**The Zoom Schoolroom**

Use this hyperdoc for all of your Zoom needs. You can learn more about settings, features, and how to more efficiently and effectively use Zoom with our District 127 students! Depending on how you learn best, there is a video as well as accompanying step-by-step instructions for each topic.

We do suggest using the website version for all settings and scheduling tasks as it has many features available that cannot be found through the app version. The app is also going to slowly be phased out by Zoom.

| **Before You Begin: The Settings** | | |
| --- | --- | --- |
| *Topic* | *Video* | *Instructions* |
| Enabling Chats and Private Chats | [Demo](https://drive.google.com/file/d/1A_9zwT0wGCsIharDW1_tO6PtUa1264ZI/view) | [Document](https://docs.google.com/document/d/1tNYwSnGvxVkUVJK2muIUG51nWE64Mtv8l-eTHN5-Sjo/edit?usp=sharing) |
| Enabling Breakout Rooms | [Demo](https://drive.google.com/file/d/1ewXVUPuXVaPLJ8Myx4tU9IrE9nilITIm/view) | [Document](https://docs.google.com/document/d/1KOR58SaqwTZtOegQiJlQ0nXqG8px4ObZHBL4F1eNr3Q/edit?usp=sharing) |
| Enabling Screen Sharing and Options | [Demo](https://drive.google.com/file/d/1JZy2m_6nvhdZkwtmup_sYqgJrkzlgg1k/view) | [Document](https://docs.google.com/document/d/1k6aV3GLh4jjEpO9Hf947i7nc7uBW8JkC85s-jviFvWs/edit?usp=sharing) |
| Pre-Assigning Breakout Rooms (This only works with authenticated accounts so currently it will not work with students, only staff) | [Demo](https://drive.google.com/file/d/1qIcq4rdMgfn90aicZdNpGkWQGByE-Ps-/view) | [Document](https://docs.google.com/document/d/1q7i0dP2-ZmruDL8ak4dhkODfhP31xFTG00QYoSOS3WA/edit?usp=sharing) |
| Enabling Annotations | [Demo](https://drive.google.com/file/d/1vtlxSUwW-LdcdU_c2_izXGAK2hZsiMA-/view) | [Document](https://docs.google.com/document/d/1VEltC0pjiiTOrtaI_Qhn1GnQivHBeKsoxSY-9LFLm4k/edit?usp=sharing) |
| Enable Whiteboard | [Demo](https://drive.google.com/file/d/1QYQje1nug4TX11WtPnk32XSwItwK_rHO/view) | [Document](https://docs.google.com/document/d/1cAFTbqX-plbYRvCNxoor9EsUFlP1PdsEAXiWe8hoAXw/edit?usp=sharing) |
| **Scheduling a Meeting** | | |
| *Topic* | *Video* | *Instructions* |
| Scheduling a Meeting   * Through the desktop app * Through the website version | [Demo](https://drive.google.com/file/d/1ozVavEJWo05n9XdiFC90rn1vpkwZqK1N/view) | [Document](https://docs.google.com/document/d/1vO5FBaBPKjTd2WC825dvOPwq2vqoxzj5rAaOi9tfP40/edit?usp=sharing) |
| **The Meeting Has Commenced** | | |
| *Topic* | *Video* | *Instructions* |
| The Video Layouts | [Demo](https://drive.google.com/file/d/1Nhfe0HRWeqLCUj7abc5alpkB0FWPSlpQ/view?usp=sharing) | [Document](https://docs.google.com/document/d/1Kf8uJS8A6RlCNMJ3wsIUxhYj5SJajGV6KvbifcAWsn0/edit?usp=sharing) |
| Share/Unshare Your Screen and the Menu | [Demo](https://drive.google.com/file/d/1VtnvkCS_zSR6gHyIwLSu5SVN--NVoKH5/view) | [Document](https://docs.google.com/document/d/1NGnJ_5TINfUDiK6n9dkqNkc8YZxBiUQBy9eEyMw0ASA/edit?usp=sharing) |
| Using Pre-Assigned Breakout Rooms and Managing Them (This only works with authenticated accounts so currently it will not work with students, only staff) | [Demo](https://drive.google.com/file/d/1ORCJDTiwS67d4zttHw6k3HcJFnmwkd5j/view?usp=sharing) | [Document](https://docs.google.com/document/d/1LaCm6ya6PlDVxVL-eq216fPKNDCVrWWSapmjoykreBk/edit?usp=sharing) |
| Creating Random Breakout Rooms During a Zoom and Setting Options | [Demo](https://drive.google.com/file/d/1WQBSHJB_mbkpr1AgkHZB2CkxmpMAixY3/view?usp=sharing) | [Document](https://docs.google.com/document/d/1V0DVQT9BAMQsxbWakigpjvJEF-abjQt3qfHvHBf5URA/edit?usp=sharing) |
| How to Use the Whiteboard and Annotation Tools | [Demo 1](https://drive.google.com/file/d/18VwqXUXbes8fDyFTAjpfJdzvVeZ-Wd2k/view?usp=sharing)/[2](https://drive.google.com/file/d/1Af0Rsdx7OdiwUXaSykG2fXXh60lr8MyB/view?usp=sharing) | [Document](https://docs.google.com/document/d/1zF4mUvWi3V8J4OV9Asy-4ksexjD0CchHMeE1jEPtySY/edit?usp=sharing) |
