

# AOI-Zoom Training

SPEAKER: Today we're going to look about setting up your WSU Zoom account and creating a recurring class and office hours within a Learn course base. Once those are done, we'll also check out running an actual Zoom session. The first thing you'll need to do is go to [wsu.zoom.us](https://wsu.zoom.us) and click Sign In to authenticate with your WSU email address and password.

This is the initial dashboard. We'll check that out in more detail later. But for now, let's head over to [learn.wsu.edu](https://learn.wsu.edu).

After you sign in, you'll get to this main page where you will see a list of your courses. Let's go ahead and go to AMS Sandbox. I'm going to create a tool link to make the Zoom tool easily accessible for myself and for students. I'll click Plus Tool Link. Name it "Zoom Class Session" or anything else you'd like.

For the type, I'll type Z for Zoom Meeting and then make this available to users. I'm going to grab that tool and bring it up to the top. Now go ahead and click on it and check out that whole Zoom tool.

Let's go ahead and create our first meeting. It will auto populate with the name of the course, but you could add anything else you like. Description will be left blank. And now for the time, let's say it will start on Monday the 23rd at 9:00 AM.

If you don't like those round 30-minute increments, you can actually manually type in a time of your choosing. The duration also comes in increments of 15 minutes. And if you are worried about that shutting off, don't be. The meeting will not automatically end after the duration is set. It will stay in there until you as the host kills it or all people in the meeting leave.

Also to note that this time is not a hard and fast time when people can join as soon. As that meeting's created, they'll be able to join into it. Make sure your time zone is set to Pacific. For future meetings, it will automatically set it correctly for students in other time zones.

In this instance, we'll make it a recurring meeting. And we have some options here. We'll say weekly and say Monday, Wednesday, and Friday. And you can set either an end date or a number of occurrences up to 20 that it can be. It doesn't matter what it says over here if you're setting this radio button over here. So we'll say this should go in until Friday the 8th.

Registration Required is not something we would recommend. Go ahead and skip that. Video On or Off for Host and Participants-- that can be chosen separately from the people that join in, so you can set that as you'd like. And it really doesn't matter, because they can override that.

For Audio, this would allow them to join the meeting via telephone, what-- they'd like to do a phone alone or if they're using a telephone to be an audio source along with a computer that's

just the webcam. Usually both is fine for that. There's no real need to eliminate the ability for them to have the telephone in case they're having any issues with their computer audio.

Require Meeting Password would allow you to put in something that would authenticate that meeting one level further. Usually, that's left blank. Enable Join Before Host is a good option for your students to be able to join before you. But if you do that, it will also hit Record the Meeting automatically. As soon as anybody joins to test that meeting out, it will start recording it. So the usual recommendation is not to have both of these on. But you can if you'd like.

Mute Participants Upon Entry is a good option to help cut down on potential chatter as people join in. They can unmute themselves after initial entry, though. And then Enable Waiting Room - we'll go back and look at that more for office hours. In the Cloud means it will be available on the Recording tab here in Learn as opposed to a local file recording directly to your computer, which you would then need to send a file for students to be able to view it.

Alternative Hosts would allow you to list somebody at WSU that can join in and have all those host controls. If they join in after you, they would become a co-host. If they join in before you, you would become the co-host. All Zoom meetings can only have one host but multiple co-hosts.

We'll go ahead and save that and then see the details up here. You don't need to send a calendar invite, even though you can download these and send them if you'd like. We're expecting your students to access the link to join the meeting via the Zoom tool in the Learn LMS that we're in right now. If you have the need to go back and change any settings, you can edit this meeting later.

Now that this meeting has been created, we can see a list of all of those upcoming sessions. You as host can click Start to join it, even though it's scheduled days in advance. You can go ahead and click Start whenever you'd like, as could your students click Join to do it. But you would have the ability to edit it by clicking that topic title there.

