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Zoom Meeting

Summary of Zoom General Features

The below features will help guide you in successfully conducting and managing a Zoom meeting.

Host Controls in a Meeting

1. The host controls will appear at the bottom of your screen if you are not currently screen sharing.

Managing Participants

1. Click **Manage Participants** in the host controls to display the participants list:

2. Click the drop-down menu located at the top-left corner to close the participants list or click **Pop Out** to separate the participants list from the meeting window:

3. Hover over a participant and click **More** for these options:

4. Open the **Chat** window to send messages directly to the panelist.
5. **Mute All** participants currently in the meeting. You will have access to enable or disable these options at the bottom of the participants list.

![Mute All button](image)

6. Click **More** for these options:
   - **Mute Participants Upon Entry** allows you to automatically mute participants as they join the meeting.
   - **Allow Participants to Unmute Themselves** allows participants to unmute themselves if they want to speak to others in the session.

7. To prevent participants from screen sharing:
   - In the host controls, click the arrow next to **Share Screen** and click **Advanced Sharing Options**.
     - Under **Who can share?** Choose **Only Host**.
     - Close the window.

8. To end the Zoom session:
   - The host will see **End**. Choose **End Meeting for All** which will end the meeting for yourself and all participants.
**Change your background**

1. Use the SkillsUSA Zoom background for your Zoom session. Click **Setting** then **Virtual Background**. Select or upload the image you want to use.

![Zoom background settings](image)

**Share your Screen**

1. Share your screen in your Zoom session with participants by clicking the **Share Screen** icon on the toolbar at the bottom of the meeting screen.
2. Choose to share your entire desktop or just one of the windows you have open.
3. Click the red **Stop Share** button at the top of the screen to go back to being a normal participant in the meeting.

![Share screen button](image)

**Sharing Computer Audio**

Zoom screen sharing allows you to share the desktop, window, application or audio/video.
How to Share Computer Sound

To share computer audio such as YouTube, Pandora, Spotify, etc. during screen sharing, click on Share Computer Sound.

Advanced Settings — Computer Sound

1. In the Zoom Desktop Client, click your profile picture then click Settings.

2. Click the Audio tab.

3. Click Advanced.
4. Click the Enable Stereo audio option. Stereo audio will now be enabled for meetings and webinars when you join from a computer.

**Enabling In-Meeting File Transfer**

1. Before instructing participants to upload their images to the Zoom chat, you will need to enable in-meeting file transfer.
   - Sign into the Zoom web portal as an administrator with the privilege to edit account settings.
   - In the navigation menu, click Account Management then Account Settings.
   - Navigate to the File Transfer option on the Meeting tab and verify that the setting is enabled. If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

2. Instruct participants to do the following:
   - During a Zoom meeting, click Chat.
   - Click File, then click Your Computer to send a local file. The following indication will be seen once the file is successfully sent.
When the file is sent, participants will see a notification and can click Download to download the file.

**Sessions Used**

All

**Hyperlink to Video (10:16)**

Host Controls in a Meeting

**Hyperlink to Video (1:11)**

Share Computer Sound
Zoom Annotation Tool

**Summary of Zoom Annotations**
Participants can annotate (add notes to the Zoom whiteboard) when you share a Zoom whiteboard.

**How to Enable Annotations**
Before using annotation, you must first make sure it’s enabled in the Zoom web portal.

To enable annotation for all users in the account:

1. Sign in to the Zoom web portal.
2. In the navigation panel, click **Account Management** then **Account Settings**.
3. Click the **Meeting** tab.
4. Under **Meeting (Basic)**, verify that **Annotation** is enabled.
5. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.

**Accessing Annotation Tools if You Started Screen Sharing (Facilitators)**
After sharing your screen or whiteboard, annotation controls will display. If you don’t see the annotation tools, click **Annotate** (if you are sharing your screen) or **Whiteboard** (if you are sharing a whiteboard).

