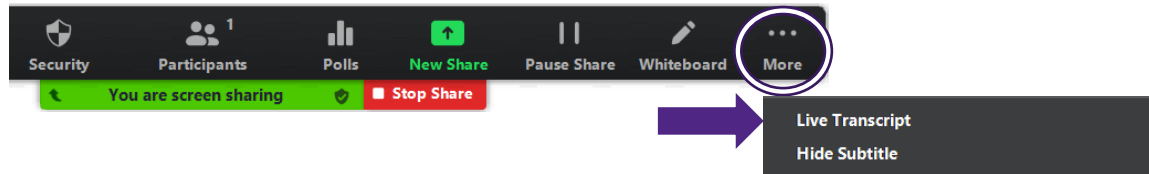
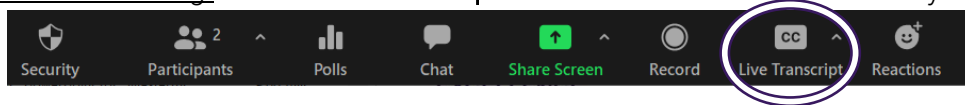


CC Closed Captions

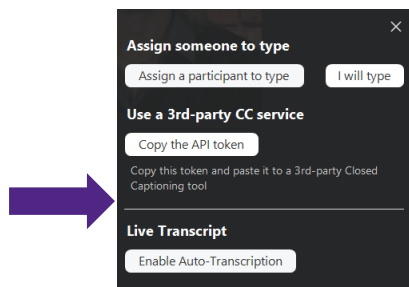
1. To turn on Closed Captions, if you are:
 - a. Screen Sharing: Select **'More'** from the floating toolbar at the top of your screen
 - i. And then on **'Live Transcript'** from the drop down menu



- b. Not Screen Sharing: Select **'Live Transcript'** from the toolbar at the bottom of your screen.



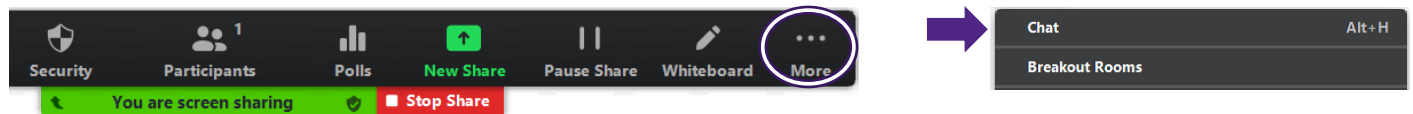
2. Select **'Enable Auto-Transcription'** from the pop-up menu



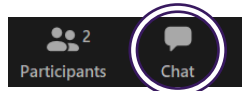
[Zoom Help Center: Closed Caption](#)

Chat

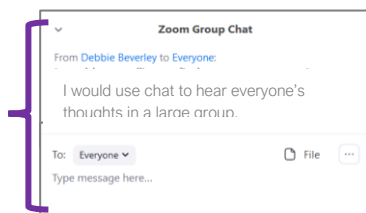
1. To view chat, if you are:
 - a. Screen Sharing: Select **'More'** from the floating toolbar at the top of your screen
 - i. Select **'Chat'** from the drop down menu



- b. Not Screen Sharing: Select **'Chat'** from the toolbar at the bottom of your screen.



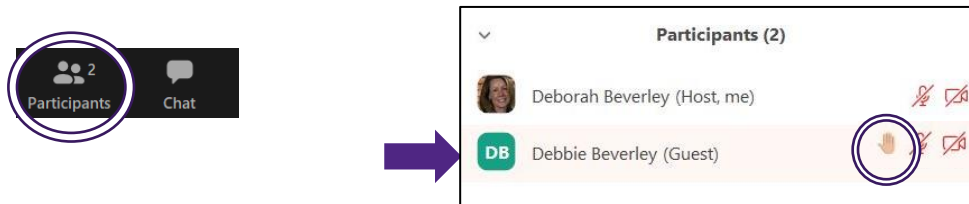
2. Read out comments / questions from the **'Zoom Group Chat'** window that opens up.



[Zoom Help Center: In-meeting Chat](#)

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.

