

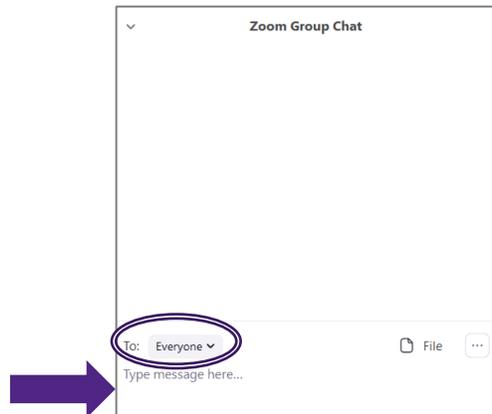
Chat

Instructions to give participants:

1. Click **'Chat'** from the tools on the bottom of the screen

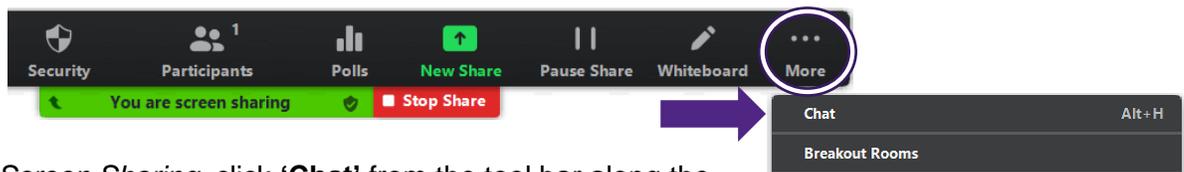


2. Type into the **'Zoom Group Chat'** window that opens up.
 - a. Leave the **'To'** set to **'Everyone'**, this will send the message will be sent to the entire group,
 - b. Or click the **'To'** drop down to select an individual to message privately.

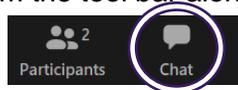


Instructions for facilitators:

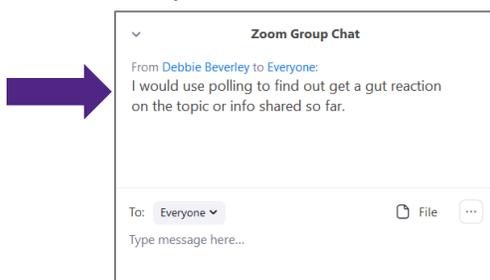
1. Display a question / comment on the screen for participants to respond to.
2. If you are:
 - a. *Screen Sharing*, click **'More'** from the floating tool bar along the top of your screen
 - i. And then on **'Chat'** from the drop down menu



- b. *Not Screen Sharing*, click **'Chat'** from the tool bar along the bottom



3. Read out comments / questions from the **'Zoom Group Chat'** window that opens up.



Virtual Raise Hand (VRH)

Instructions to give participants:

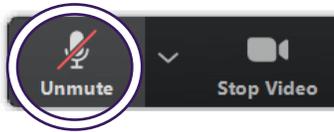
1. Click **'Participants'** from the tools at the bottom of the screen.



2. Click **'Raise Hand'** icon from the window that opens up.

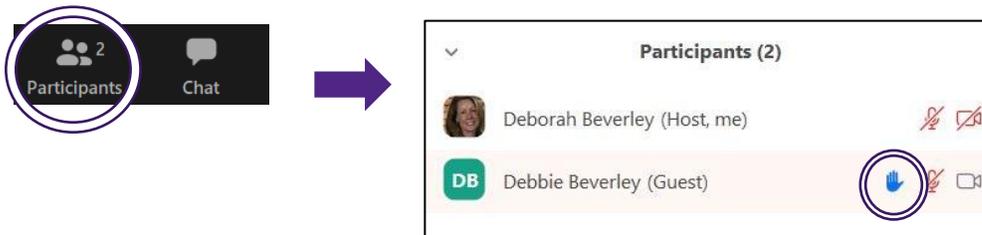


3. Click **'Unmute'**, by clicking the microphone from the bottom left of the screen.



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.



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

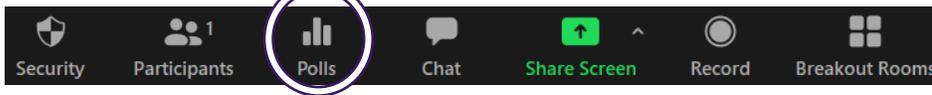


📊 Polls

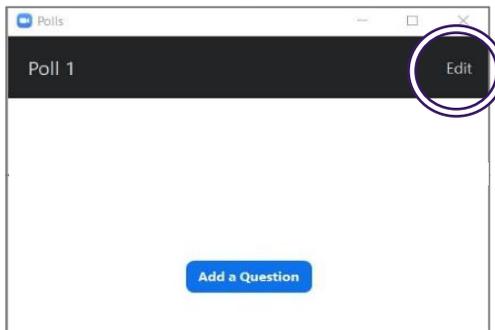
Creating a Poll

- 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



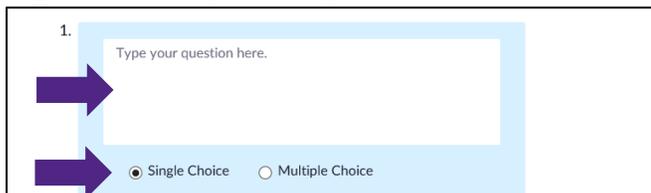
- 3) Click **'Edit'** in the right hand corner of the Poll window that opened up.
 - a. This will open up a Zoom webpage where you create your poll(s).



