Chat

Instructions to give participants:

1. Click ‘Chat’ from the tools on the bottom of the screen
   ![Chat button]

2. Type into the ‘Zoom Group Chat’ window that opens up.
   a. Leave the ‘To’ set to ‘Everyone’, this will send the message will be sent to the entire group,
   b. Or click the ‘To’ drop down to select an individual to message privately.
   ![Zoom Group Chat dialog]

Instructions for facilitators:

1. Display a question / comment on the screen for participants to respond to.
2. If you are:
   a. *Screen Sharing*, click ‘More’ from the floating tool bar along the top of your screen
      i. And then on ‘Chat’ from the drop down menu
   ![Floating tool bar with Chat option]
   b. *Not Screen Sharing*, click ‘Chat’ from the tool bar along the bottom
   ![Chat button on tool bar]

3. Read out comments / questions from the ‘Zoom Group Chat’ window that opens up.
   ![Zoom Group Chat window]

Zoom Help Center: In-meeting Chat
Virtual Raise Hand (VRH)

Instructions to give participants:
1. Click ‘Participants’ from the tools at the bottom of the screen.

![Participants button]

2. Click ‘Raise Hand’ icon from the window that opens up.

![Raise Hand icon]

3. Click ‘Unmute’, by clicking the microphone from the bottom left of the screen.

![Unmute button]

Instructions for facilitators:
1. Display a question / comment on the screen for participants to respond to.

2. Click 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.

![Participant window]

3. Call upon one person to speak at a time,
   a. Hover over that person’s name
      i. And click ‘Lower Hand’ to clear out their raised hand icon

![Lower Hand button]
Polls

Creating a Poll

1) Schedule your meeting in Zoom,
   a. Start the scheduled meeting, this can be done days/weeks in advance of the actual meeting date.

2) Click ‘Polls’ from the toolbar

   ![Polls button in Zoom toolbar]

3) Click ‘Edit’ in the right hand corner of the Poll window that opened up.
   a. This will open up a Zoom webpage where you create your poll(s).

   ![Edit poll window]

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. (Optional) Check the ‘Anonymous’ to make the poll anonymous, this keeps the participant's polling information anonymous in the meeting and in the reports.

   ![Add a Poll window]

5) Enter your ‘Question’.
   a. Select whether you want the question to be:
      i) ‘Single Choice’ (participants can only choose one answer) or
      ii) ‘Multiple Choice’ question (participants can choose multiple answers).

   ![Poll question input]

6) Type in the answer choices.

   ![Answer choices]

7) Click ‘Save’ at the bottom.

   ![Save button]
8) If you would like to add a new question, click ‘Add a Question’ to create a new question for that particular poll.

Launching a Poll
1. Start the scheduled meeting
2. Click ‘Polls’ from the toolbar.
3. Click the Poll drop down menu, and
   a. Select the poll you would like to launch.
4. Click ‘Launch Polling’ from the bottom of the Poll window.
   a. This will open up the poll on participant’s screens so that they can respond.
5. You will be able to see the results live.
   a. Click ‘End Polling’ when you are ready to close the poll.
6. Click ‘Share Results’ to display the results on participants screens.
7. Click ‘Stop Share Results’ to end the sharing.

Zoom Help Center: Polling for Meetings
Breakout Rooms

Instructions for facilitators:

1. To create breakout rooms,
   a. If you are Screen Sharing, click ‘More’ from the floating toolbar,
      i. Click ‘Breakout Rooms’ from the drop down menu
   b. If you are not Screen Sharing, click ‘Breakout Rooms’ from the bottom toolbar

2. Click the ‘Room Increase’ button to set how many rooms the participants are to be divided into.
   a. As you increase the number of rooms, the number of participants assigned to each is reduced.
   b. Leave the ‘Automatic’ selected, this automatically distributes participants for you.

3. Click ‘Create Rooms’ to assign participants to the selected number of rooms.
   a. This will open up the Listing of Breakout Rooms to be created.

4. Click ‘Open All Rooms’ when you are ready to start the rooms
   a. Tell participants to click ‘Join’ when the button appears on their screen.

5. Click ‘Close All Rooms’ when you are ready to end the breakout session,
   a. This send a 60 second countdown to each room and then automatically returns all participants to the main meeting room.