

Holding Effective Meetings with Zoom  
(and other systems)  
Supplemental Material

**zoom**



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- General Marketing Communications
- STEM training materials
- Web Development
- Graphic Design
- Photography/Video
- Tech Research & Development
- Founder Techbrick Robotics

<http://enktesis.com>

Darcy, the web cat.



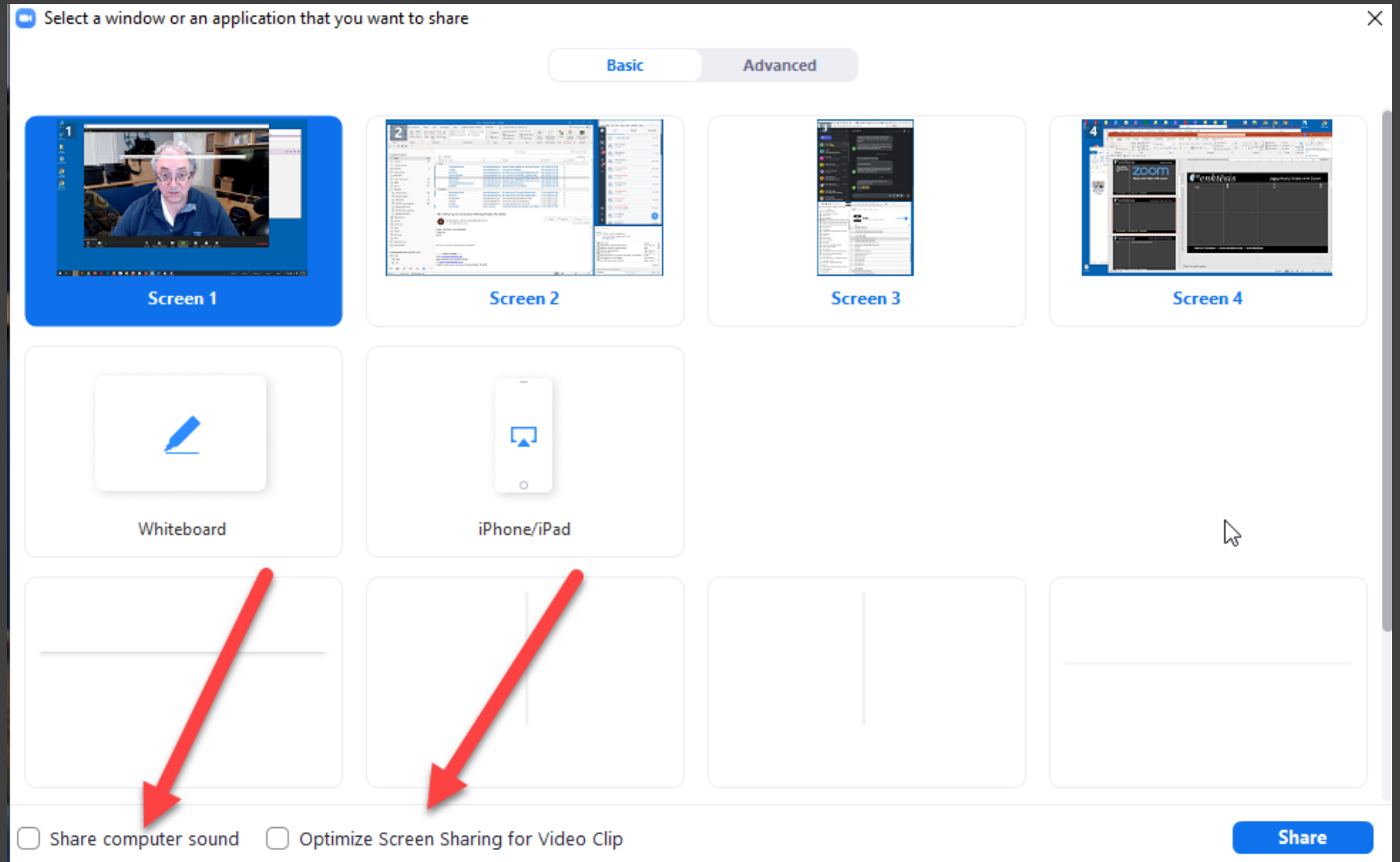
This is a general overview. You **MUST** practice this on your own.

zoom

Music and video with zoom

When you share your screen there is an option force the audio from the share to go through the system sound layer which skips the compression and to enhance video.

Note: this is hardware intensive and you must test it on your computer.



The screenshot shows the Zoom screen sharing selection dialog box. The title bar reads "Select a window or an application that you want to share". There are two tabs: "Basic" and "Advanced". The "Basic" tab is selected. The dialog displays four screen sharing options: "Screen 1" (a video call window), "Screen 2" (a spreadsheet application), "Screen 3" (a code editor), and "Screen 4" (a Zoom meeting window). Below these are two application sharing options: "Whiteboard" and "iPhone/iPad". At the bottom, there are two checkboxes: "Share computer sound" and "Optimize Screen Sharing for Video Clip". A blue "Share" button is located in the bottom right corner. Two red arrows point from the "Whiteboard" and "iPhone/iPad" options towards the "Share computer sound" checkbox.