- 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.



- 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).



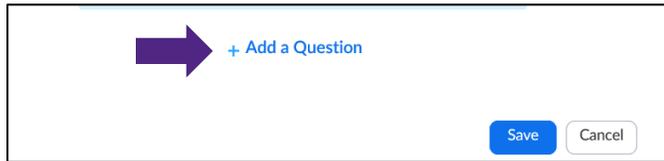
- 6) Type in the answer choices.



- 7) Click **'Save'** at the bottom.

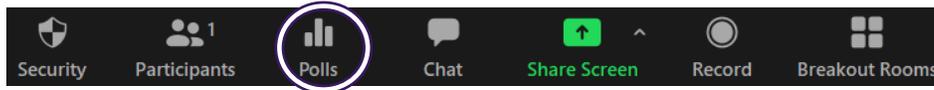


- 8) If you would like to add a new question, click **'Add a Question'** to create a new question for that particular poll.

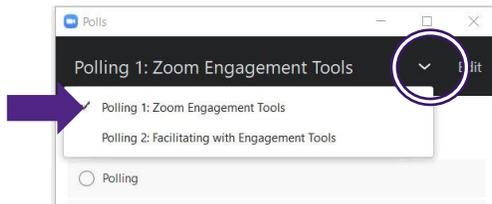


Launching a Poll

1. Start the scheduled meeting
2. Click **'Polls'** from the toolbar.



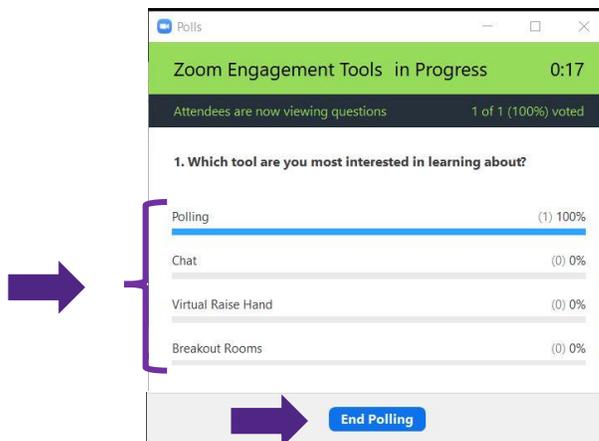
3. Click the Poll drop down menu, and
 - a. Select the poll you would like to launch.



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.



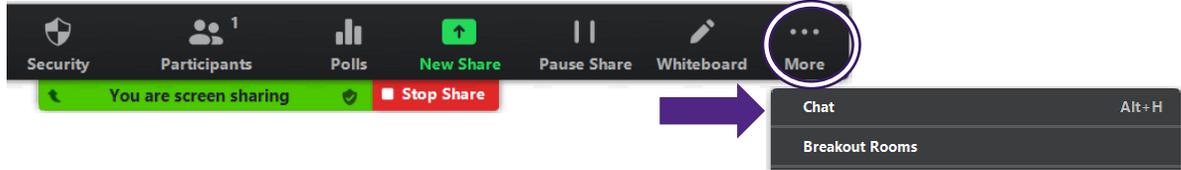
7. Click **'Stop Share Results'** to end the sharing.



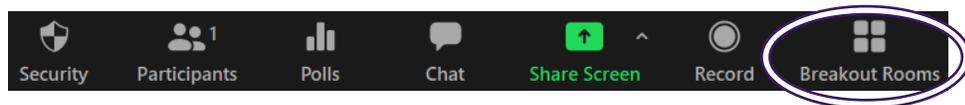
Breakout Rooms

Instructions for facilitators:

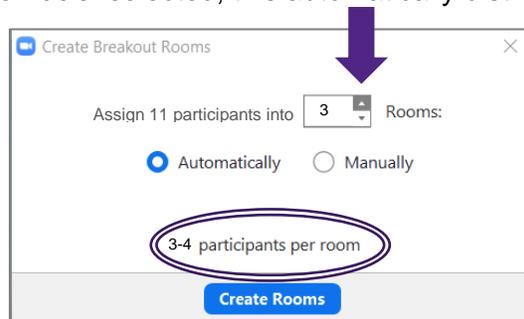
1. To create breakout rooms,
 - a. If you are Screen Sharing, click **'More'** from the floating toolbar,
 - i. Click **'Breakout Rooms'** from the drop down menu



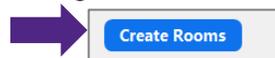
- b. If you are not Screen Sharing, click **'Breakout Rooms'** from the bottom toolbar



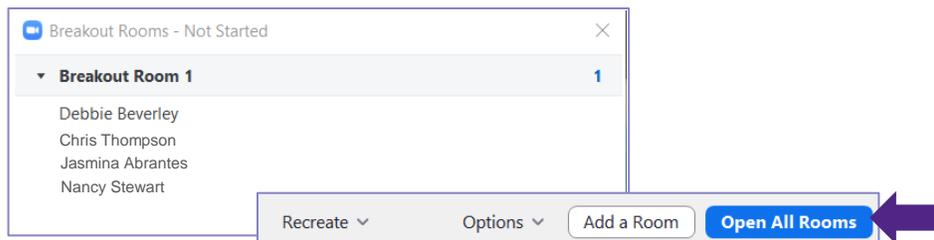
2. Click the **'Room Increase'** button to set how many rooms the participants are to be divided into.
 - a. As you increase the number of rooms, the number of participants assigned to each is reduced.
 - b. Leave the **'Automatic'** selected, this automatically distributes participants for you.



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.

