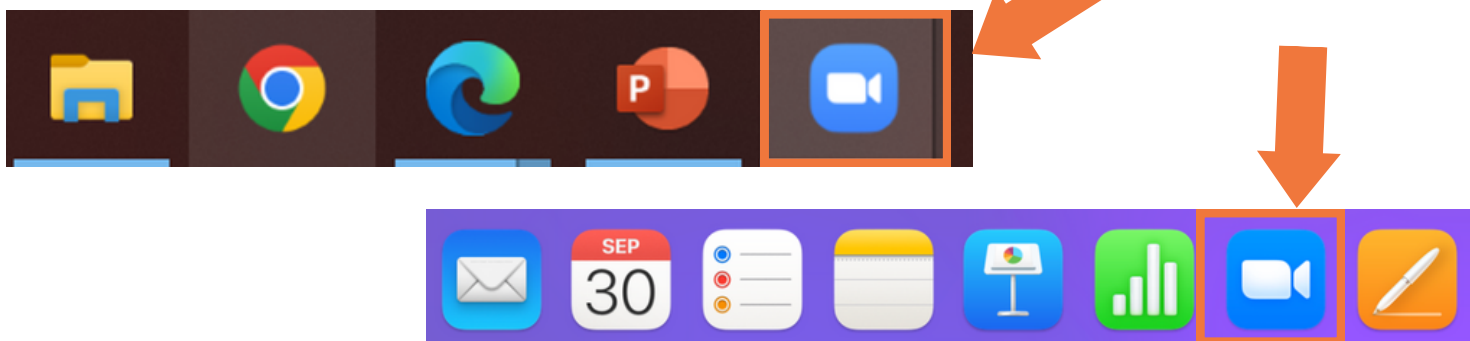


Navigating Zoom

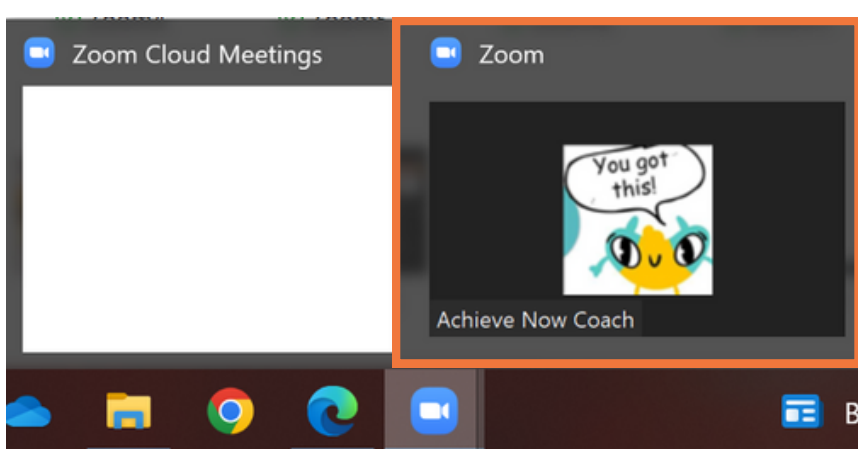
Getting Back to Zoom

1 From the toolbar or dock

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

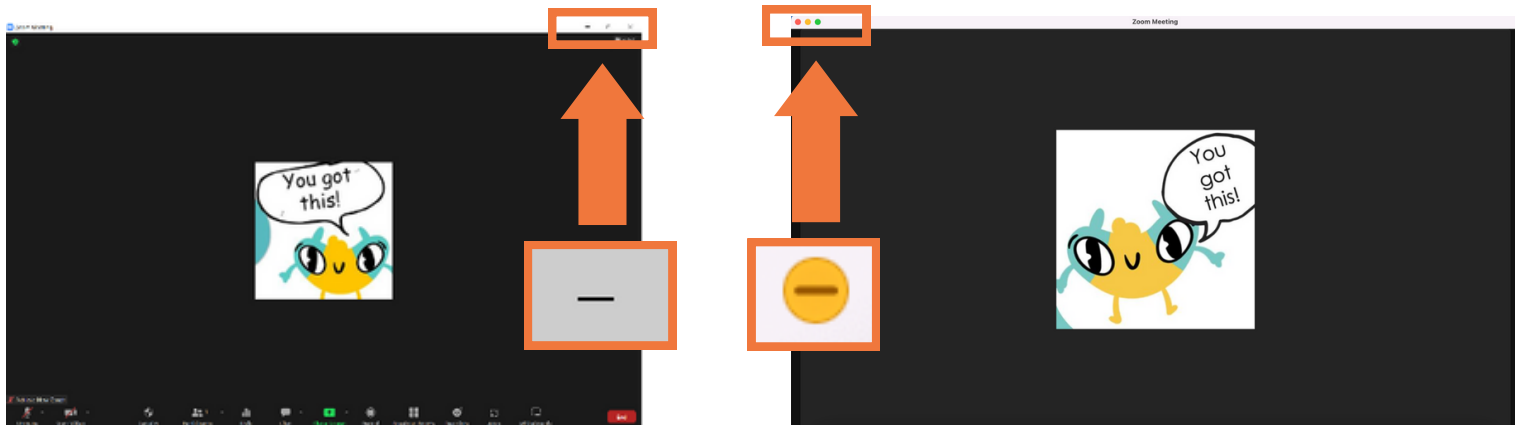


- Click the window on the right. You may see your video, name, or