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Green screen or chromakey

### Links

[DIY: How to DIY a Green Screen on a Budget](#)

[Cheap Collapsible Green Screen Setup That Looks Great](#)

[Green Screen on Amazon](#)

### How a green screen works

- ✓ Provides a solid color that the video system can remove
- ✓ You need bright, white, consistent lighting
- ✓ You must this with your computer and camera
- ✓ You will need a nice background

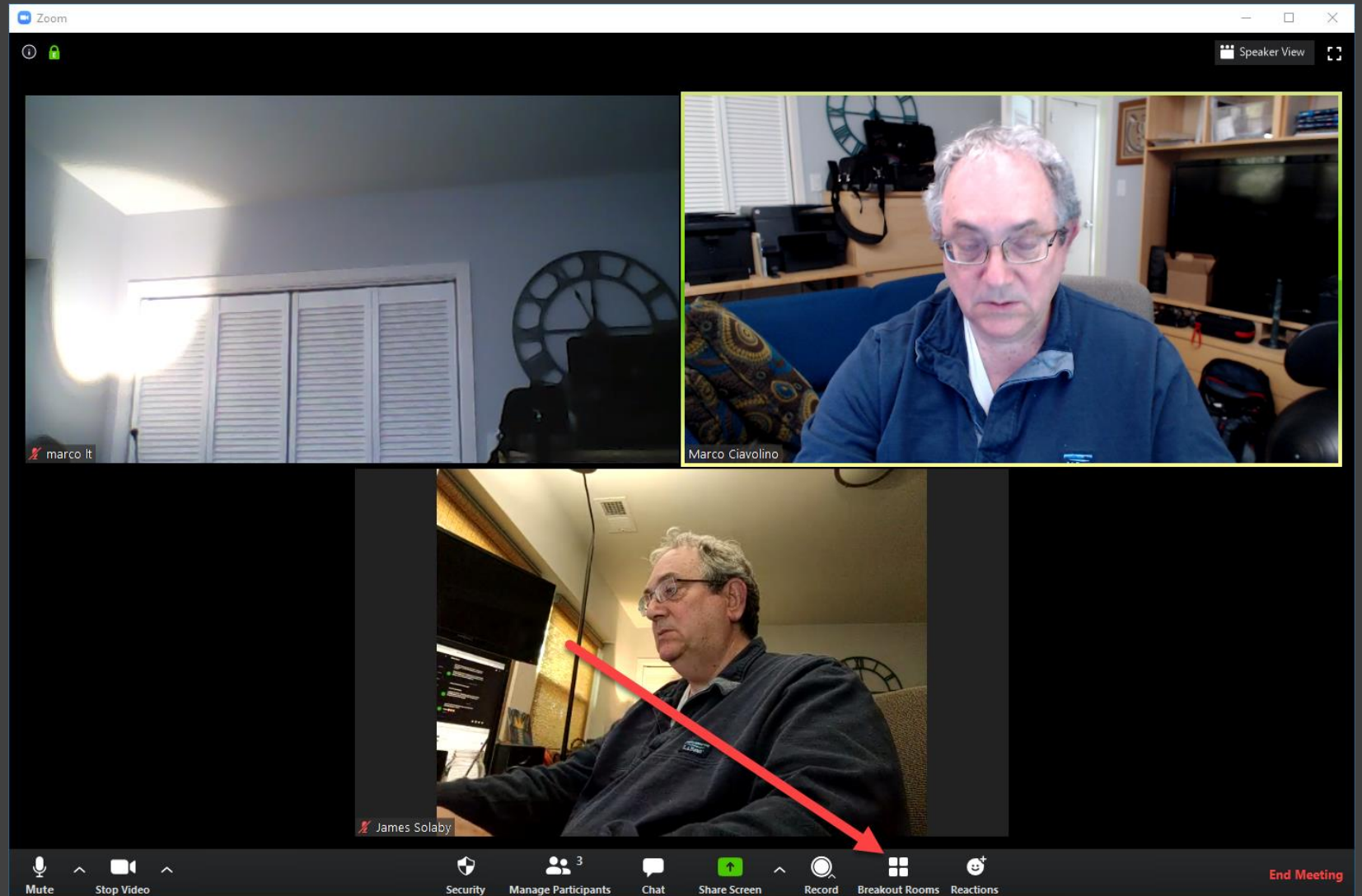


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zoom

Break out rooms...

If you are the organizer you can access the “Breakout Rooms” function.