**Accessing Annotation Tools if You are Viewing a Shared Screen (Student Instructions)**
For the participants to annotate while viewing the facilitator’s shared screen (whiteboard), they will select **View Option** from the top of the Zoom window, and then choose **Annotate**. A toolbar appears with the options for annotating, including text and draw.
Participants should see the annotation tools which will look like this:

**Alternatives if Participants are Using a Chromebook**

Participants who are using a Chromebook will not have access to the annotation tools or the whiteboard. If you are using the whiteboard and are asking participants to share their answers, you can write the question in the chat and ask Chromebook users to write their answers in the chat instead of the whiteboard. If you are asking participants to draw on the whiteboard, send the Auto Draw link in the chat and ask them to download and share their picture in the Zoom chat.

**Sessions Used**
Adaptability/Flexibility
Communication
Decision Making
Integrity
Job-Specific Skills
Multicultural Sensitivity and Awareness
Professional Development
Professionalism
Responsibility
Safety and Health
Self-Motivation
Service Orientation
Teamwork
Work Ethic

**Hyperlink to Video (4:52, start at 2:00)**

Zoom Screen Share and Annotation
Summary of the Zoom Whiteboard

The whiteboard feature will allow you to share a whiteboard that you and other participants can annotate on.

Sharing a Whiteboard

1. Click the Share Screen button located in your meeting tool bar.

2. Click Whiteboard.

3. Click Share.

4. The annotation tools will appear automatically for the facilitator.

5. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.

6. When you are done, click Stop Share.
**Student Instructions**

Instruct participants to locate the annotation tools to write on the whiteboard. They can use the **Text** annotation tool to type on the whiteboard, and they can undo their work by choosing **Undo**.

**Sessions Used**

Adaptability/Flexibility  
Communication  
Decision Making  
Integrity  
Job-Specific Skills  
Multicultural Sensitivity and Awareness  
Professional Development  
Professionalism  
Responsibility  
Safety and Health  
Self-Motivation  
Service Orientation  
Teamwork  
Work Ethic

**Hyperlink to Video (2:58)**

[Sharing a Whiteboard](#)
Zoom Breakout Rooms

Summary of Breakout Rooms
Breakout rooms allow for the meeting host to split the participants of the meeting into separate sessions automatically.

Enabling Breakout Rooms
To enable the breakout room feature:

1. Sign into the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click Account Management then Account Settings.
3. Navigate to the Breakout Room option on the Meeting tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

Creating Breakout Rooms
1. Start a scheduled meeting
2. Click Breakout Rooms.
3. Select the number of rooms you would like to create and how you would like to assign your participants to those rooms.
   - Automatically: Let Zoom split your participants up evenly into each of the rooms.
4. Click **Create Breakout Rooms**.

5. Your rooms will be created but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

**Options for Breakout Rooms**

1. After creating the breakout rooms, click **Options** to view additional breakout room options.

2. Check the option to **move all participants into breakout rooms automatically**: Checking this option will move all participants into the breakout rooms automatically.
   - Disable all other options by unchecking the boxes.

3. You can also auto close breakout rooms after ( ) minutes: If this option is checked, the breakout rooms will automatically end after the configure time.
- Notify me when the time is up: If this option is checked, the host will be notified when the breakout room time is up.

4. If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.

**Assigning Participants to Rooms**

To assign participants to your rooms, select Assign next to the rooms, select Assign next to the room you wish to assign participants to and select the participants you want to assign to that room. Repeat this for each room.

Once a participant has been assigned (manually or automatically), the number of participants will show in place of the Assign button.

**Preparing Breakout Rooms**

Choose Open all Rooms. This will move all participants to their respective rooms after confirming the prompt to join the breakout room. The facilitator will be left in the main room unless they choose to manually join one of the rooms.

**Broadcasting a Message to all Breakout Rooms**

1. Click Breakout Rooms in the meeting controls.
2. Click **Broadcast a message to all**, enter your message and click **Broadcast**.

3. Choosing **Close All Rooms** stops all rooms after a 60-second countdown, shown to the host and participants, and returns all participants back to the main meeting.

