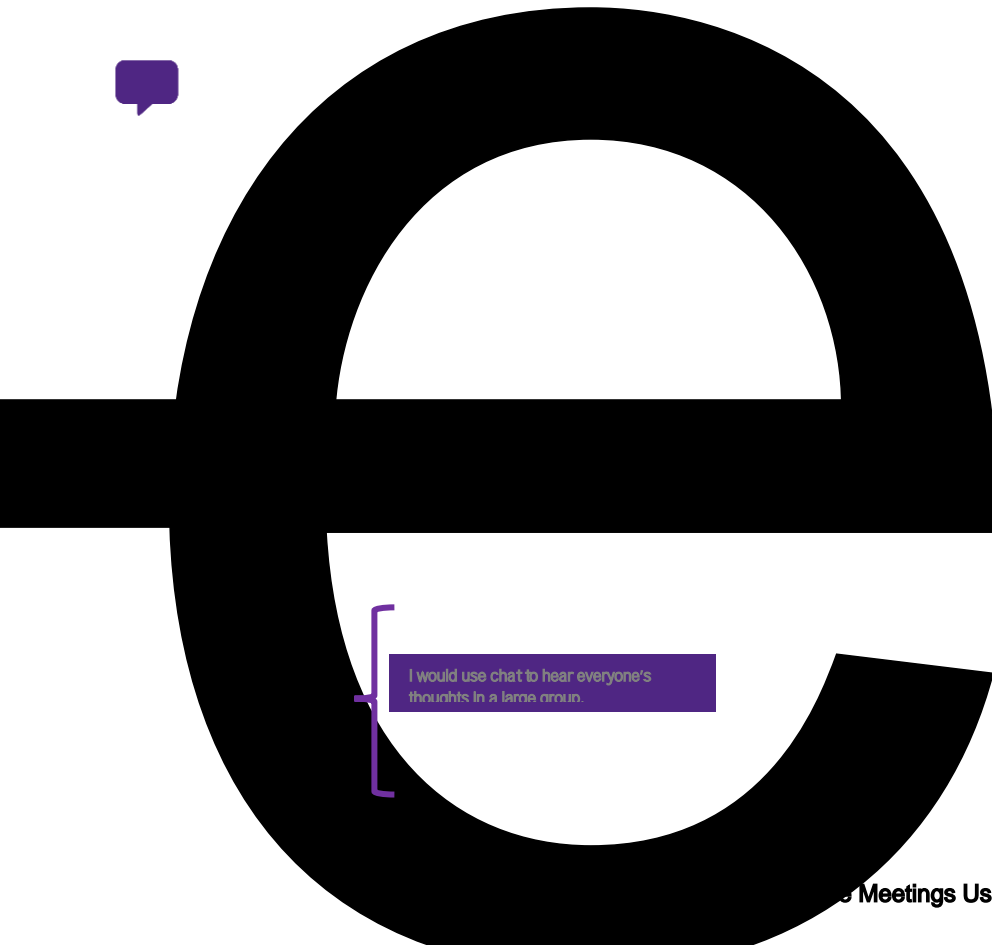


WESTERN HUMAN RESOURCES

Zoom Interactive Tools Quick Guide for Facilitators

CC 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

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.