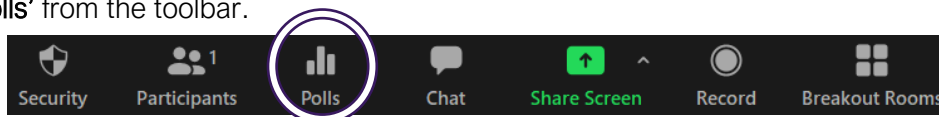


[Zoom Help Center: Nonverbal Feedback during Meetings](#)

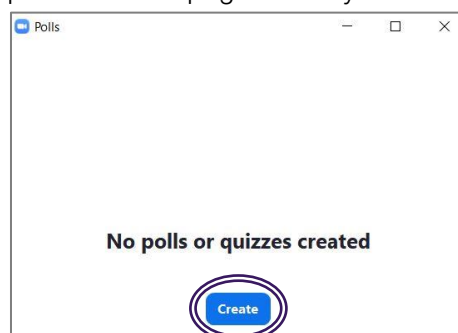
Polls

Creating a Poll

- 1) Schedule your meeting in Zoom,
 - a. Start the scheduled meeting, this can be done days/weeks in advance of the actual meeting date.
- 2) Select **'Polls'** from the toolbar.



- 3) Select **'Create'** in the Poll window that opens up.
 - a. This will open up a Zoom webpage where you create your poll(s).



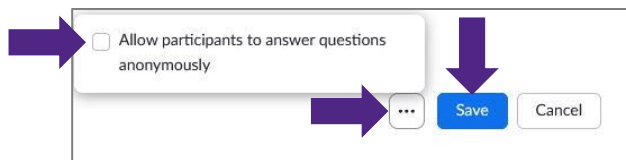
- 4) Enter a **'Title'** for the poll, this helps you remember what content it covers so you select the correct one(s) during the meeting.
 - a. Enter the **'Poll Question'**
 - b. Select whether you want the question to be:
 - i) **'Single Choice'** (participants can only choose one answer) or
 - ii) **'Multiple Choice'** (participants can choose multiple answers).



- 5) Type in the answer choices.
 - a. Select **'+ Add choice'** to add additional answer options.



- 6) Select **'...'** (three ellipses), and then select the checkbox next to **'Allow participants to answer questions anonymously'** if you do not want to see how participants responded to the poll in the report that is available after the session.
 - a. Select **'Save'** to save the question and add it to the meeting.

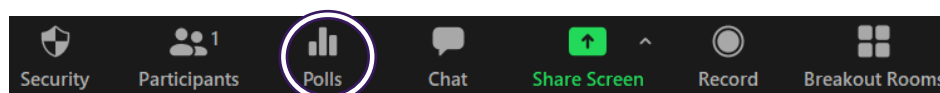


- 7) If you would like to add another poll, select **'+ Create'** and repeat steps 4-6.

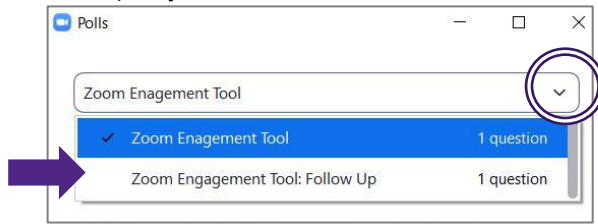


Launching a Poll

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



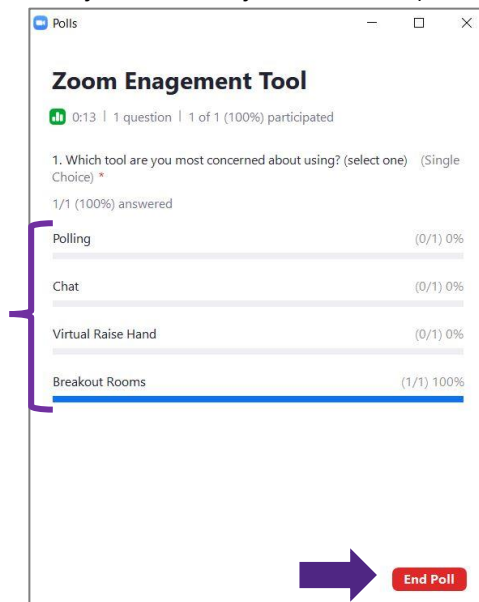
3. Select the Poll drop down menu, and
 - a. Select the poll you would like to launch.



4. Select **'Launch'** 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. Select **'End Poll'** when you are ready to close the poll.