**Sessions Used**
Communication
Computer and Technology Literacy
Integrity
Job-Specific Skills
Multicultural Sensitivity and Awareness
Planning, Organizing and Management
Professional Development
Professionalism
Responsibility
Safety and Health
Self-Motivation
Service Orientation
Teamwork
Work Ethic

**Hyperlink to Video (3:18)**
Zoom Breakout Rooms
Summary of Breakout Rooms
The polling feature for meetings allows you to create single-choice polling questions for your meetings. You will be able to launch the poll during your session and gather the responses from the participants. The poll will also be conducted anonymously.

Enabling Polling
To enable the polling feature, you will:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click Account Management then Account Settings.
3. Navigate to the Polling option in the Meeting tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

Creating a Poll

1. Go to the Meetings page and click on your scheduled meeting.
2. From the meeting management page, scroll to the bottom to find the Poll option. Click Add to begin creating the poll.

3. Enter a title and your first question.
   - Check the box to make the poll anonymous, which will keep the participant’s polling information anonymous in the meeting and in the reports.
   - Select that you want the question to be single choice (participants can only choose one answer).
4. Type in the answers to your question and click **Save** at the bottom.

![Poll screenshot](image1.png)

**Launching a Poll**

1. Start the scheduled Zoom meeting that has polling enabled.
2. Click **Polls** in the meeting controls.
3. Select the poll you would like to launch.
4. Click **Launch Poll**.

![Polling questions screenshot](image2.png)
5. The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.

6. Once you would like to stop the poll, click **End Poll**.

**Sessions Used**
Multicultural Sensitivity and Awareness

**Hyperlink to Video (2:15)**
Polling for Meetings
Summary of Mentimeter

Mentimeter allows the facilitator to create word clouds and polls that you can share with participants.

Mentimeter Management

2. Sign up for a Mentimeter Account.
3. On the Mentimeter home page click Your Presentations.
4. Click New Presentation.
5. Choose the Type of presentation.
6. Input the **Content** in the text boxes.

![Image of text boxes]

7. Share the Mentimeter link by clicking **Share** in the right-hand corner.

![Image of Share button]

8. Copy the **Voting Link** and place the link in the Zoom chat.

![Image of Share options]

9. Navigate to the **My Presentations** page and click on the presentation.

![Image of My Presentations page]
10. Click **Present** in the left-hand screen. The answers will populate on the presentation as participants submit their answers. Share your screen in Zoom to show participants their answers in real time.

**Student Instructions**

Participants should be instructed to click on the Mentimeter link in the chat. They will enter the code. Then, they will be prompted to choose their answer and submit.

**Sessions Used**

Adaptability/Flexibility

Integrity

Leadership

Teamwork

**Hyperlink to Video (1:33)**

Mentimeter Tutorial
Auto Draw

Summary of Auto Draw
Auto Draw is a free tool that allows participants to create and share drawings.

Auto Draw Management
1. Go to www.autodraw.com
2. Place the link in the Zoom chat.

Student Instructions
1. Students should click on the link in the Zoom chat.
2. Students should click Start Drawing.
3. Students should click Draw on the dashboard.
4. Once students have completed their drawing they will click on the icon in the top left corner.

5. Students will click **Share**.

6. Students will then click **Copy Link**.

7. Students can then paste the link in the Zoom chat and the facilitator and other participants can view the drawing by clicking on the link.
**Sessions Used**

Adaptability/Flexibility

Decision Making

Job-Specific Skills

**Hyperlink to Video (3:04)**

Auto Draw Tutorial
Google Account

Summary of a Google Account
In order to use Google Drive, you will need a Google account. Setting up a Google account is free. You will use Google Docs, which allows you to share a link to a document.

Setting up a Google Account
1. Go to www.google.com. Locate and select the Sign In button in the top-right corner of the page.
2. Click Create an Account.
3. The **sign-up** form will appear. Follow the directions and enter the required information.

4. Next, enter your **phone number**. Google will send you a verification code to your phone that you will use to complete the sign-up process.
5. Enter the **verification code** sent to your phone and click **Verify**.