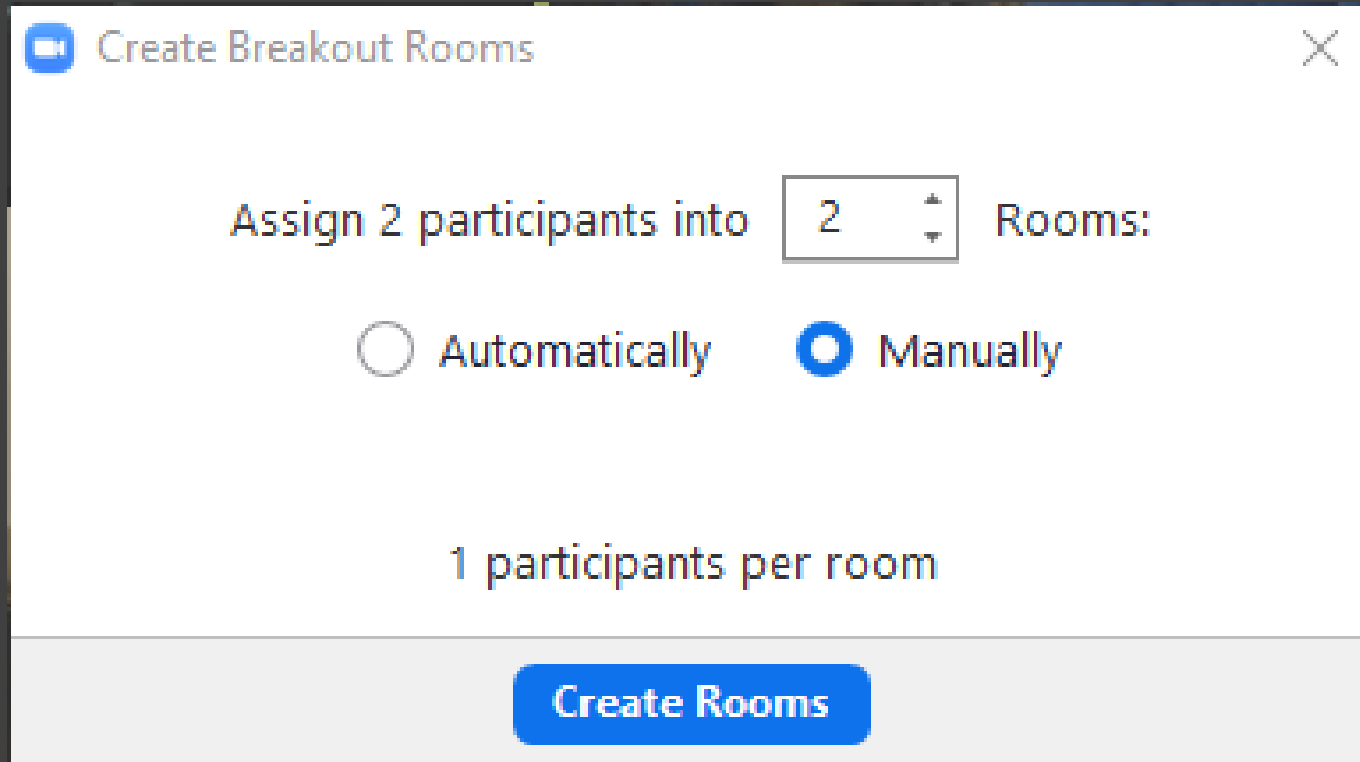


The first time you open it you will get the initial breakout rooms dialogue.

Set your number of rooms.

Choose whether to randomly assign them or choose specific rooms.

Click [Create Rooms]

A screenshot of a "Create Breakout Rooms" dialog box. The title bar says "Create Breakout Rooms" with a close button (X) on the right. The main content area shows "Assign 2 participants into" followed by a numeric input field containing "2" and a "Rooms:" label. Below this are two radio buttons: "Automatically" (unselected) and "Manually" (selected). At the bottom of the main area, it says "1 participants per room". A blue "Create Rooms" button is located at the bottom of the dialog box.

Create Breakout Rooms

Assign 2 participants into  Rooms:

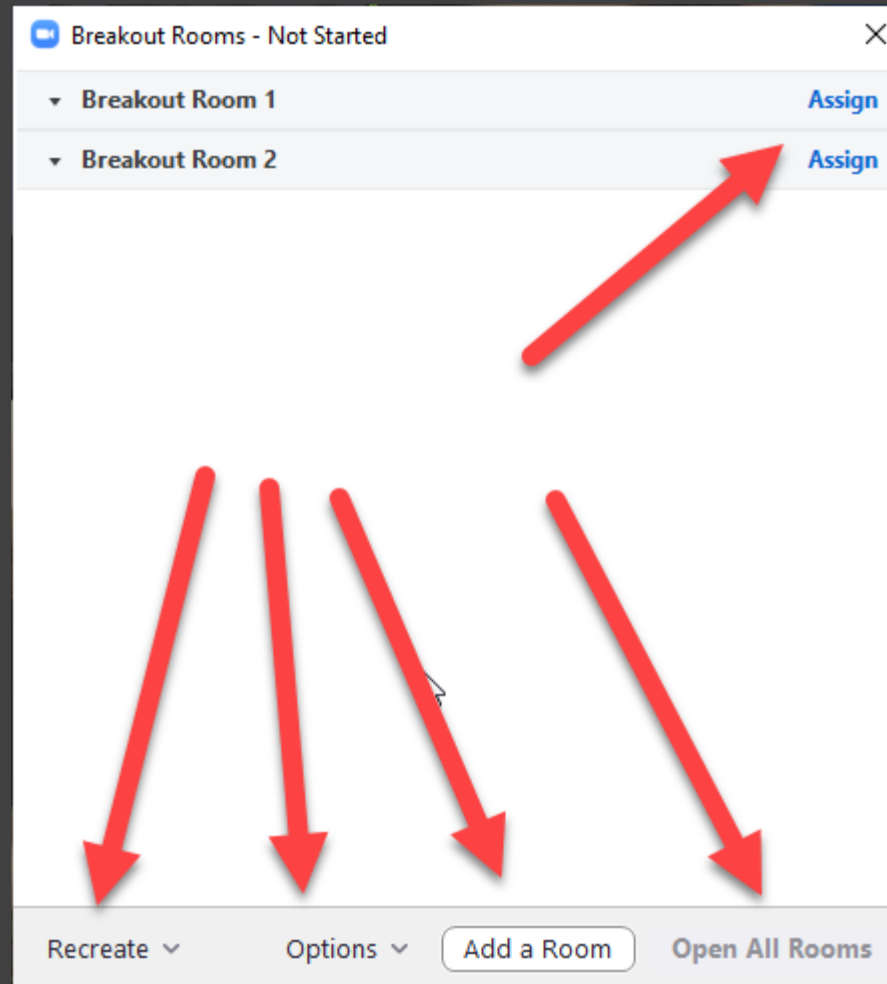
Automatically  Manually

1 participants per room

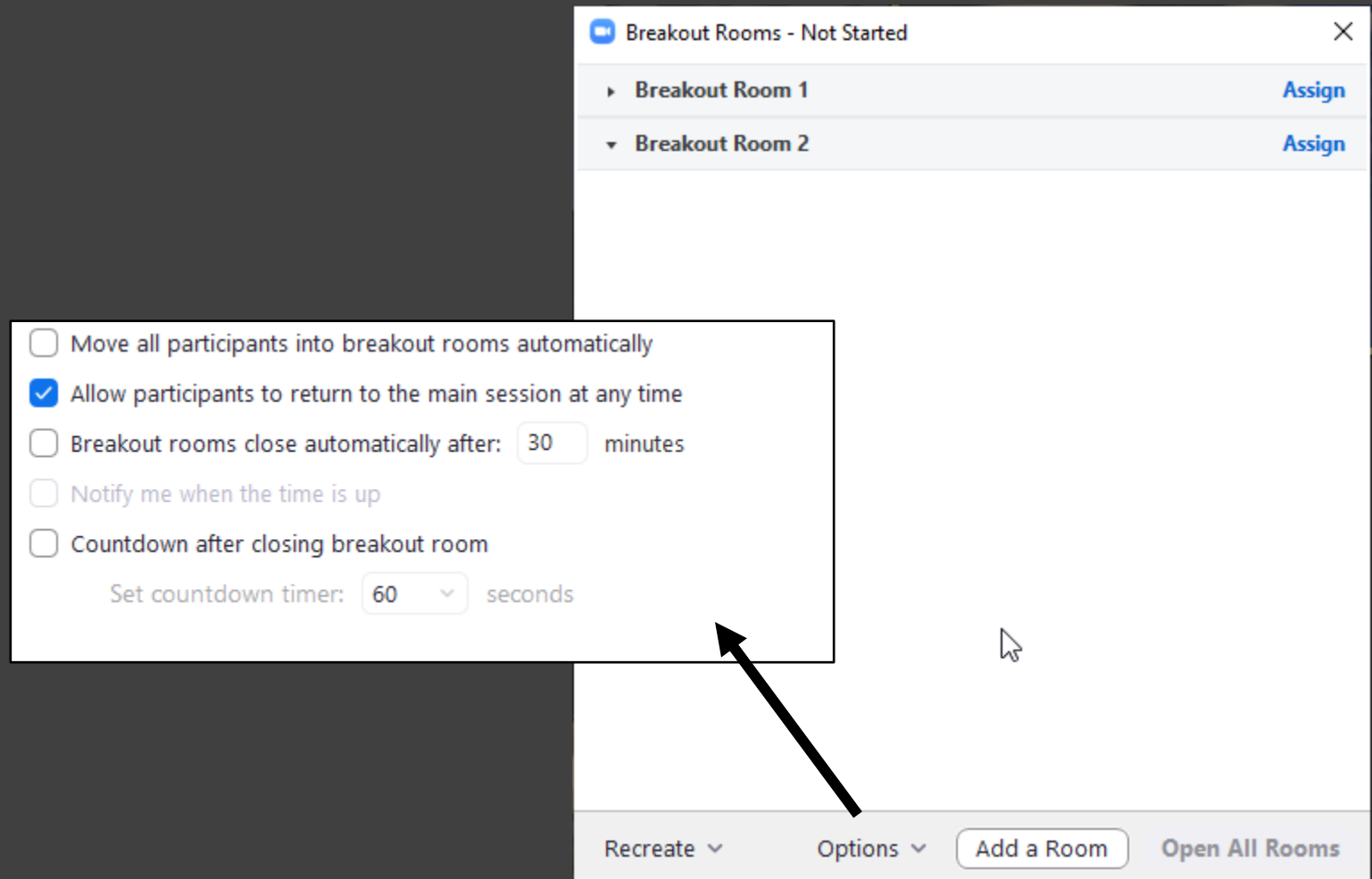
Create Rooms

Depending on your initial choice you will see a range of options.

Explore them.



Options let you set the parameters for the rooms.

A screenshot of the Microsoft Teams Breakout Rooms interface. At the top, a window titled "Breakout Rooms - Not Started" contains a list of two breakout rooms: "Breakout Room 1" and "Breakout Room 2", each with an "Assign" button. Below this, a settings panel is open, listing several options: "Move all participants into breakout rooms automatically" (unchecked), "Allow participants to return