I have a previous meeting set up so we can reference what that looks like. In your actual class, you'd be able to see a report of how many people have attended and it would end up looking something like this. We have the names blanked out, but you can see your student and yourself's join time, leave time, and the overall duration, as well as an attentiveness score. That means how long they had their computers focus upon Zoom's application without going to another application for more than 30 seconds.

This is where your cloud recordings will show up for this class session. So I did one earlier so we can see what that looks like. As we click on that, you can see the three files that are set up for this. This is a recording file, and we'll look how to set that up in just a second, as well as your audio-only file and a chat file.

Chat messages are not saved directly into the recording. Instead, it will show an auto-generated speech of what was said. So if you need to reference the text, you look at it over here.

Personal Meeting Room is an always-available meeting. So if you didn't want to go to the hassle of setting something up in schedule, maybe to have a quick one-on-one session with a student, you could always access that number or that link to send to a student to join you. Or anyone else can join you for a quick meeting.

Besides this, we're also going to set up an office hours, and we're going to share that across multiple sections. We'll say Schedule a New Meeting. And we'll have this start, let's say, on the 23rd at 11:00 PM is fine. Because what we're going to do is a recurring meeting and say the recurrence is no fixed time, just for an example, meaning this is always an available room. There's not scheduled sessions.

We will say for this one, Enable Waiting Room. And we're not going to record. We're not going to use the personal meeting ID-- not going to mute participants upon entry. Nothing like that is really needed for this one. We're good the way we are. And hit Save.

Now, to share this across multiple sections, I'm going to highlight that link, copy it, and now head back. Before, we had put a tool link up here, but now we're going to do a web link and say Zoom Office Hours or something else. Paste in that link. And that is going to direct people to join and open that meeting immediately.

And then say Available to Users, Submit. To show how we could share that across multiple sections, instead of creating multiple office hours if we wanted to have one office hour available for multiple different classes, from the My Institution page, we'll go to a different class that we have available. And we'll add a web link as well.

Paste that link in and make available to users. Submit-- and so now wherever we'd like to put that. If somebody clicks that, they'll go straight into that Zoom meeting. So I'm going to go ahead and click that here just to launch a meeting. And this is what you or your students would see.

Click here to launch the meeting or download and run Zoom. So the first time you run Zoom on your computer if you haven't before, it will prompt you to download it and you can run that. If any of your students don't have the ability to download and install the Zoom Desktop Client, they can run it in a browser as well. And there's a little button there, but you do have some limited functionality. For the best experience, we would definitely recommend using the Zoom desktop application.

So here is a message that you would see-- your students would see as they're attempting to join into a meeting if they are not the host. We're going to need to click out of that. And let's look at the Zoom client we just downloaded.

So what it attempted to do when I clicked that is sign in with my WSU credentials. But I have not told the application who I am yet, because this is a new download in this instance. So I'm going to say, Sign In. And you hit Sign In with SSO-- single sign-on. Enter WSU. Continue.

Open Zoom Meetings. It's going to launch that Zoom meeting. But what we would really like to take a look at is right here. We are signed in now with a WSU account. You might have used Zoom with a different account-- possibly a free email account.

And to get the full functionality and to make sure Zoom knows who you are when you're joining your class sessions, make sure you're signed in with an @wsu.edu as well as check for updates to make sure you're running the most up-to-date version. If you have anything else up here, such as a Gmail or Yahoo account, you'd want to click Switch Accounts or Sign Out and go through that same SSO process I just did.

So before we go into an actual session, let's look at some of our settings within the Zoom dashboard. On this profile here, you would have the ability to update your picture. You could set a personal meeting ID-- a personal link for people to join your meeting. And then we also have a Settings page with many, many options.

We're going to talk about it in a little bit. So I'd recommend going to Polling and turning that on, which is off by default. Other than that, a lot of these settings are good to go, so you would probably leave them as is. The other main header under Settings is Recording, and that would allow you to pick what format your class recordings happen. And not for an individual meeting, but for all of meetings.

