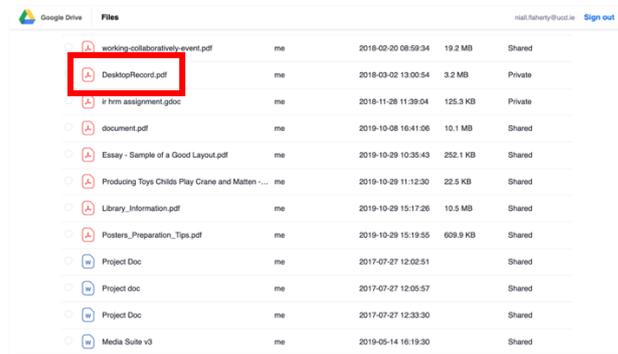
**Step 4** – Select the *Sign in with Google* option to use your UCD Connect single sign on (SSO) to complete the set up securely.



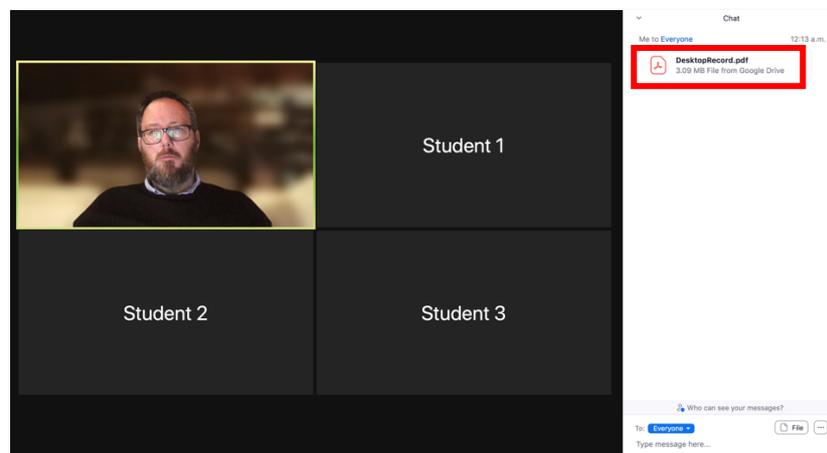
**Step 5** – Then click *Authorize*.



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



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

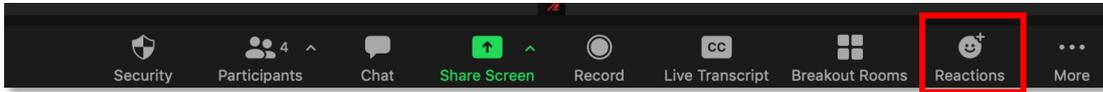


## Reactions

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.

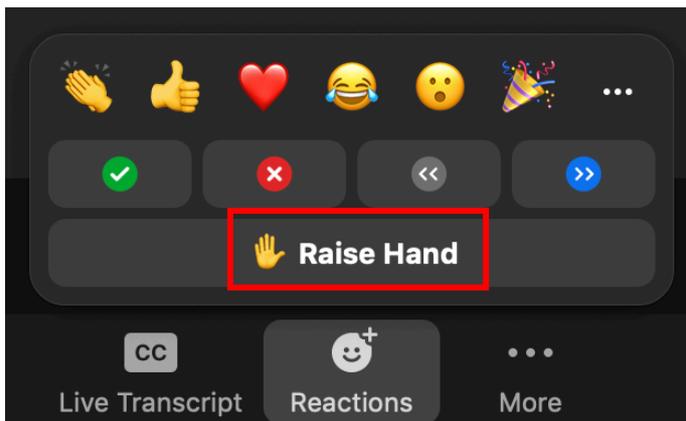


The initial list of emojis includes a number of icons which are most typically useful within virtual classrooms presentations. Perhaps the most useful is the *Raise Hand* icon. Students should be encouraged to use this icon to alert the instructor that they wish to contribute directly, either by asking 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.