to the main session at any time" (checked), "Breakout rooms close automatically after: 30 minutes" (unchecked), "Notify me when the time is up" (unchecked), and "Countdown after closing breakout room" (unchecked). Below these is a "Set countdown timer: 60 seconds" option. At the bottom of the interface, there are buttons for "Recreate", "Options", "Add a Room", and "Open All Rooms". A black arrow points from the "Options" button to the settings panel.

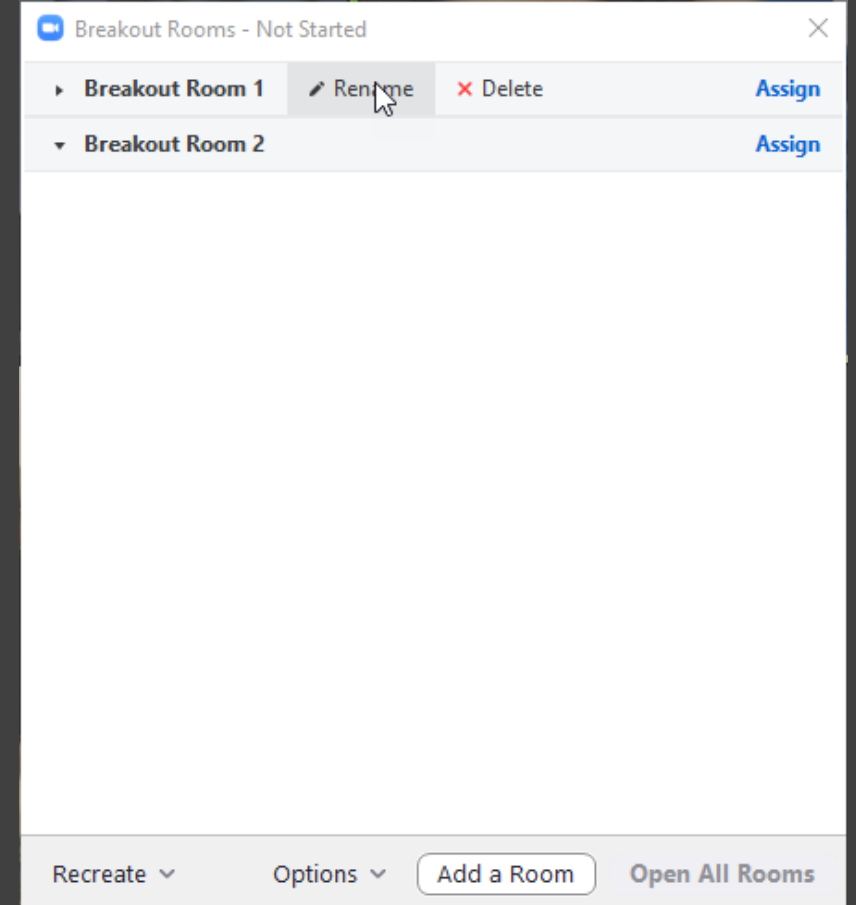
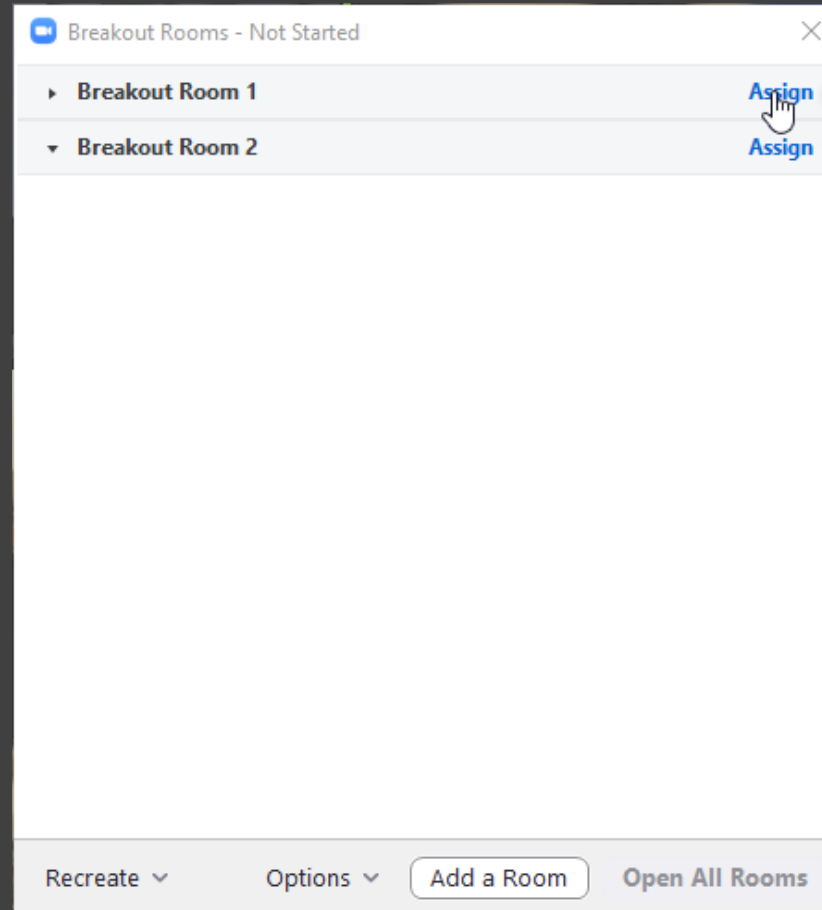
- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 30 minutes
- Notify me when the time is up
- Countdown after closing breakout room