So Active Speaker with Shared Screen is on by default, but you could also turn on or toggle over to Gallery View with Shared Screen. You could also do Individual Recordings, but that would take up quite a bit of space. And whatever setting you end up changing it to for here, at least, make sure you hit Save. All of these settings from wsu.zoom.us will tie back into your main Learn courses that we're using right now.

So I'm going to head the long way to get to Course Tools in Zoom to see one of our meetings. And I'll use my personal meeting room associated with a class for this one. I'm going to copy it and paste it in. Tell it to open the Zoom Meetings.

This will give you an opportunity to test your speaker and microphone to make sure that your audio devices are working. That way once you're in, if somebody says they can't hear you and your mic is unmuted, you will know that it's on them and not on you. If they're talking and you can't hear them, you can make-- that would allow you to know that their mic isn't working because you've already tested your speakers.

In this case, though, I'm going to go without audio. So this is the default screen you see. And now we're going to work on getting going on some of these Zoom features during a session.

So we are now in the Zoom call and we have a couple of student participants along with us. We can choose to join the audio. And when we do that, it's going to be good to be able to see our mic moving up and down for the duration. And if we'd like to, we can turn our video on and we'll see that pop up.

Now, a video by itself might be a little boring. So something that could be fun to do is go to your settings over here. And first, I'd recommend turning on HD Video, which always looks nice in a 69 format, if it hasn't done that already.

And then if you'd like to, you can even do a Touch Up My Appearance, which I'll skip for now. Then what's really nice is doing this Choose Virtual Background. Zoom gives you some pictures and some videos you can use instead. And so we can download those packages to have those available, and you can also use that Plus button to upload some of your own.

So now we can see a nicer look with me at the Golden Gate Bridge or in a field of grass, above the earth or even some movement behind me. As I said, I had that Plus button so I could add in my own image or video. If I wanted to something more interesting, like a shot of Martin Stadium, I could find that and use that in my background. Your students also have the ability to do this if they'd like.

So I'm going to go ahead and close that and look at some of the other options we have across here. By default, we'll be in Active Speaker View. So this would be the video for an incoming student or profile picture for them.

And we can also go in to Gallery View where it will show all those people side by side and automatically adjust to show more and more of those up to a total of seven by seven for 49 people on-screen if you maximize that. You also have the ability to go full screen up there if you'd like, or you can exit that. All of that is working only for you, nobody else.

Invite is something you probably won't have to do, but just so you see it's there. You could create an email or copy the join URL and send it off. But we would expect most students to be joining via the Learn course space. Bringing up that Manage Participants panel over here, you can see your own information and even mute yourself right from there.

Not much more for yourself under More besides Rename Yourself. But now when you have some other people join, there's lots of things that you can do to control those students. So you can send it an individual chat. Ask them to start video.

It will not start it for them, though. It just prompts them to start it with the message, "The host has asked you to start your video." And you can say "Later," or "Start my video." They can-- you can make them the host, which will take away those controls from you. You can ask for them to become your co-host.

You can give them record privileges so they can record a local copy to their own computer. You can rename them. You can put them on hold.

We'll see what that looks like. It's kind of like that waiting room where all of a sudden they have no audio or video and they get a message that that's happened to them-- very similar to the waiting room. And quickly take them off hold if needed. Or you could remove them from the meeting.

When they have an active mic, you'll be able to see that moving. And when that mic's moving, like there, you can choose to mute them. When you mute them, you can also choose to unmute them. But if they mute themselves, you cannot unmute them. You can only request them to unmute themselves.

Let's take a look at some of those from the opposite side, if I was to make them the host. So now the host is going to ask me to unmute myself. So let me mute myself. And this is what the message would look like right here, of, "The host would like you to unmute your microphone." Because I did it, they cannot unmute me, just request. And I can say Unmute Now or Stay Muted.

Some of those other messages we saw-- they can ask me to start my video and I can start or say Later. If I was allowed to record, there's a pop-up here-- "Host allows you to record this meeting." If I get put on hold, I'm in that waiting room style where all I can do is test my computer and audio, and I would not be able to interact with anybody else in the waiting room. And when I'm taking off hold, I'm put back into that room.