| Using PPT as a Background (Thanks Jason Janczak!) BETA | [Demo](https://drive.google.com/file/d/1cNMob9ptJn-j1L85sKXJHduSLK8Tx8BF/view?usp=sharing) | [Document](https://docs.google.com/document/d/1A_mN8Yxr6MNuByINI1emT6ku8POSA1jDnf_BD3mgElw/edit?usp=sharing) |
| Recording Your Zoom Meeting - Setup and Recording | [Demo 1](https://drive.google.com/file/d/1Yq6K-vbDDd_n52Gt6XOAZNsMHI_eiQ0R/view?usp=sharing)/[2](https://drive.google.com/file/d/1x2OGHdlnZPhJO-2-DybxOIVoci7IhLxZ/view?usp=sharing) | [Document 1](https://docs.google.com/document/d/15DyHQS03kXu5ThAejXeplEb5ytEAZs6GWzipaHVegfg/edit?usp=sharing)/[2](https://docs.google.com/document/d/1cypmvIMIcQdRLNcREaWMVNgMbf9wxrs587qFEda61LA/edit?usp=sharing) |
| Prevent Zoom Disruptions | [Demo](https://drive.google.com/file/d/1XuW4ebqLZCewcrXgE_nU4QoDgA-xFtfD/view?usp=sharing) | [Document](https://docs.google.com/document/d/1h3w5VBqn52_uKXTAqo1h3IPIsCMZJRyYxGZ24JVIuL8/edit?usp=sharing) |
| **Licensed Users Only (Not for Basic Accounts)** | | |
| *Topic* | *Video* | *Instructions* |
| Assign an Alternative Host (Both the host and alternative host MUST have paid, licensed accounts) | [Demo](https://drive.google.com/file/d/1Hp_ph71hF9tKLftC4zugB0-EcjNhVduM/view) | [Document](https://docs.google.com/document/d/1vgVGPbK72St36OHdyMfYl7aMInGVin134EAmVTbvNB0/edit?usp=sharing) |
| Setup for Assigning Another User to Schedule for You (Both people MUST have paid, licensed accounts) | [Demo](https://drive.google.com/file/d/1wuWATnYJFHg2H69KIrmr8lr7Tea5mNnN/view?usp=sharing) | [Document](https://docs.google.com/document/d/18Fw0iz1XJRr0CY0F7CjpDhwGBS4F4JxIVahvdV1oPVk/edit?usp=sharing) |
| Schedule for Another User (Both people MUST have paid, licensed accounts and the setup above must occur FIRST) | [Demo](https://drive.google.com/file/d/1TKQtb8JWY7Wm1tK214vrb6ZbCCyft5ca/view?usp=sharing) | [Document](https://docs.google.com/document/d/1JwqIebvMThXfiCqNIGiaoTrVVY8oHuOR1nUDReHM1kE/edit) |
| Enabling Polls | [Demo](https://drive.google.com/file/d/1S_7JP0f_yfQW9NWIk7NnS5M2dzfdQ-6t/view) | [Document](https://docs.google.com/document/d/1Zaz5uSLMjp0qA7lHO5tSJEJAjTL9sYM7hDL3Nf-6h5c/edit?usp=sharing) |
| Creating and Launching Polls | [Demo](https://drive.google.com/file/d/1yAHxzldltnEK3j3Q71gfVYg4WfEdUhZx/view) | [Document](https://docs.google.com/document/d/1CzL2Z_rbi-VPs4K0yFmyV_qJd4HykBQT51kNiIQNRDE/edit?usp=sharing) |
| Enable Co-Hosts Settings (The host must have a paid, licensed account. Co-hosts do **not** need to be paid, licensed users) | [Demo](https://drive.google.com/file/d/1D5gflx9RhZimhtDOqakdvCpgUhhmTzA8/view) | [Document](https://docs.google.com/document/d/1wjvzHQTrpraR4keng14T2Vi43bKwH4gtjtsy6irvmrk/edit?usp=sharing) |
| Assigning Co-Hosts (The host must have a paid, licensed account. Co-hosts do **not** need to be paid, licensed users. Co-hosts are made **after** the meeting begins.) | [Demo](https://drive.google.com/file/d/1_I-GdaVocErdInh_u_621bKGy33WzBi1/view?usp=sharing) | [Document](https://docs.google.com/document/d/18v3_q89lPB0e6sgRfgWqwh4z-bCgjelHf6j6_bE4TaI/edit?usp=sharing) |
| Moving Between Breakout Rooms |  | [Document](https://docs.google.com/document/d/1Y9ZMaKsMRoYlVlbw_UpTf35deO7l5IZMF1RvsInDf9o/edit?usp=sharing) |
| Waiting Room Settings | [Demo](https://drive.google.com/file/d/1jccZytzfJIhR7Eb8eMonQoBDtUzGYZii/view?usp=sharing) | [Document](https://docs.google.com/document/d/1u6jeD8vODw1SlAg1zgRvYSD4tfyUEAmjtVF-Mz6lIJY/edit?usp=sharing) |

\*There may be small, hilarious flub ups in the videos, but I could only do so many takes of each one. Consider them entertainment value. You are welcome!