6. Select **'Share Results'** to display the results on participants screens.



7. Select **'Stop Sharing'** to close the poll results window on all participants screens.



Creating a Poll Report

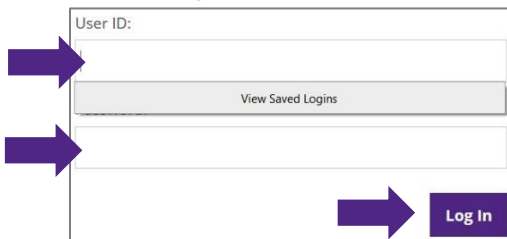
1. Go to the Western Zoom page: <https://wts.uwo.ca/zoom/index.html>
2. Select 'Login to Zoom' from the menu on the left



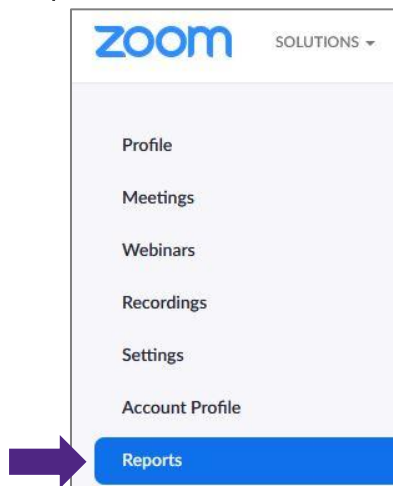
3. Select 'Sign In' on the Western Zoom sign in page.



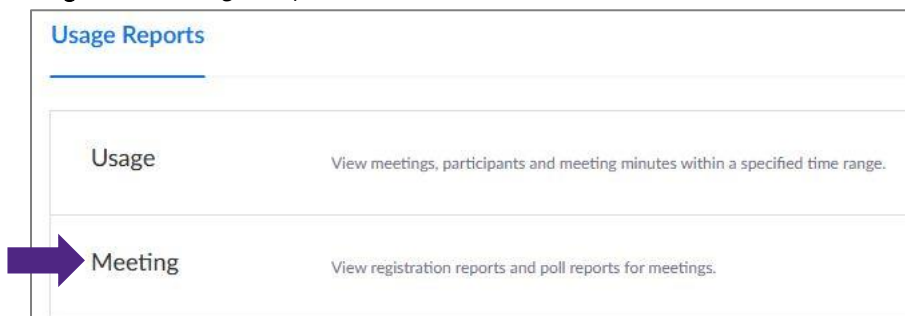
4. Enter your 'Western ID' and 'Password'
 - a. Select 'Log In'



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



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



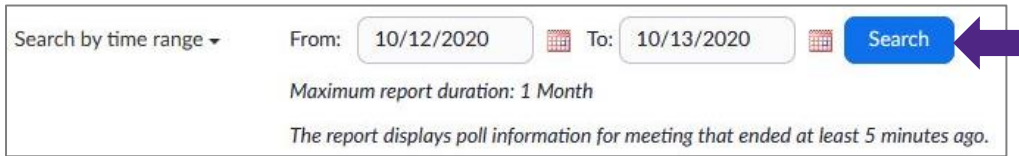
7. Select 'Poll Report'



Registration Report 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'



Search by time range ▾ From: 10/12/2020 To: 10/13/2020 Search

Maximum report duration: 1 Month

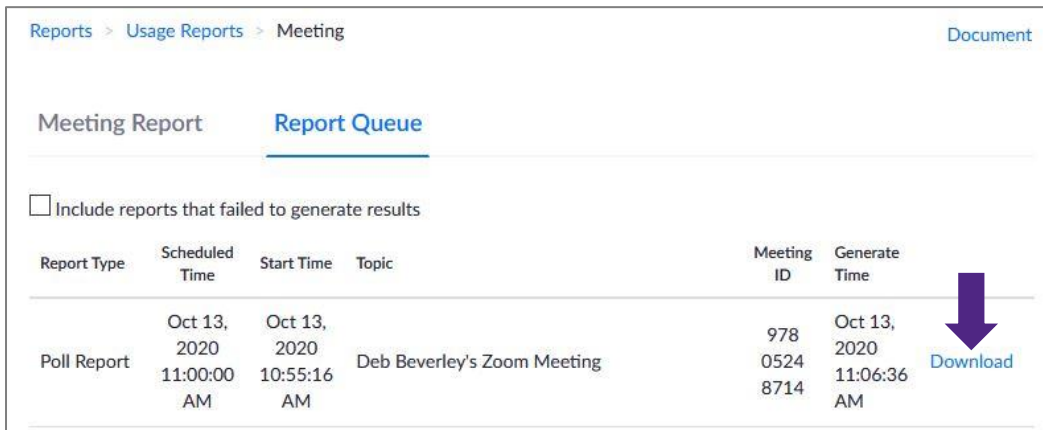
The report displays poll information for meeting that ended at least 5 minutes ago.