So I have now regained my host privileges and I'll bring up that Manage Participant panel again. So besides that Mute All that would automatically mute everybody here-- I can do that because I can see the student has an active mic. And I'm going to allow them to unmute themselves.

And if I change my mind and don't want them to have the ability to unmute themselves, I could change that from More-- "Allow participants to unmute themselves." And uncheck that. You can also uncheck "Allow participants to rename themselves." And you can turn on the ability to have an enter/exit chime.

Or you could lock the meeting so nobody else can join. Mute Participants on Entry is one of those things we decided to have off or on when we were setting up this meeting, but you can override that here. We'll come back to some of these in just a second.

Before we dive into Share Screen, let's also look at Chat. And that will pop that up here. You have the ability, and this is something that set up in your WSU Zoom settings for how the chat can function, of allowing private chat or not. So since there is, all the students would be able to chat privately with each other and not just the host and co-host.

And you can choose to chat to everyone or to an individual. If that chat window is too small to see, if you hold down the Control button on your keyboard and go plus or minus, you can increase or decrease the size of the font. That is also reflected in this Client Settings under Accessibility.

While we're in the chat window, let's take a look at this. You have the ability to save a .txt file of the chat. You can change those chat permissions here as well. There's lots of options there to check out. The chat window-- you would have the ability to pop that out if you'd like that undocked. As well as you could do that with the Participant panel here. And that gives you a little bit more ability to change that.

So across the bottom, we see these forms of non-verbal feedback. And you can click those and you can also ask your students to click them and an icon will pop up. And you will see a running total of how many people are choosing which one of those.

An important one to take into consideration is the Raise Hand option. And as you see that go up and we can see that icon there, you can lower their hand. But what frequently you might do in this instance is not just lower the hand, but unmute as well. So they will get that prompt to unmute their mic, or you can unmute it if you were the one that muted it in the first place so that they can then ask a question live.

Another form of non-verbal feedback available to your students is down here via Reactions. You have these same buttons just like they do of Clap or Thumbs Up. And those go away after five seconds.

So recording was started automatically, but you would have the ability to stop recording. And then if you start a new one, it will be an independent recording file. Or you can pause a recording, and then when you start that recording up, it will just have an edit point in the overall recording.

So let's take a look now at the Share Screen options. When you bring that up, you will have the ability to share your entire screen. If you have two monitors, you will have a secondary monitor you can choose to share, or an individual application.

You can also do a whiteboard with some annotation tools. You could do an iPhone or an iPad via Airplay or a Tethered Connection. And in the Advanced tab, you could share just a cut out-- a portion of the screen-- your computer sound only, or content from a second camera that is hardwired in, such as a secondary USB cam.

If you are showing any video clips, it is recommended that you turn on Share Computer Sound to grab that video clip's internal audio from your sound card and share it to your participants, as well as Optimize Screen Sharing for a Video Clip, which will increase the frame rate at a small decrease to the overall resolution. If you're going to be swapping between multiple applications frequently, then sharing your entire screen is nice, but that would open up your screen to be

seen if you had anything you didn't want shown on your desktop or pop up messages such as emails or IM.

In that case, you might just show one individual application, which locks it down. So you're not able to quickly switch back and forth between ones, but that way you have a little bit of privacy. So let's take a look at an individual application first. In this instance, I'll choose my PowerPoint and click Share.

And we'll get-- this entire thing is now being shared. No matter if we make it full screen or a partial screen, it's going to zoom full screen to the students' view and we'll get that green border around to indicate that's being shared. If you'd like to switch somewhat quickly to another application, you can hit Pause Share, and that will pause it so you could set up possibly a new slide.

So as I'm playing in the application, they're not seeing that. And then go back to Resume Share. Or you could do a New Share and then seamlessly swap to something else, such as a web tour.