Set countdown timer: 60 seconds

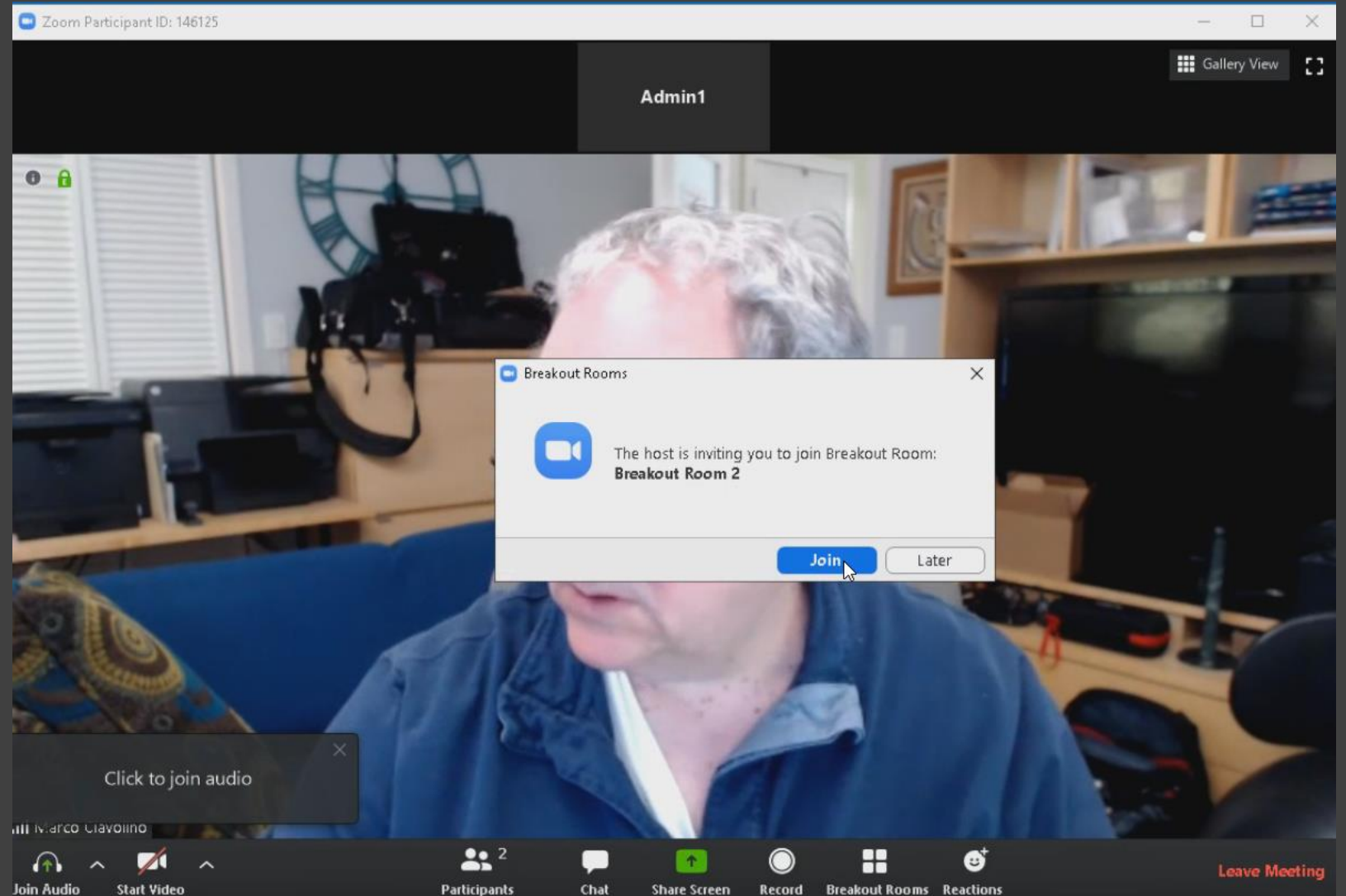
Recreate Options Add a Room Open All Rooms