9. Select 'Generate' next to the meeting you want to create the Poll Report for.



<input type="checkbox"/>	Scheduled Time	Topic	Meeting ID	
<input type="checkbox"/>	10/13/2020 11:00:00 AM	Deb Beverley's Zoom Meeting	978 0524 8714	Generate

10. Select 'Download' next to the Poll Report you want to view



Reports > Usage Reports > Meeting Document

Meeting Report Report Queue

Include reports that failed to generate results

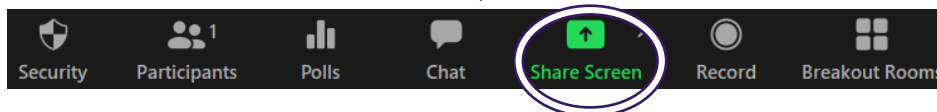
Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Poll Report	Oct 13, 2020 11:00:00 AM	Oct 13, 2020 10:55:16 AM	Deb Beverley's Zoom Meeting	978 0524 8714	Oct 13, 2020 11:06:36 AM	Download

[Zoom Help Center: Polling for Meetings](#)

Screen Sharing

1. To display content from your computer,

a. Select 'Share Screen' from the toolbar,



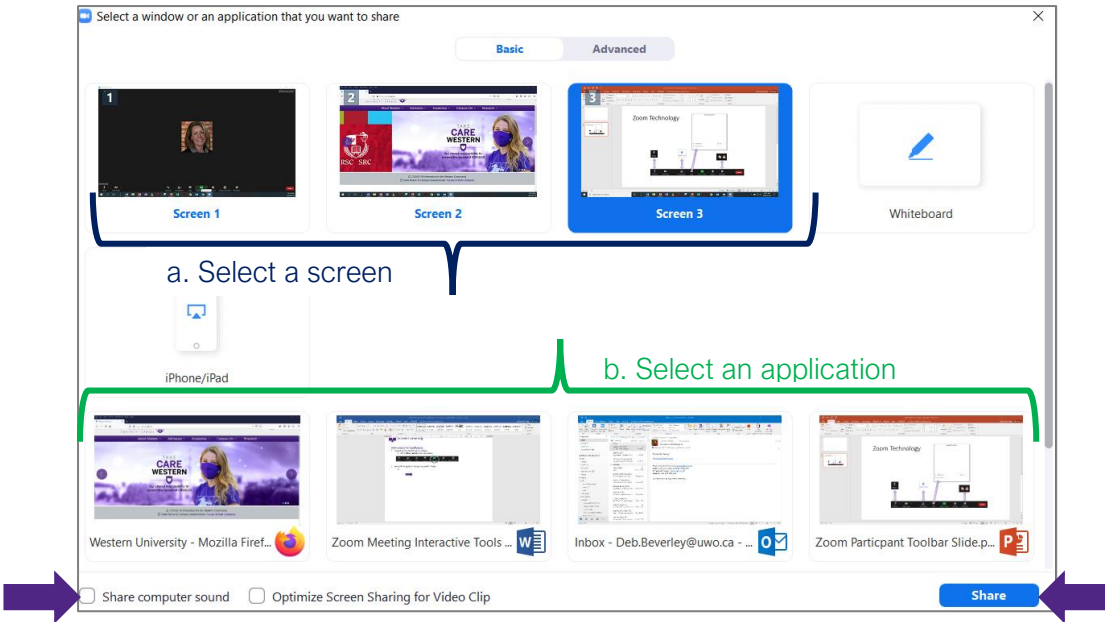
2. Select the content to share by choosing either:

a. A **Screen**: if you want to switch between different applications, or show everything on the desktop.