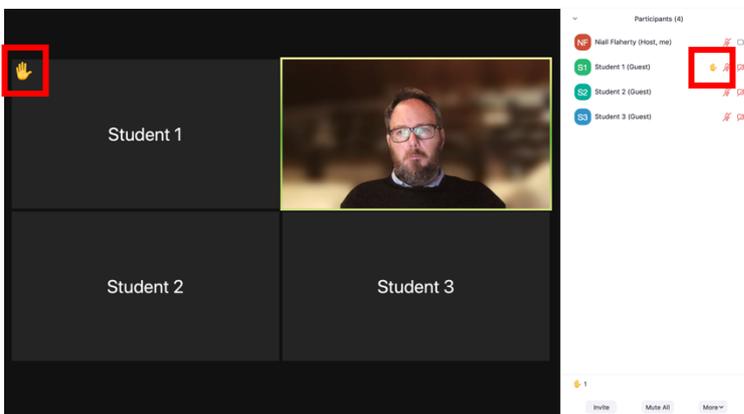
*To use the Raise Hand emoji:*

**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.

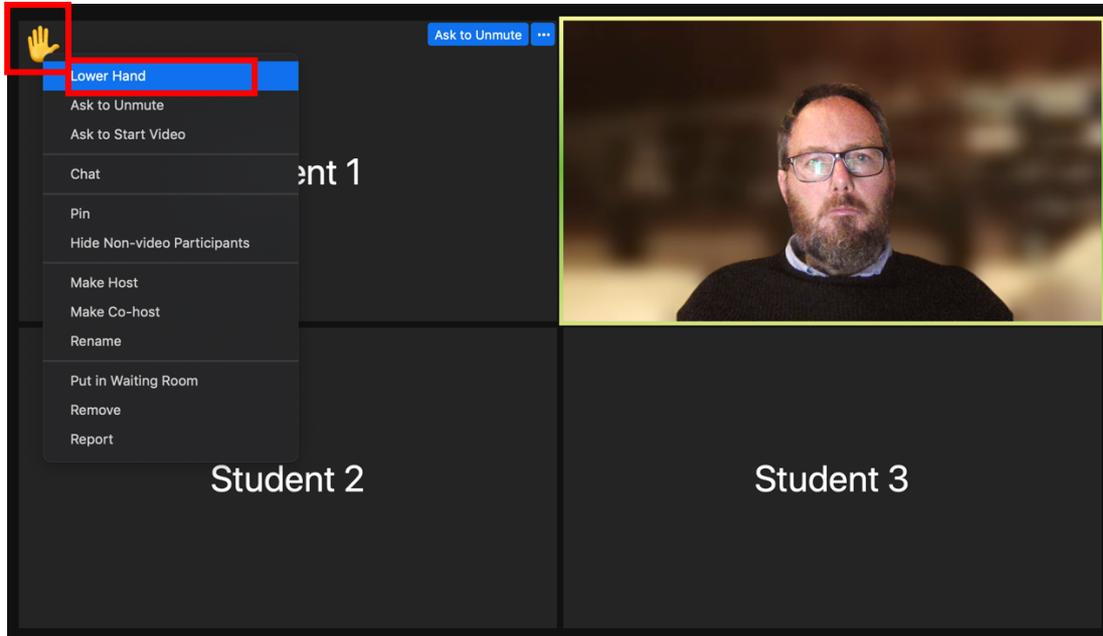


By clicking on the student's Raise Hand icon the instructor can select from a number of common responses, including *Lower Hand*, *Chat* directly with the student, or invite the student to unmute their mic (to ask a question out loud).