picture. If someone else is in the breakout room, you may see their video, name, or picture.



2 From the video window

The video window appears when you minimize the Zoom window.

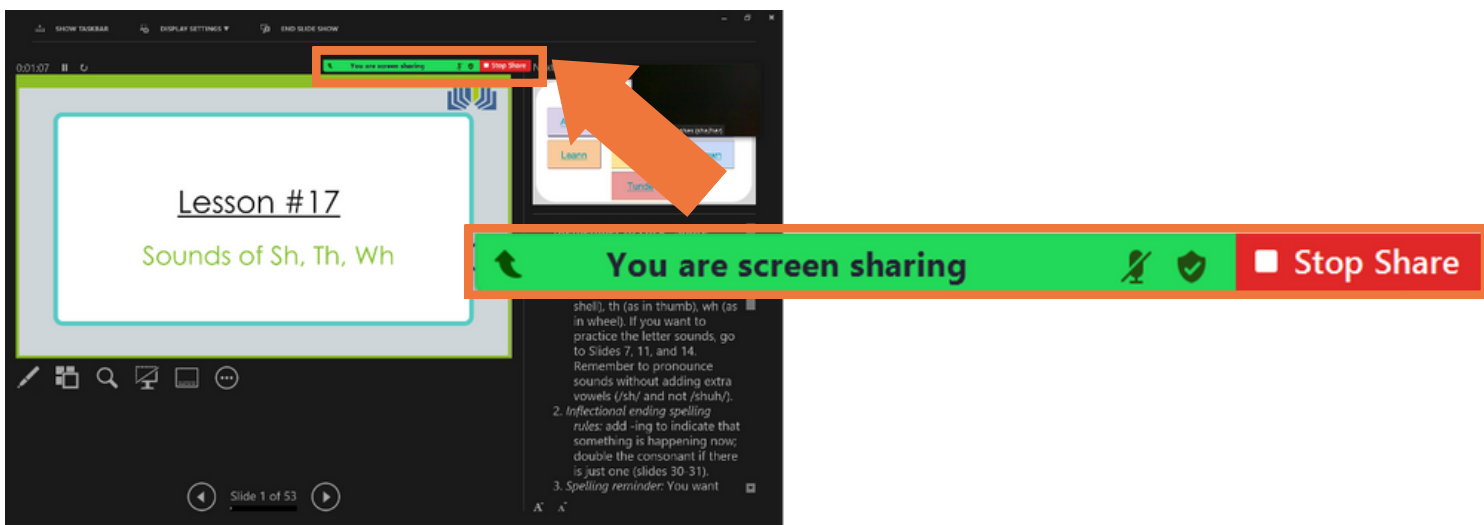


- Move your mouse over the window, then click on the icon with the arrow.

