

Navigating Zoom

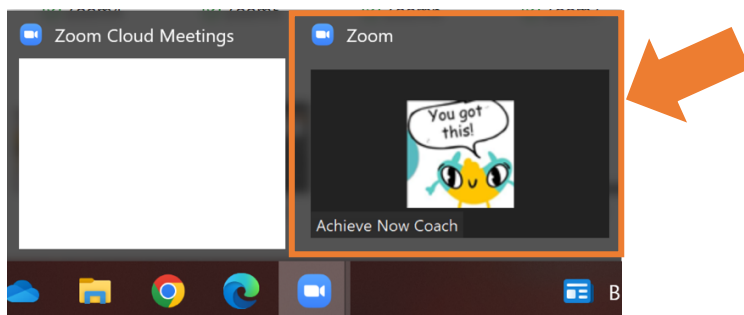
Getting Back to Zoom

1. From the toolbar or dock

- Click the Zoom icon (a blue box with the white camera). This should be on the bottom of your screen.

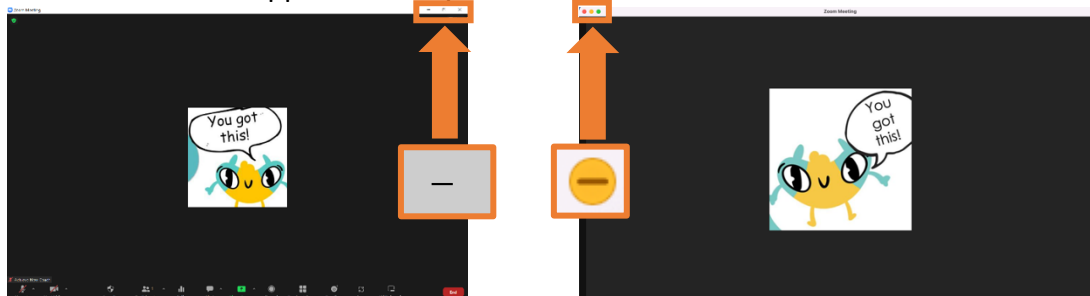


- Click the window on the right. You may see your video, name, or picture. If someone else is in the breakout room, you may see their video, name, or picture.

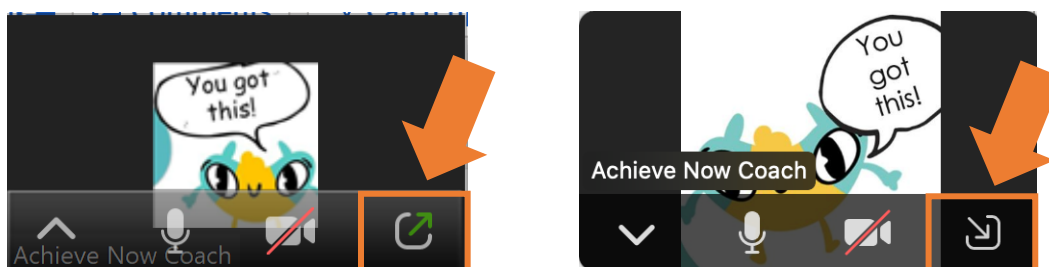


2. From the video window

The video window appears when you minimize the Zoom window.