These two Zoom windows are not being sent on the screen share, as well as would not be captured on the recording. When you're ready to stop sharing, you can click there to go back to those options. We'll look at a couple of ways that would be recommended to share PowerPoints, depending on how you have that set up.

So if you go into Share Screen, let's select this PowerPoint and Share. Any applications you're choosing here, you're not able to open an application. It has to be an already-opened application. So usually when you go into PowerPoint, it takes you into this full-screen view. And now this makes it hard to see your other Zoom video windows. It would just be a small window.

So if you want full access to all your Zoom windows without this full-screen PowerPoint covering anything up, the recommendation would be to go into this PowerPoint Slide Show tab, Set Up Slideshow, Browse by an Individual Window, OK. And now what's going to happen is that we get a resizable PowerPoint. This will be magnified to be full screen to your distance participants.

So I'm going to resize this so there's no black bars on the top and bottom or left and right being sent and put this on a smaller portion of my computer. And now I could open up some more panels for me to see easily within Zoom. That's not taking up any more space.

As well as if I had video going, I would be able to see that right now as well. And move all those over while still being able to interact with my PowerPoint. So I'm going to stop sharing now. And back within PowerPoint. ,

I'm going back to Presented by a Speaker Full Screen. And I am going to use Presenter View. Many of you might use that for your notes with two monitors, but you could think of this as a



single monitor. I'm going to launch that screen, making sure I tell it to go to the monitor I would like it to. Nope.

And I guess I can go into it this way as well-- let me get some of these out of the way, sorry-- by bringing up the menu here and saying Show Presenter View. And now as I go back to the Zoom interface, which I will click right there and say Show Screen, Advanced, Portion of the Screen Share, I'm going to have this resizable window take up only the active slide.

And again, that will be magnified. But now I still have access to my notes and any of these other Presenter Review tools I like, even annotation. And again, only what is in this green cutout box is being sent to the students full screen in a magnified view. I'm going to stop this share and we're going to look at the whiteboard.

So within Zoom, we will say Share Screen, Whiteboard, Share, and now we have this blank whiteboard where I'll be able to write with a mouse, touchpad, or other interface device such as a stylus. Right now I'm using Draw, but I could also go to Text and write something-- put a stamp, Spotlight, which will not mark it but, just allow me to show up on top of it. And then I could change my colors if needed for the Draw tool here.

Now I'm doing some straight lines and there's many options here of what you can set up that you can see over. If I go to Select, I could use that to put on to highlight that and then resize it as needed. Undo if I don't like something I did, Redo, Clear all my or viewer's drawings. So I'm going to switch over to the other computer and then have the ability to start interacting with that same piece of paper as a student.

So there, the student can draw that. And you have some other options if you'd like more control over how that's showing up. If I go to More, you can disable participants' annotations so they can't do anything, or even say Show Names and Annotators. And so now as that student annotator makes a move, you can see who it is showing up as.

When you have completed this and you want to save it, you click that and it will save it as a .png file in a Zoom folder on your local computer. And students would have the ability to do that as well. So I'm going to go ahead and say Stop Share and show some of those tools again, but during a screen share session. So I'm going to share just a web page and say Share. And now I still have this Annotate tool up here where I would have the ability to mark up drawings, and a student could do the same thing.

And so for this instance, I would do you, say, a box and have the student mark up a box. And we can see who is doing that, because Student is the name we have entered for it. Let's just say Clear All Drawings. Stop Share.

And then finally, when we're thinking about screen sharing, something to be aware of is that you can make it so more than one person can share a screen at one time. As well as in Advanced Sharing options, you can-- if only one is on at a time, you can say who can share--

only you as the host and no participants. And you can also say that if all participants can share, that they aren't allowed to force you as the host off.

So you could maybe say that all participants can start sharing when someone else is, or only the host can start sharing when someone else is. If we're saying multiple participants can share simultaneously and then I start sharing as a host-- let's say a whiteboard-- and then we'll have a student share a screen of a calculator app. Since we are on a single monitor, we can't see the other person's screen sharing option. And since I am sending one, I can't swap over.