*To lower a student's raised hand:*

**Step 1** – Click on the *raise hand* icon as it appears over the student's profile tile

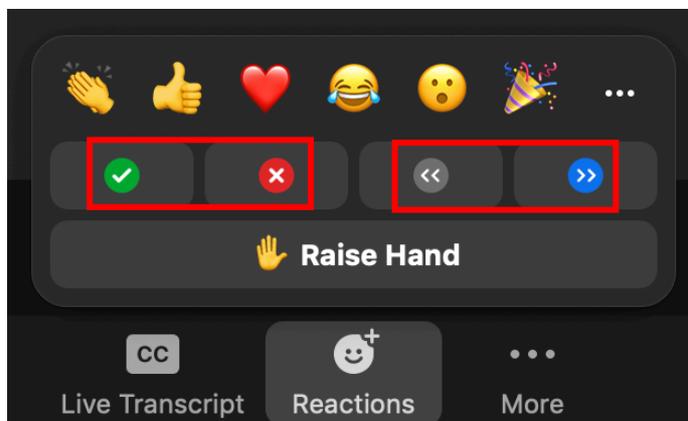
**Step 2** – Select *Lower Hand* from the menu



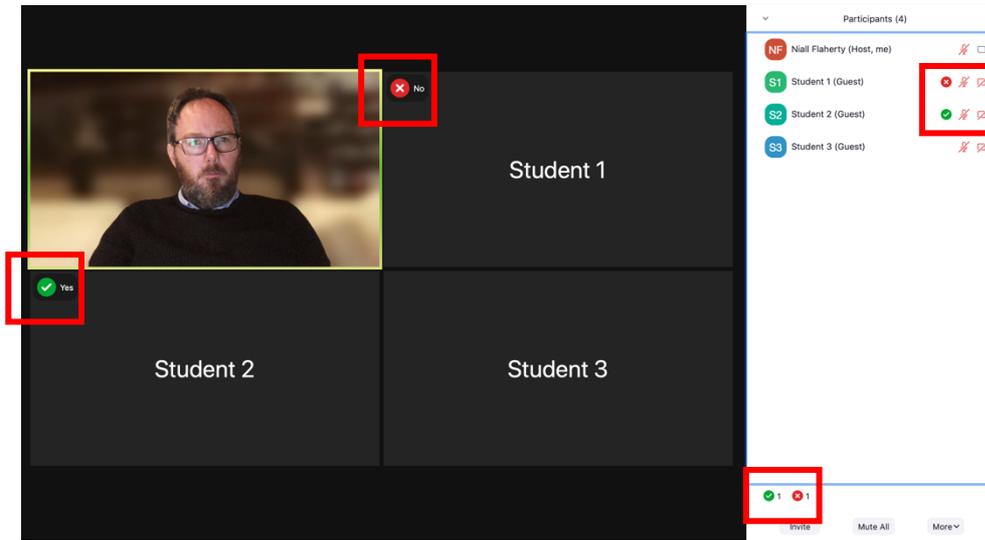
*Note: Additional icons allow other quick communication options. Including Clap, thumbs up, heart, etc for showing approval or support to a presenter or speaker. These icons don't stay on screen permanently and will disappear after a short period of time.*

### 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*.



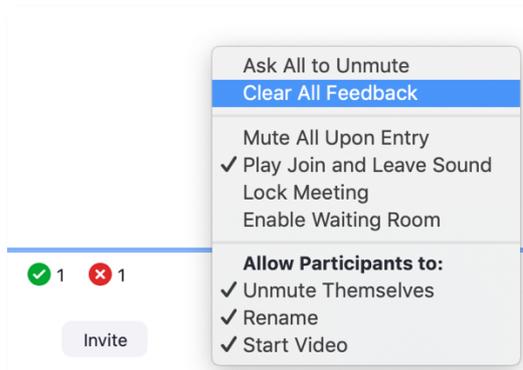
Note: Quick poll icons remain on screen for the instructor to see in a number of locations, until cleared. They can be seen on the top-left of the student tile, on the participants menu beside the student's name, and also summarised at the bottom of the Participants panel.