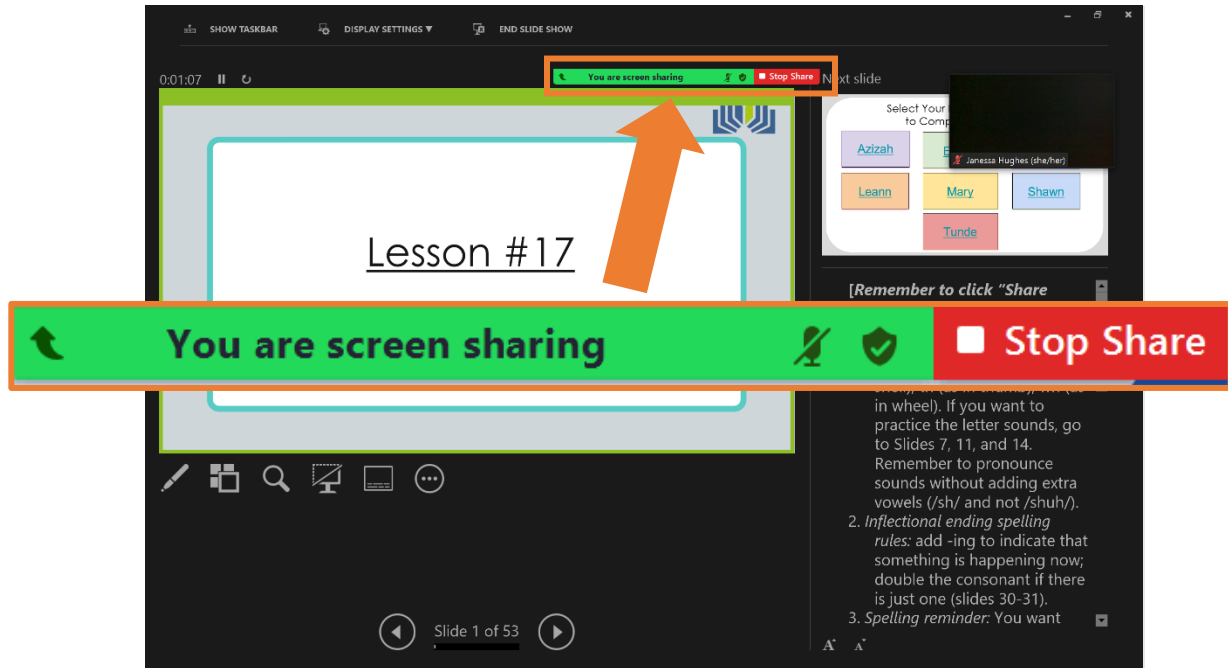
- Move your mouse over the window, then click on the icon with the arrow.



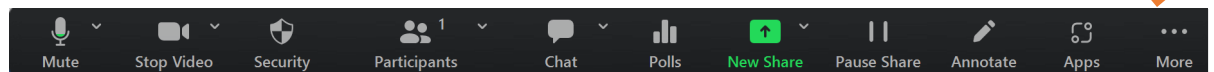
3. While Sharing Your Screen

All the options you need will be on your toolbar while screen sharing.

- Move your mouse over the green bar that says, “You are screen sharing.”



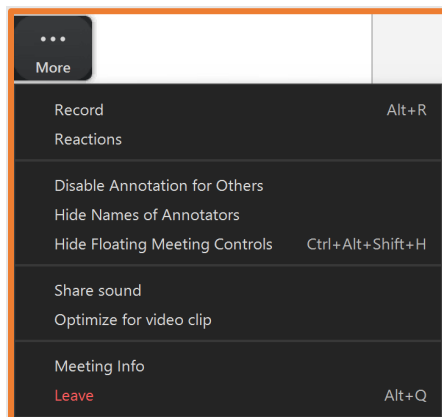
- The toolbar will pop up.



All the options you need will be available here while screen sharing.

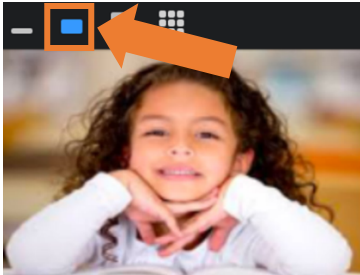
Notice that you can mute/unmute your microphone, start/stop your video, chat, and start a new screen share.

If you click on More (on the right), you will see additional options, such as “Share sound” and “Leave.”