6. The personal information page will appear. Follow the directions and enter your information, including your birth date and gender.
7. Review Google’s Terms of Service and Privacy Policy, then click I agree.

8. Your account will be created.

**Accessing Google Drive**


2. You can also navigate to Google Drive from any Google page (such as Gmail or Google search) by selecting the grid icon near the top-right corner, then clicking Drive.
3. Once in Drive, click **New**.

![Drive New Button](image1)

Creating and Sharing a Google Doc

4. Click the arrow to the right of **Google Docs** and choose **Blank document**.

![Drive Folder and New](image2)

5. Enter information on the blank document. When you are finished you will change the status from **Editing** to **Viewing**. You can access this in the top right-hand corner.

![Editing and Viewing Options](image3)
6. Click on Share and change from Restricted to Anyone with the Link and choose Viewer or Editor as needed.

7. Then Copy Link and share in the Zoom chat.

Sessions Used
Computer and Technology Literacy
Integrity
Professional Development

Hyperlink to Video (5:40)
How to create a Google account
Google Jamboard

**Summary of a Google Jamboard**
This tool will be used by participants to write text on a sticky note. The facilitator will use the Screen Share feature in Zoom to show the Jamboard populating in real time with the participant’s sticky notes.

**How to use Google Jamboard**

1. To access Jamboard, sign in to your Google account, or sign up for free: [Jamboard Link](#)

2. Click the orange + in the bottom right-hand corner of the screen. This will create a new Jamboard.

3. Click the **Sticky Note icon** in the toolbar. This will populate sticky notes on the screen.

4. You can change the color of the sticky notes by clicking on the colored circles. This is also where you’ll write the text.
5. When you are finished, click **Save**.
6. To share the Google Jamboard, click **Share** in the right-hand corner.
7. Click the dropdown and choose **Anyone with the Link**.
8. You will change the permission from **Viewer** to **Editor**.
9. You can then share this link in the Zoom chat.
10. Share your Zoom screen as participants begin to write their answers. Jamboard supports up to 16 touchpoints at once on a single device.

**Student Instructions**
1. Participants will click on the link in the chat.
2. Participants will click on the **Sticky Note** icon and will enter text.
**Sessions Used**

Integrity
Planning, Organizing and Management
Responsibility
Self-Motivation
Work Ethic

**Hyperlink to Video (6:58)**

[Google Jamboard](#)
Summary of IdeaBoardz

IdeaBoardz is a team collaboration tool. It allows teams to collectively brainstorm using post-it notes.

How to Access and Use IdeaBoardz

2. Under How, click Create.
3. Enter information for your session activity in the required fields. Choose 4 Sections in the Format dropdown.
4. Copy the URL and place it in the Zoom chat.
**Student Instructions**

1. Participants will click on the green + icon which will populate a sticky note that participants will use to write their answers in the four sections.

**Sessions Used**

Professionalism

**Hyperlink to Video (6:45)**

How to create and use IdeaBoardz
Summary of Sketchpad

Sketchpad is a drawing application that allows users to export their drawings.

How to use Sketchpad

1. Go to [https://sketchpad.app/](https://sketchpad.app/)
2. Using the toolbar on the left-hand side, click Pencil. If you are using Sketchpad 5.1 then choose the dropdown next to Calligraphy and choose which tool to use.

3. Participants can now draw a picture.
4. Once the drawing is complete, click the Export icon at the bottom of the toolbar.
3. Before instructing participants to upload their images to the Zoom chat, you will need to enable in-meeting file transfer.
   - Sign into the Zoom web portal as an administrator with the privilege to edit account settings.
   - In the navigation menu, click *Account Management* then *Account Settings*.
   - Navigate to the *File Transfer* option on the *Meeting* tab and verify that the setting is enabled. If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose *Turn On* to verify the change.
4. Participants can download their picture and upload images to Zoom chat.
   - Click *File* above the chat box.
   - Select the file source.
   - Browse the file system and select the file you want to send.
   - The chat window will show the filename and a green checkbox indicating that it was sent successfully. If you sent an image, the image will display directly in chat.