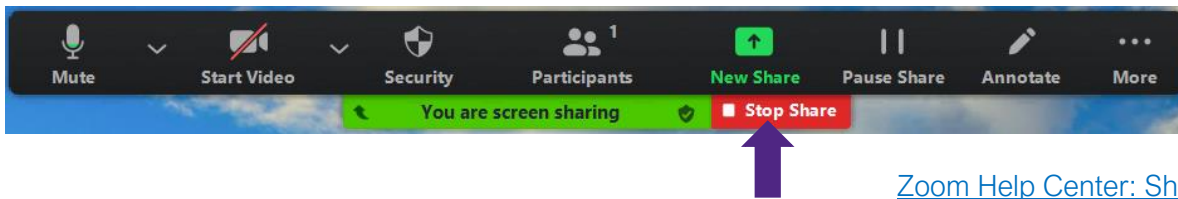
b. An **Application**: to show a single application, i.e. PowerPoint, MS Word document, or website.

3. Select '**Share computer sound**' if you are 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



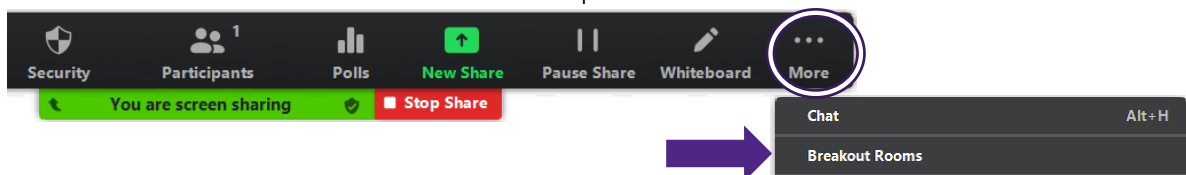
5. Select 'Stop Share' from the floating toolbar along the top of your screen to stop sharing content.



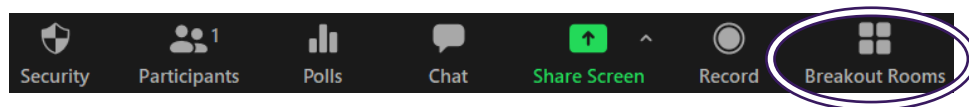
[Zoom Help Center: Sharing your screen](#)

Breakout Rooms

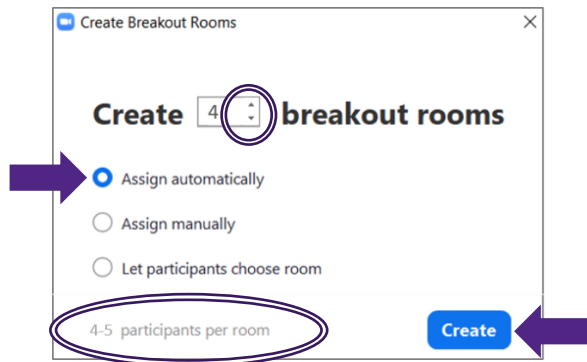
1. To create breakout rooms, if you are:
 - a. Screen Sharing: Select 'More' from the floating toolbar at the top of your screen.



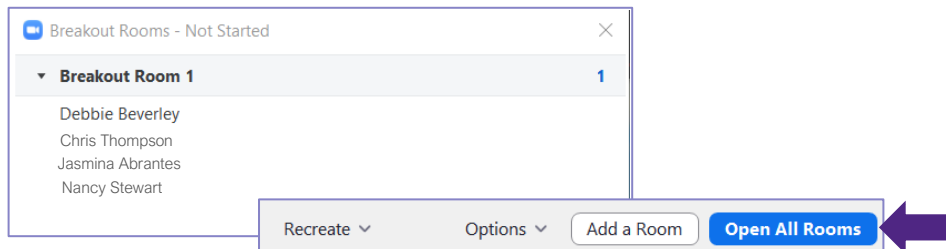
- b. Not Screen Sharing: Select 'Breakout Rooms' from the bottom of your screen



2. Select the **'Up/down Arrows'** to set how many rooms the participants are to be divided into.
 - a. Leave **'Assign automatically'** selected, this automatically distributes participants for you.
 - b. Select **'Create'** to assign participants to the selected number of rooms.
 - i. This will open up the Listing of Breakout Rooms to be created



3. Select **'Open All Rooms'** when you are ready to start the rooms
 - a. Tell participants to Select **'Join'** when the button appears on their screen.