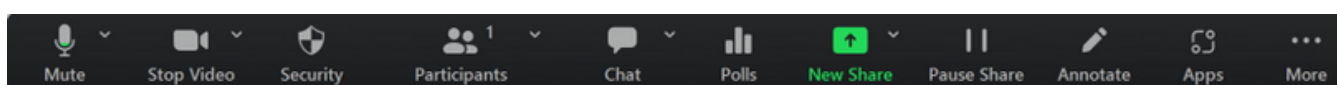


3 While sharing your screen

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



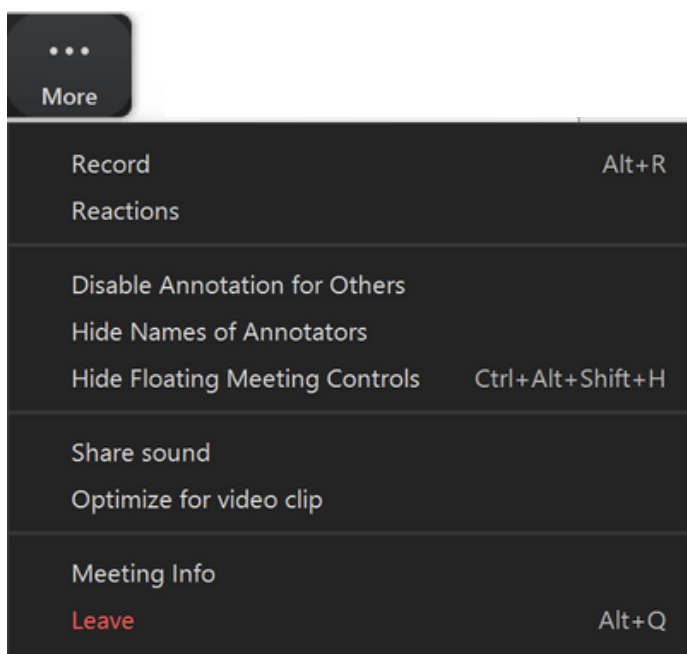
- The toolbar will pop up.



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

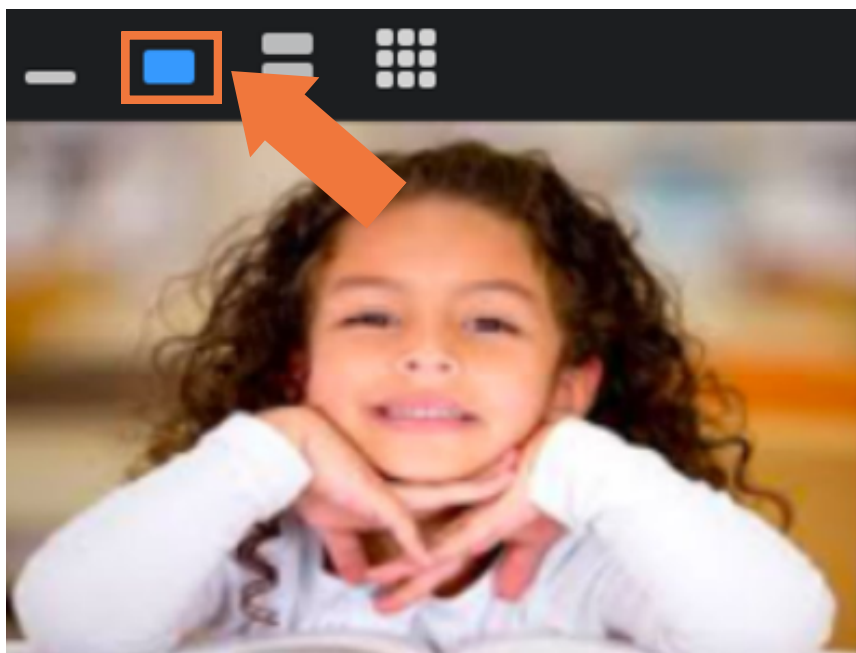
Notice that you can mute/unmute your microphone, start/stop your video, chat, and start a new screen share.