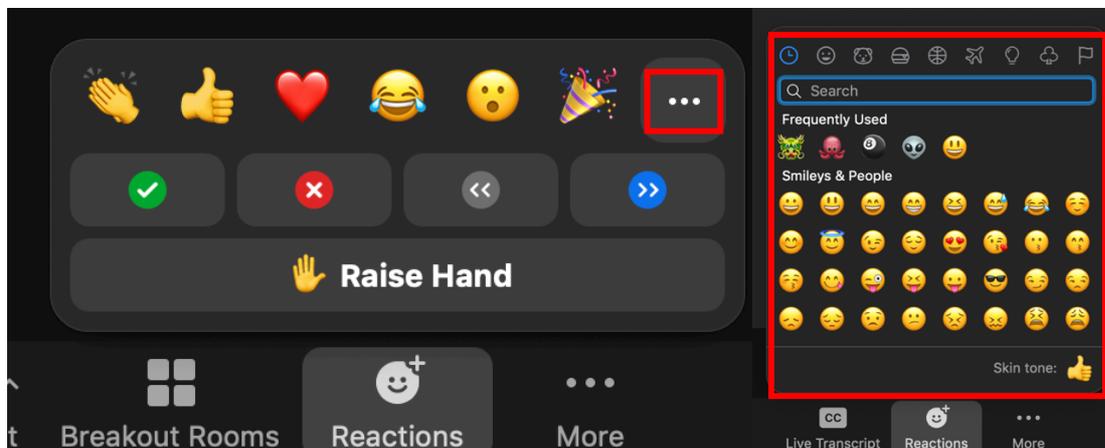
To clear Polls:

**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



Note: Additional icons are available via the more options menu (3-dots)

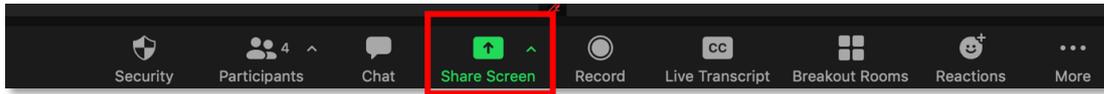


## Whiteboard

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.

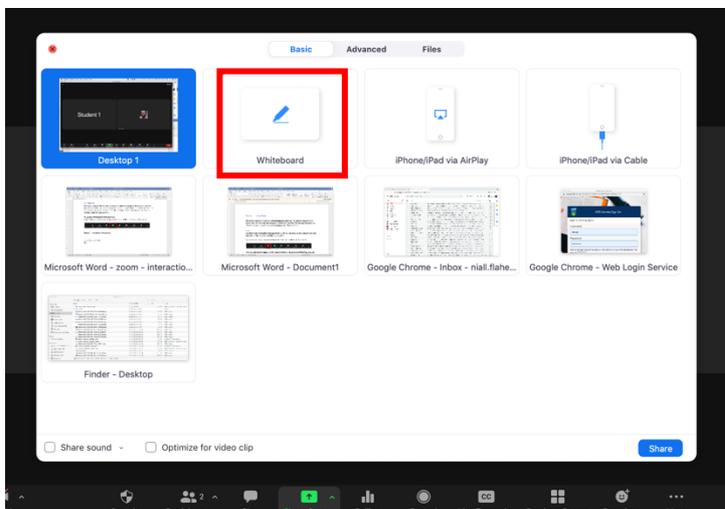
*To create a Whiteboard, instructors can:*