But another viewer would be able to view both simultaneously on two monitors or swap between which one they want to use with the View setting. In this instance, though, as soon as I stop sharing, we'll see the other screen share come up. And things to keep in mind is that you can even request remote control of the other program.

And so if the other person approves that, you can then interact with the application they're sharing or the entire desktop. So I'm going to stop the screen sharing now. And instead, we're going to move on to look at breakout rooms.

So breakout rooms allow you to move participants into different rooms where they have full functionality of audio, video, and screen sharing plus annotation. You can automatically divide them or manually choose where they go. So right now, we're going to create an additional breakout room and we would be able to rename that if needed and say who goes into which one.

And you could do up to 25 breakout rooms. That would swap people into different ones-- take you back to the beginning where you can look at the options and you can choose to move all participants into breakout rooms automatically. If that is on once you start the breakout rooms, they're forced in. If it's off, they have to choose to go in. On the returning to the main room-- that's a similar setting here-- you can allow them to return when they're ready or keep them in there until you're done with them.

You can tell them to automatically end those breakout rooms after a set amount of time. Or it could be up to you to close them. If there is a set amount of time, you will get a notification as host when the time's up. And you can give them a countdown that they will see in the breakout room, and that's recommended so that they have the ability to share any work that they're working on.

Once all these are set to your liking, you can say Open All Rooms. And now they'll be in their individual rooms. And we are still in the main room. Your option that you could do now is broadcast a message to all where you can type something.

And it will be a pop up on their screen that hangs out for about five seconds. If they have a question they would like to ask you, they have a new button called Ask for Help that will say,

Invite Host. And you'll get a pop up like that with who's asking you for help and you can go immediately there.

Now we can see what it's like in a breakout room-- very similar buttons here of having the ability to chat, share screen, and share audio and video. Something to keep in mind, that if you were working on anything and annotating, that that annotation is not able to be exported back to the main room. So if you have something that you're happy with that you want to keep, make sure that that is saved so that you can then share it when you return back to the main room.

I could pop right over as host over to the other room, or I could just leave this one to go back to the main room. And I can also move a student to a different breakout room by hovering over their name. So I'm going to say Close All Rooms.

And there's that countdown. And I can choose as host to return to the main session. And other people can choose to return to the main session or wait until that 30 seconds pops them out. I'm going to assign host privileges to somebody else, and now we'll see what that looks like on the student side.

So the breakout room is going to be set up similar to before, but we're going to say that the person who's screen we're viewing here will go to team 1 and say Open All Rooms. That message pops up that you're going to be automatically sent into there. Here's that Ask for Help button.

That's inviting the host in to join now. And the host can broadcast a message even if they were outside of the room that will pop up there. There is no ability to share a screen from the main room to a breakout room, so if there's any info they need to take with them, such as specific questions to answer, it's recommended that they take a screen capture of that before they enter into the breakout room for them to reference.

Chat is only for that breakout room. That would not be sent to anyone. And even as a host, you can't chat with somebody that you're not in that breakout room with-- only Broadcast to All. We're going to go ahead and close all rooms and return to the main session. There is that countdown timer. But if we want to leave earlier, we can say Return to Main Session. And now I'm going to return the host permissions.

We're now going to work on creating a poll, and that's a button down here. And if you have yet to create one for your meeting, you will be prompted to edit and create your first poll. This will take you to a web page with an option that shows up underneath your meeting settings, so it's not in the Edit Meeting. It's actually below it. And you can have multiple polls-- up to 25 polls with 10 questions each.

So we'll say this one will be an icebreaker. And we can make it anonymous so that the results do not have names associated with them if we want to, or we can keep it open. So we'll say

Favorite Food. And then we will say that they can only pick one or they can pick multiple options. Since it's a favorite food, we'll just say Single Choice.

And once we have all the possible options, we can now add another question into the same poll, which is an icebreaker. And we can say this one will be multiple choice. If we wanted to create a different poll that was more academically-minded, we could say Add, and this will be now a secondary poll.