4. Select **'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.

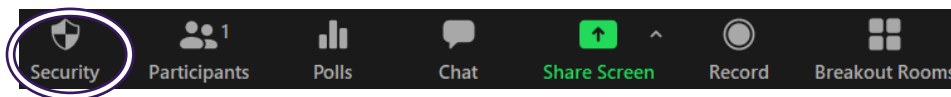


[Zoom Help Center: Managing Breakout Rooms](#)

Security Options

Remove a Participant:

1. Select the **'Security Shield'** from the toolbar.



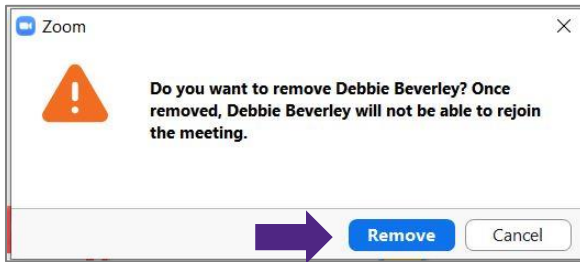
2. Select **'Remove Participant'**.



3. Select **'Remove'** next to the participant you want to move out of the room.



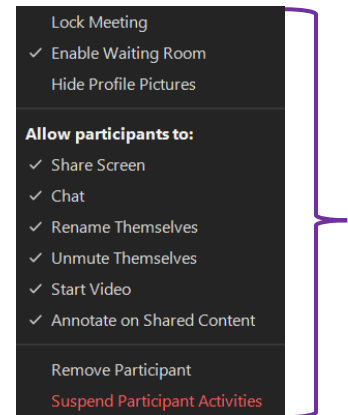
4. Select 'Remove' in the confirmation dialogue box.



Other Security Options:

You can turn on / off other functions by Selecting on the 'Security Shield' including:

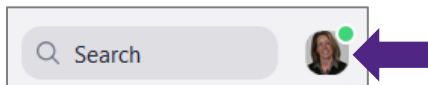
- **Lock the meeting:** this will prevent anyone else from joining the meeting.
- **Enable Waiting Room:** use this to turn on / off a waiting room during a meeting.
- **'Allow participants to:' area:** allows you to turn on / off some participant abilities that include screen sharing, chat, mute and video.
- **Suspend Participant Activities:** immediately locks the meeting and turns off everyone's video (including the host), mutes everyone's audio (including the host), stops screen sharing, ends breakout rooms and pauses recording. The host is able turn their video back on and unmute their audio, as well as use chat; participants cannot do anything until the host selects each option in the 'Allow participants to:' area



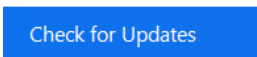
[Zoom Help Center: In-Meeting Security Options](#)

Updating Zoom Desktop Application

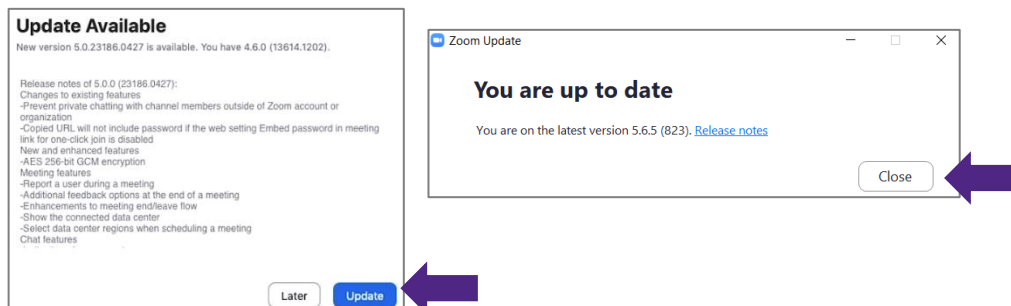
1. Open up the Zoom desktop application.
2. Select your 'profile' (Image or Initials) from the top right corner.



3. Select 'Check for Updates' from the drop down menu.
 - a. Zoom will check to see if there are updates available



4. Select 'Update' to install if there are available updates, or select 'Close' if you have the most current version already installed.



[Zoom Help Center: Upgrade/ Update to the latest version](#)

Adjusting Your Zoom Settings

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

LOGIN TO ZOOM

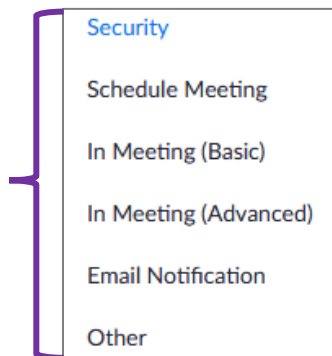
2. Select 'Sign in' and enter your Western ID and Password

Sign in

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

Settings

- 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](#)