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

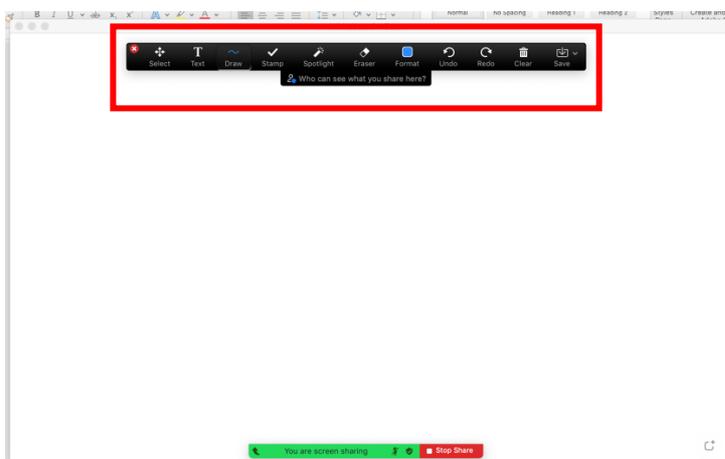


**Step 2** – Then click on *Whiteboard*

**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.



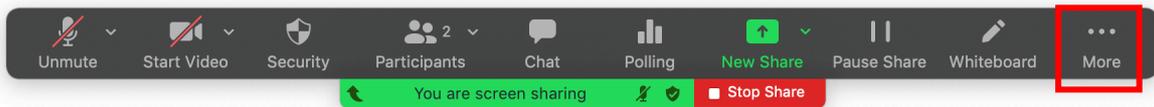
The Whiteboard annotation toolbar allows you to:

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

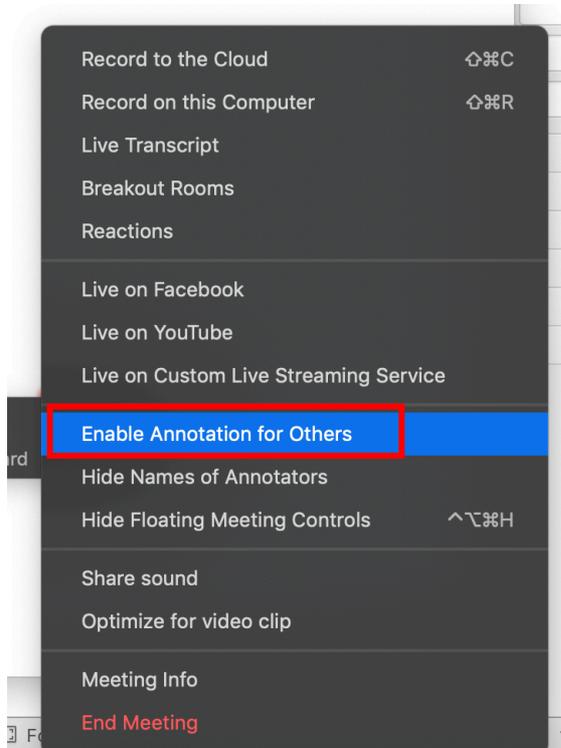
There are additional annotation options available under the *More* menu on the bottom-right of the meeting toolbar.

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.



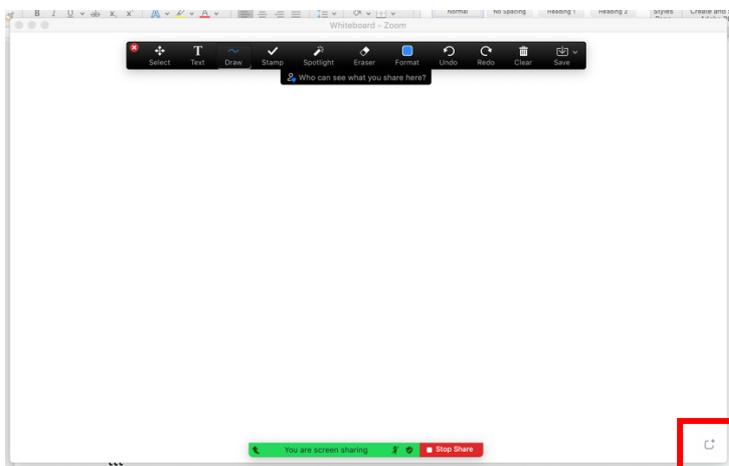
**Step 3** – Click *Disable Annotation for Others* when you wish to restrict access again.