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

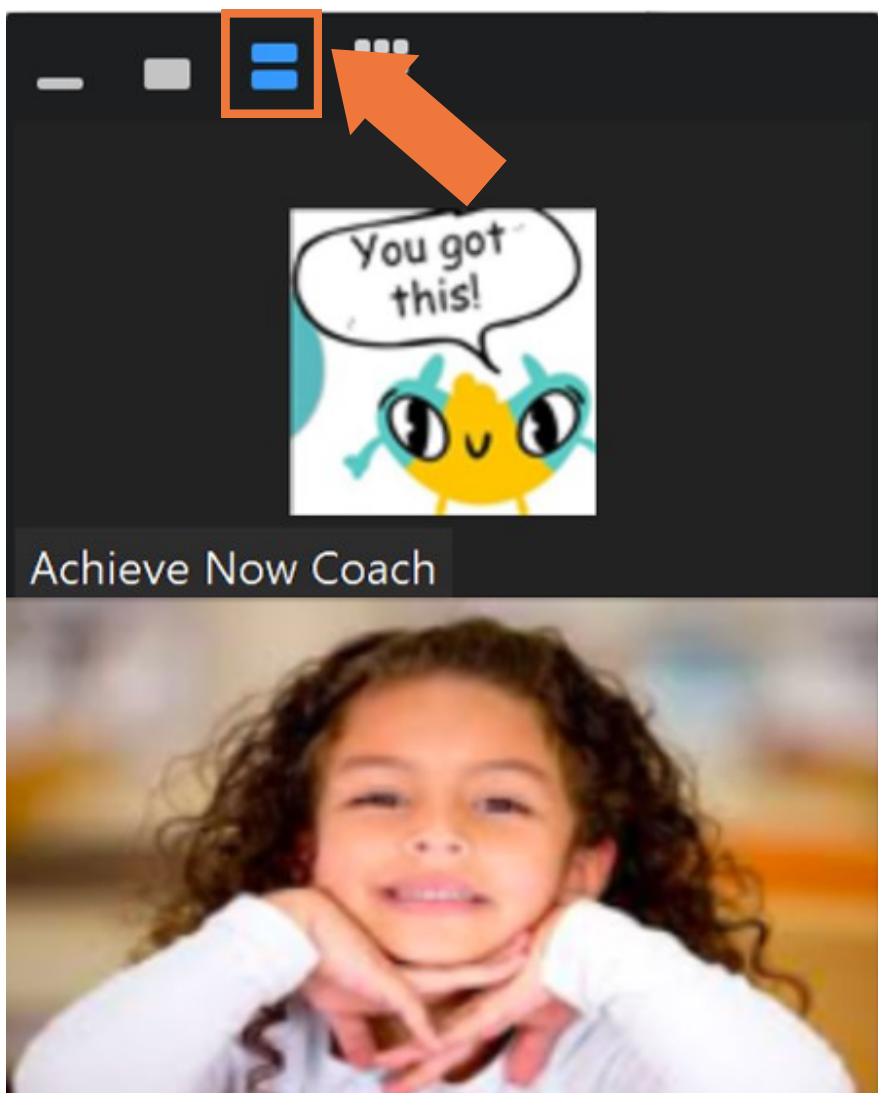


Video Options

1 Just the student's video



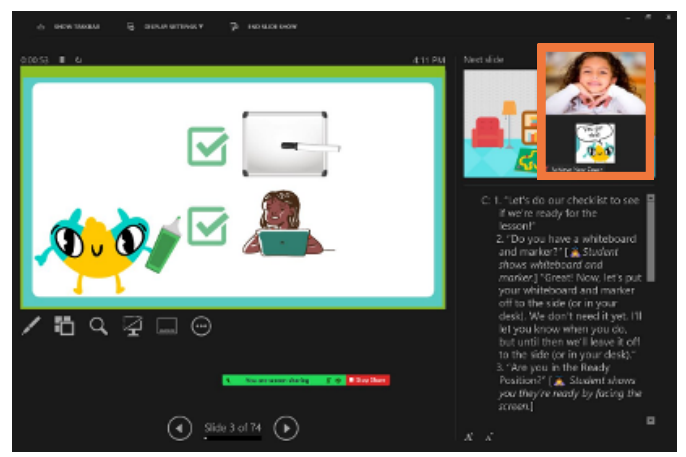
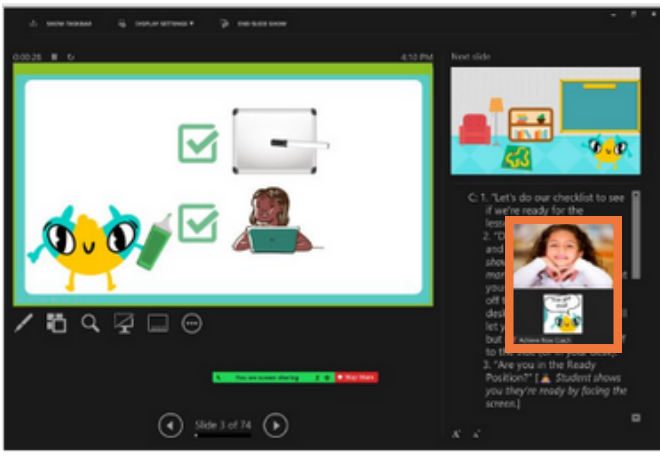
2 Both you and your student's video