Click assign (if in manual mode) to assign your users.

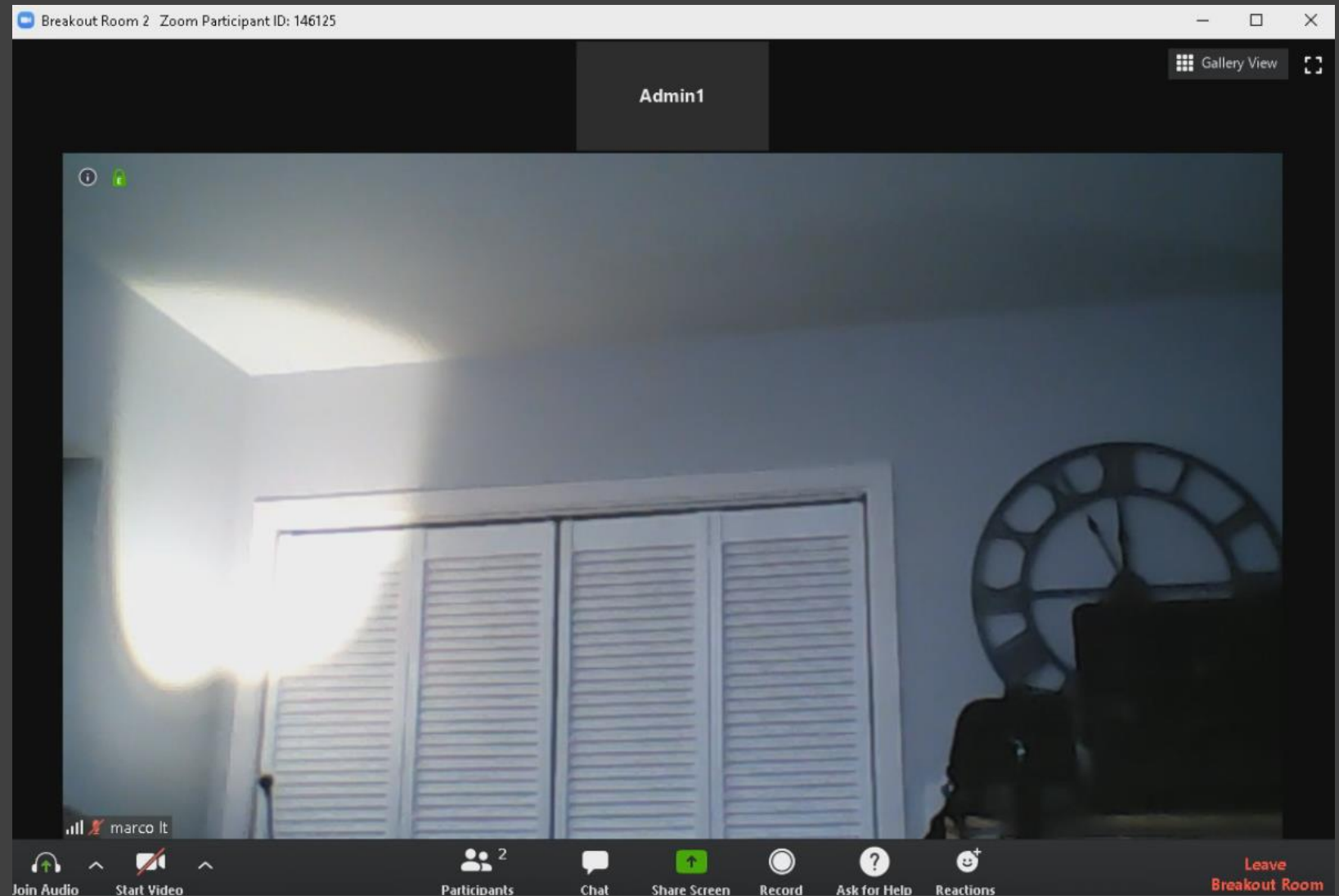
You can also rename a room.