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*



## Live closed captions

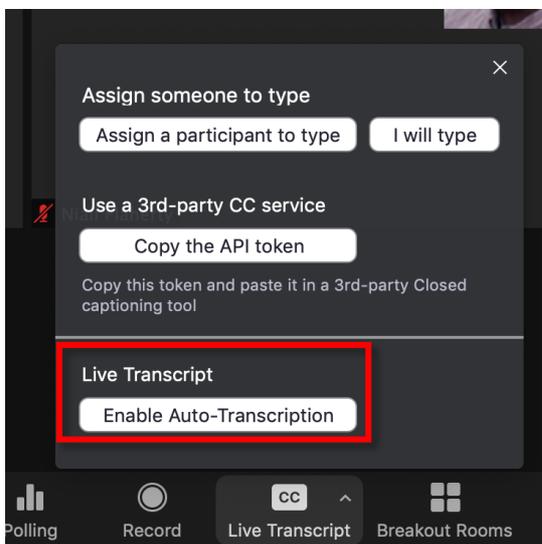
It is possible to create a live transcript of your presentation.

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.



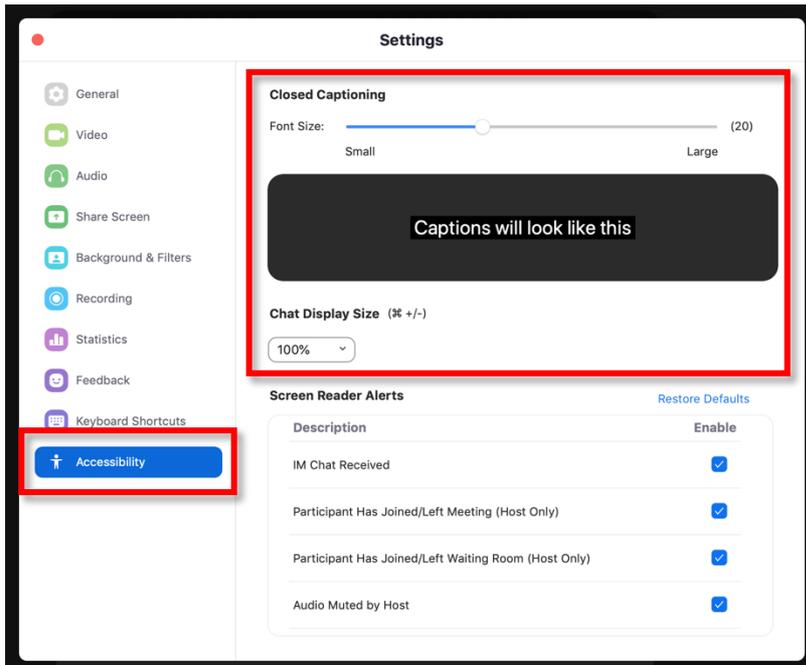
**Step 3** – Click on the arrow on the *Live Transcript* icon to access additional options

**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



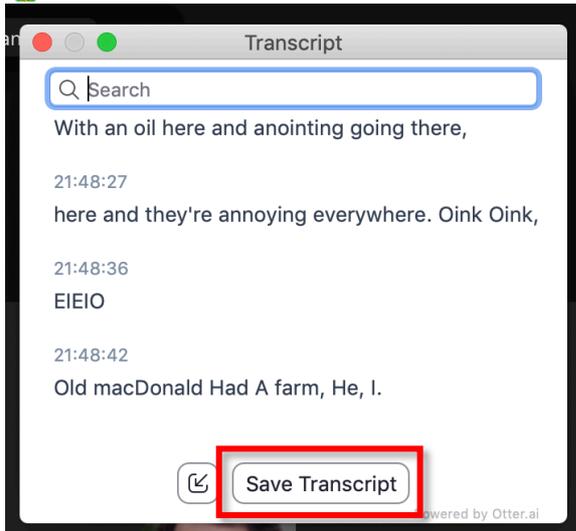
**Step 6** – Click *Subtitle Settings...* to change caption size under the session *Accessibility* settings



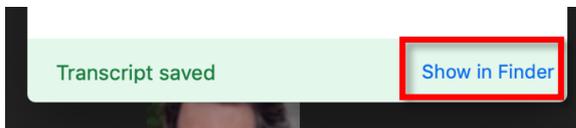
When the *Full Transcription* is visible in the side panel, it is possible to save and download the transcript.

*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