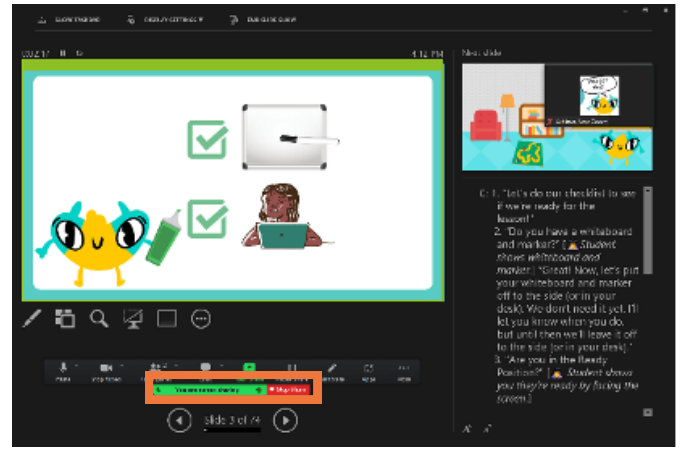
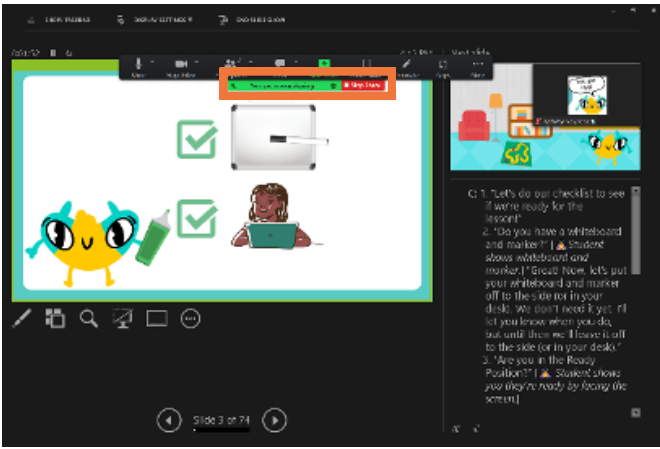
Arranging the screen

- 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



2 Drag and drop the toolbar



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.