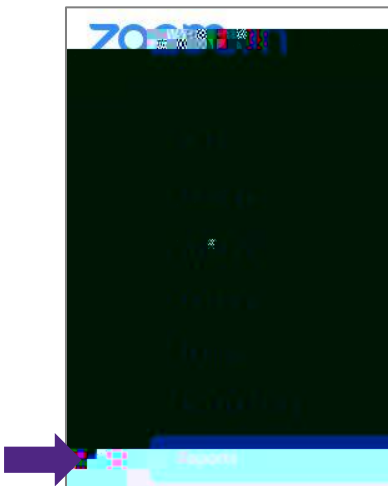


4. Enter your 'Western ID' and 'Password'

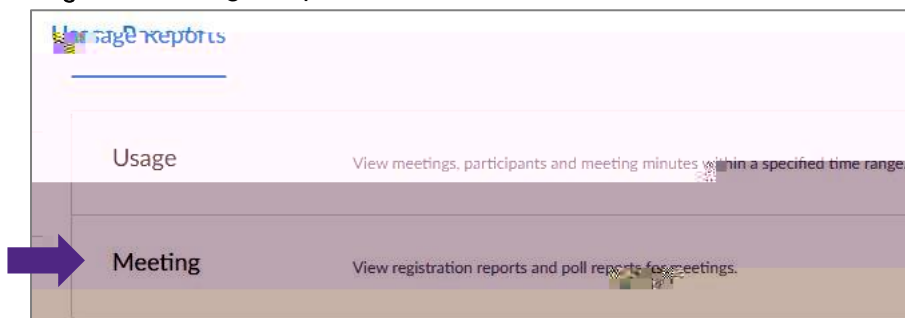
a. Select 'Log In'

A screenshot of the Western Zoom login form. It has a 'User ID:' label above a text input field. Below the input field is a 'View Saved Logins' button. At the bottom right is a purple 'Log In' button. Two purple arrows point to the 'User ID' input field and the 'Log In' button.

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



6. Select 'Meeting' under Usage Reports from the centre

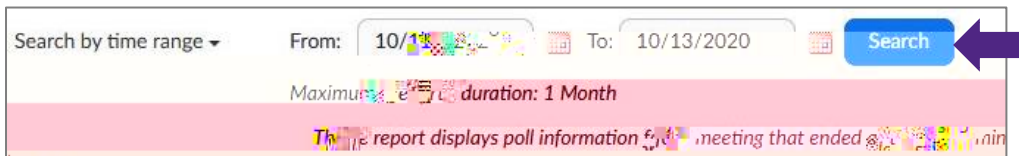


7. Select 'Poll Report'



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

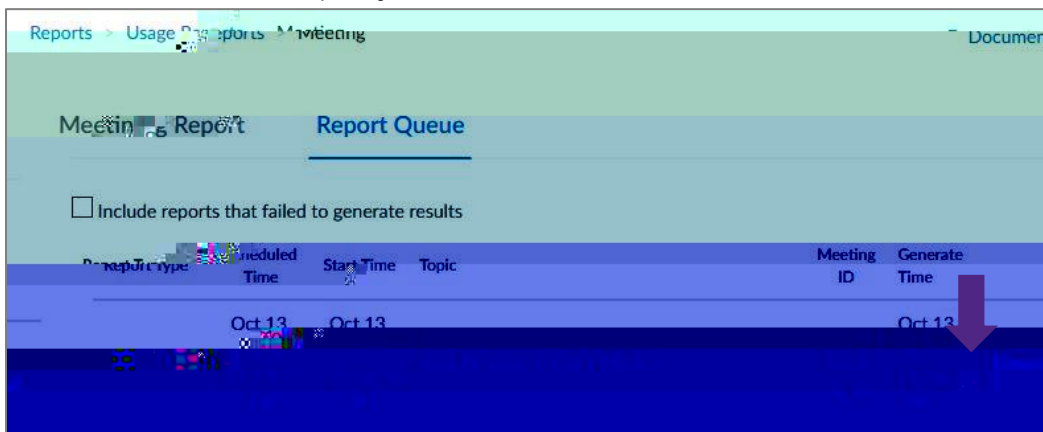
a. Select 'Search'



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



[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.

Adjusting Your Zoom Settings

1. Select 'Login to Zoom' from the Western Technology Services [Zoom page](#).



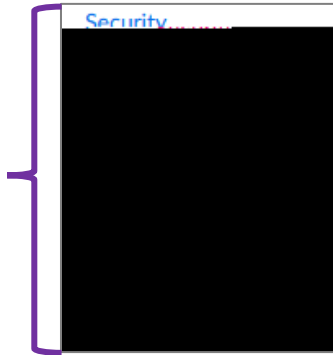
2. Select 'Sign in' and enter your Western ID and Password



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



- 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](#)