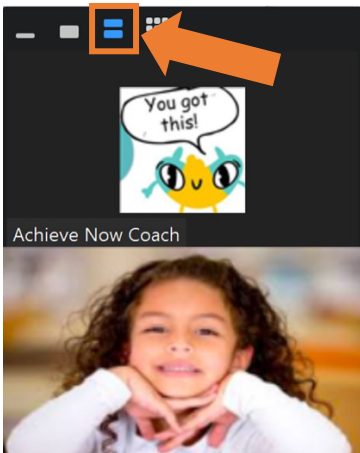


Video Options

1. Just the student's video



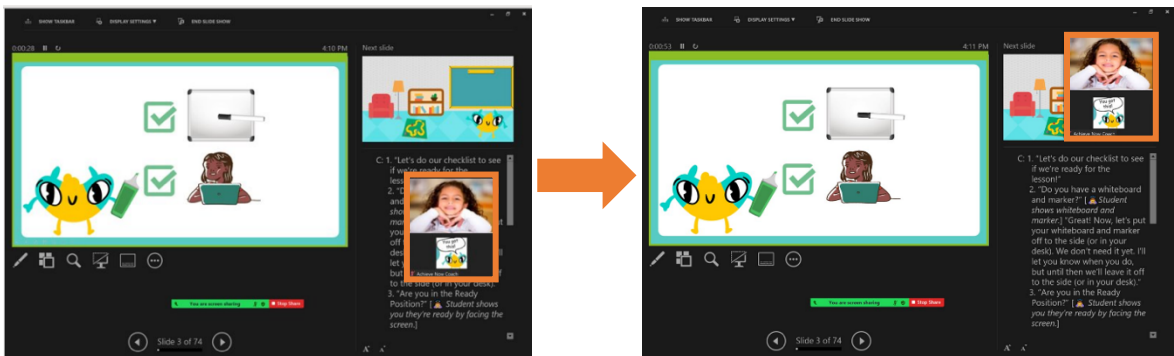
2. Both you and your student's video

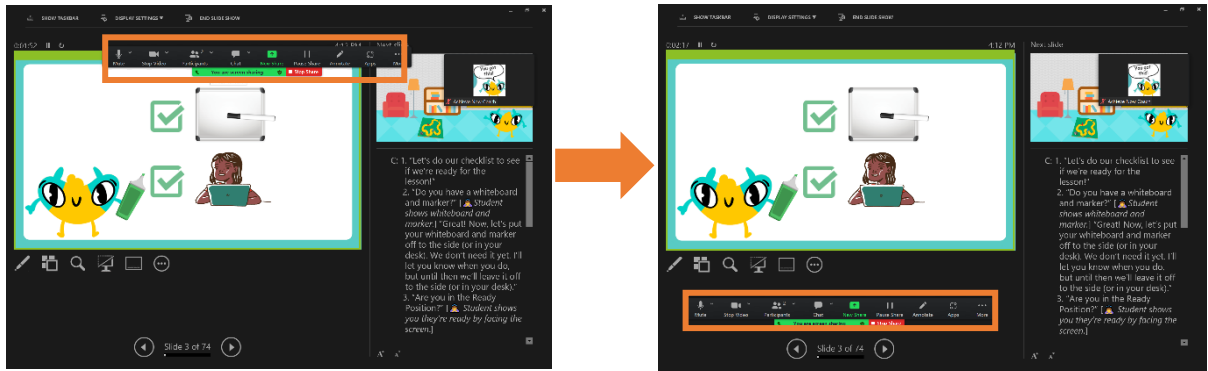


Arranging the Screen

- To drag and drop: click on the item, you want to move and hold the click. Move your mouse until the item is in a better spot, and then release the click.

1. Drag and drop the video window





Notes:

- This process may look a little different depending on the type of computer you have, but the general process should be the same.
- Give yourself plenty of time to try and make mistakes. It will get easier with practice!
- Remember to use growth mindset language with yourself as you learn and to ask for help when you need it.