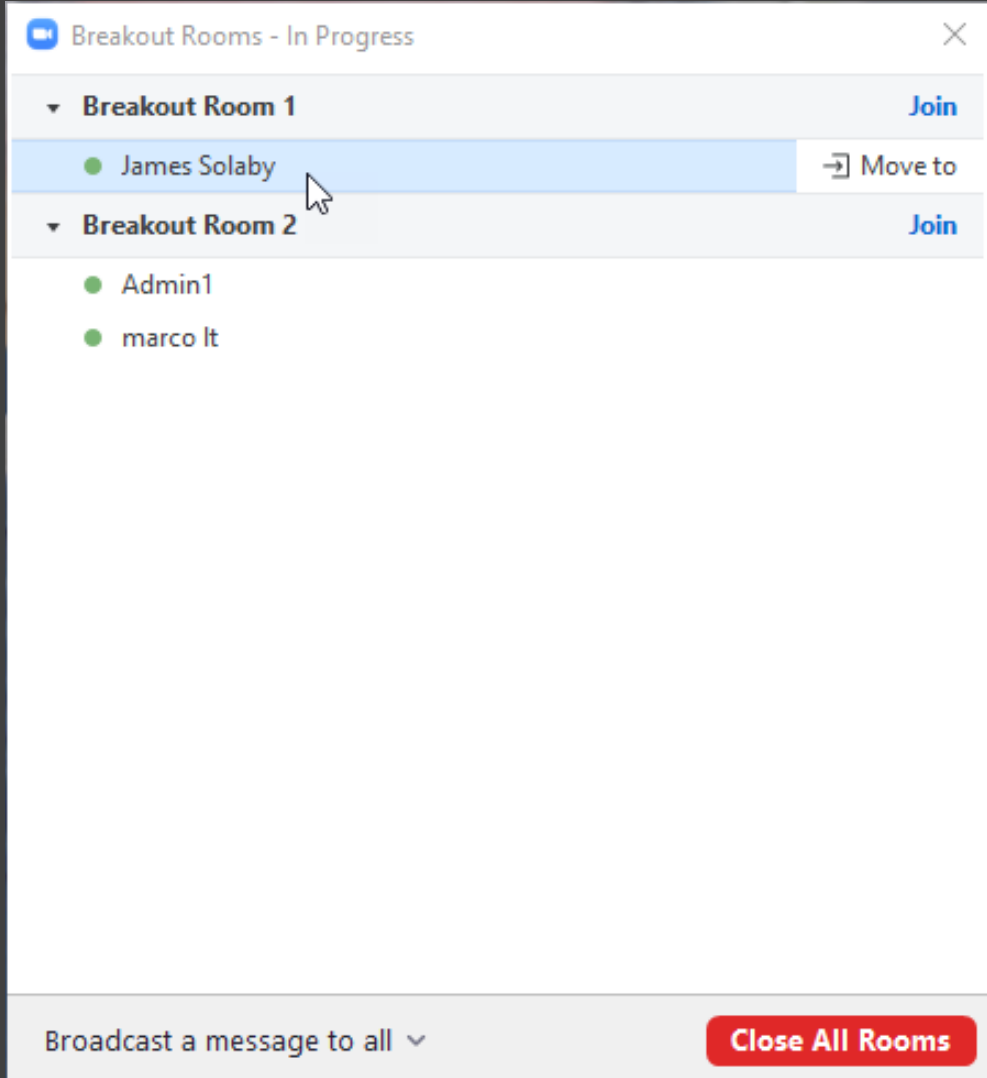
The user will be notified to join the room.



The user will have the option to leave the room and rejoin the main meeting (if you allowed them to).



You can move users around and close all rooms and return to the main meeting.



The screenshot shows a window titled "Breakout Rooms - In Progress". It contains two breakout rooms:

- Breakout Room 1**: Contains one user, James Solaby. A "Move to" button is visible next to the user's name.
- Breakout Room 2**: Contains two users, Admin1 and marco It.

At the bottom of the window, there is a "Broadcast a message to all" dropdown menu and a red "Close All Rooms" button.