# WESTERN HUMAN RESOURCES

Zoom Interactive Tools Quick Guide for Facilitators

**Closed Caption** 



## Virtual Raise Hand (VRH)

- 1. Display a question / comment on the screen for participants to respond to.
- 2. Select the 'Participants' from the tool bar to open up the Participant window.
  - a. Participants with raised hands will show at the top of the Participants window.

- 3. Call upon one person to speak at a time,
  - a. Hover over that person's name and select 'Lower Hand' to clear their raised hand.

Zoom Help Center: Nonverbal Feedback during Meetings

Polls

#### Creating a Poll

- 1) Schedule your meeting in Zoom,
  - a. Start the scheduled meeting

- 4) Enter a 'Title' for the poll, this helps you remember what content it covers so you select the correct one(s) during the meeting.
  - a. Enter the 'Poll Question'
  - b. Select whether you want the question to be:
    - i) 'Single Choice' (participants can only choose one answer) or
    - ii) 'Multiple Choice' (participants can choose multiple answers).

- 5) Type in the answer choices.
  - a. Select '+ Add choice' to add additional answer options.

- 6) Select '...' (three ellipses), and then select the checkbox next to 'Allow participants to answer questions anonymously' if you do not want to see how participants responded to the poll in the report that is available after the session.
  - a. Select 'Save' to save the question and add it to the meeting.
- 7) If you would like to add another poll, select '+ Create' and repeat steps 4-6.

### Launching a Poll

1. Start the scheduled meeting.

### Creating a Poll Report

- 1. Go to the Western Zoom page: https://wts.uwo.ca/zoom/index.html
- 2. Select 'Login to Zoom' from the menu on the left



3. Select 'Sign In' on the Western Zoom sign in page.



4. Enter your 'Western ID' and 'Password'



5. Select 'Reports' from the menu on the left



6. Select 'Meeting' under Usage Reportsfrom the centre

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Usage	View meetings, participants and meeting minutes within a specified time range.		
Meeting	View registration reports and poll reports fosmeetings.		

Developed for internal employee use in Leading Interactive Meetings Using Zoom/Western Human Resources.

7. Select 'Poll Report'



- Enter dates in the 'From' and 'To' to look-up the meeting based on the day it was held. 8.
  - a. Select 'Search'



9. Select 'Generate' next to the meeting you want to create the Poll Report for.



10. Select 'Download' next to the Poll Report you want to view

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Zoom Help Center: Polling for Meetings



# Screen Sharing

- 1. To display content from your computer,
  - a. Select 'Share Screen' from the toolbar,



- 2. Select the content to share by choosing either:
  - a. A Screen: if you want to switch between different applications, or show everything on the desktop.
  - b. An Application: to show a single application, i.e. PowerPoint, MS Word document, or website.
- 3. Select Share computer sound showing a video, this will send all of the computer audio to the Zoom meeting room. Ensure other applications with sound, such as email notifications, are closed. (see image in step #4)

4. Select 'Share' to send the content to the Zoom meeting room

4. Select 'Remove' in the confirmation dialogue box.

### Other Security Options:

You can turn on / off other functions by Selecting on the 'Security Shield' including: Lock the meeting: this will prevent anyone else from joining the meeting.



1. Select 'Login to Zoom' from the Western Technology Services Zoom page.

#### LOGIN TO ZOOM

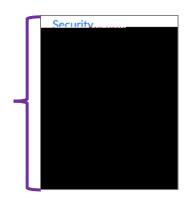
2. Select 'Sign in' and enter your Western ID and Password



3. Select 'Settings' from the menu on the left

#### Settings

- a. Adjust your settings on the right. For support on each setting:
  - i. Visit the Zoom Help Center and use the search feature, or
  - ii. Contact our faculty/units Information Technology support group, or
  - iii. Contact the Western Technology Services Helpdesk.



Zoom Help Center