And we don't want anyone to think that they don't know a simple geography question, so we'll make it anonymous. We could add another question of anything to our liking. Et cetera, et cetera-- and save that.

These polls are persistent, so once they're created, they will always be associated with that meeting that they're linked to. You don't have to create it and then worry about it disappearing.

Now that we've created this, we can launch the poll. And then people can start chiming in with their answers. They'll have to answer both question one and question two before they can submit.

You as the host will see as those come in and the amount of time. And when it's done, you can hit End Polling. And it's up to you if you share those results or relaunch the poll. This is not captured in the recording, so it would be important to do a screen cap if you wanted that saved.

So I have assigned the student as the host so that they can run the poll, and we'll see it from their side. We're going to go into poll number two, Geography, and launch the poll. So that's what the pop up looks like. And we'll submit, and then we don't see anything else. But the host can decide that it's time to end the poll. And they can either not share it-- but if they do share it, that's what it will end up looking like.

So I wanted to also talk about some video layout options that you have. We've enabled this video so we can see some things that we can do when the video is active as opposed to a static picture. As you go into the options for an active video, you can choose to pin it-- so that will make it the spotlighted video, whether they are talking or not, only for your view. And you can unpin that when you'd like.

And then if somebody else speaks, it'll go back to that other active speaker. You can also choose to-- let me see if I can get that off of there and go back to somebody else. You can also choose to spotlight a video, which is going to look the same for your view. But what you're doing now is you're pinning it for everyone.

So Pin is just for you. Spotlight, which only the host can control, would control what everyone sees as that main active speaker view. You can then cancel that as necessary. Other view

options to consider-- if somebody else is sharing a screen, not you, we'll do a whiteboard coming in from the student here.

You have some view options up here. You can change your Zoom ratio where it defaults to that fit-to-window. But you can hide this video panel off on the side if that is getting in the way. When that is on, you have the ability to minimize it so you only get a notification of who the active speaker is, such as like that.

You can change it so that you get the thumbnail of the active speaker video. Or you could see that entire list of everybody that will just grow and grow as more people join. If necessary, you could also swap those two video windows with the active speaker and then back to the shared screen.

Might be a little hard to see without anything there, so-- like active speaker or shared screen swapping. Other view options-- you can take it into a side-by-side mode which then allows you to resize these as necessary. And you have more control here of making it a gallery view with a ribbon of the most active participants that you can resize. And again, this is only for your own view. That does not affect anyone else.

If you are using dual screens, you will have additional options to make it go into a dual screen mode. We don't have that set up on this one. But so you know where that would be, it's Settings here within the Zoom app. And then the other way to get to it would be down here, of going to Settings and then saying General.

You can say Use Dual Monitors, and then it will break the content and the people video into two separate windows that would allow you to resize those as you want. Some of the other interesting things to check out here is your Reaction Skin Tone, which would change as you click one of these. And many other settings for you to check out, like where the default recordings go to.

We're down to only a couple buttons we haven't hit in this entire interface. One of them is Closed Captioning. And what that would allow is for you to assign somebody to be a closed captioner so that as people talk, the closed captioner can type it, and we sent that for people that would like to view that.

That is usually due to an accessibility concern. So if you would like to have help with that, it is recommended that you reach out to our accessibility coordinator-- the manager for that, who is Wendy Steele. So if you need to get a hold of Wendy Steele, her email address is [wsteele@wsu.edu](mailto:wsteele@wsu.edu).

Past that, the other button to be aware of is under this More. You have the ability to push this to a streaming service. Again, something we don't think you would likely do. But if you did have a need to push this to YouTube, you could do that through there.

Once you're ready to finish your meeting, as you go to sign out as host, you can end it for everyone or leave the meeting. If you just leave it, it will ask you if you want to assign somebody to host. If you already had a co-host like we had in this role, then they will automatically be promoted to host. I hope all of this was helpful. Once you're done with your meeting, you will eventually be able to go back to--