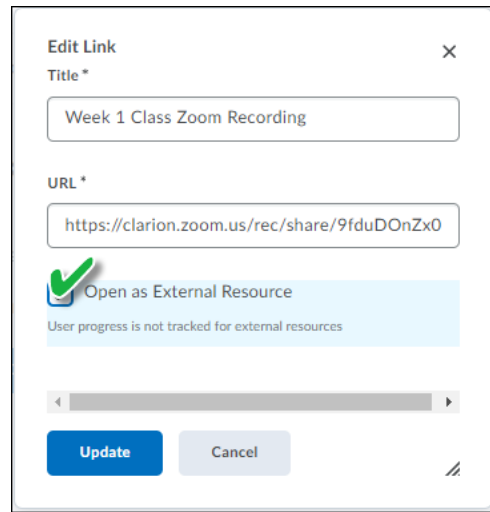


## Zoom Lessons Learned - Interacting with the Zoom Application

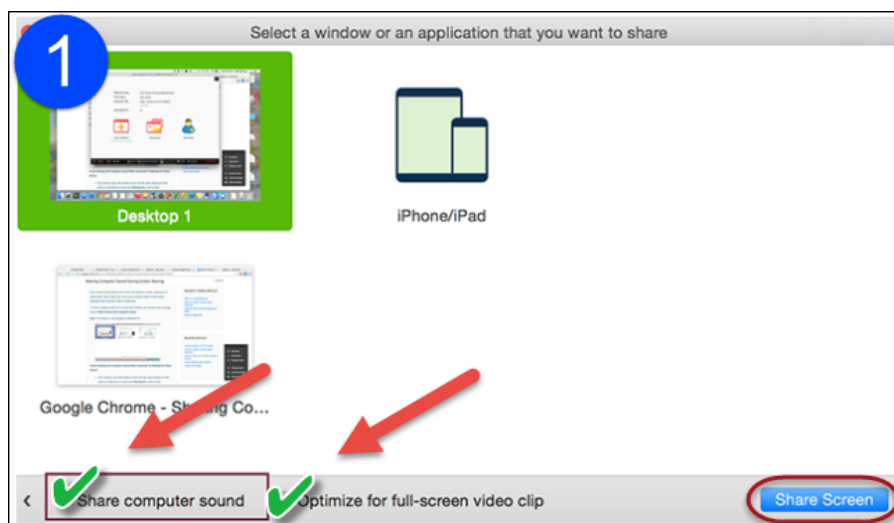
### 1. Sharing Zoom Recordings in D2L:

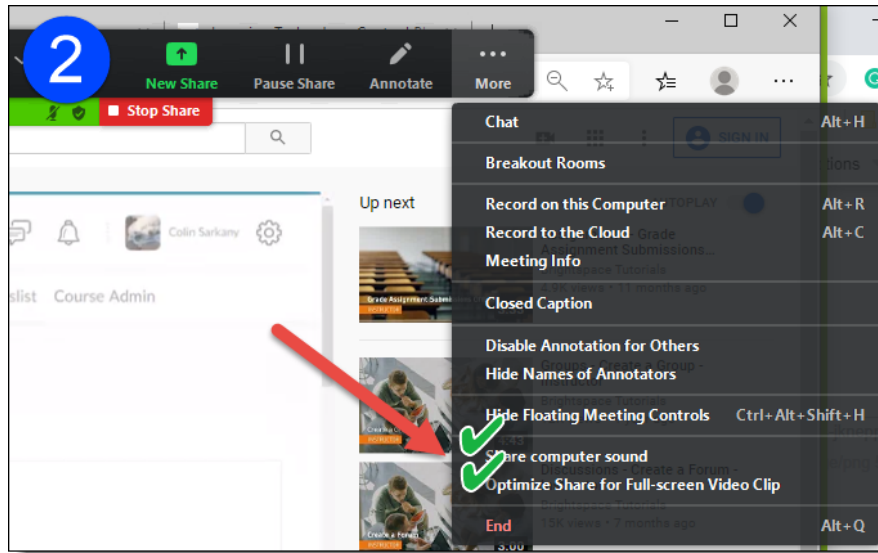
When sharing Zoom recording links via D2L: be sure to select **'Open as External Resource'** when adding the URL to a D2L module. This resolves an issue with playback via Chrome. The external resource option is found on the URL dialog box, or under the 'Edit-properties-in-place' option from the topic menu.



### 2. Sharing Computer Sound:

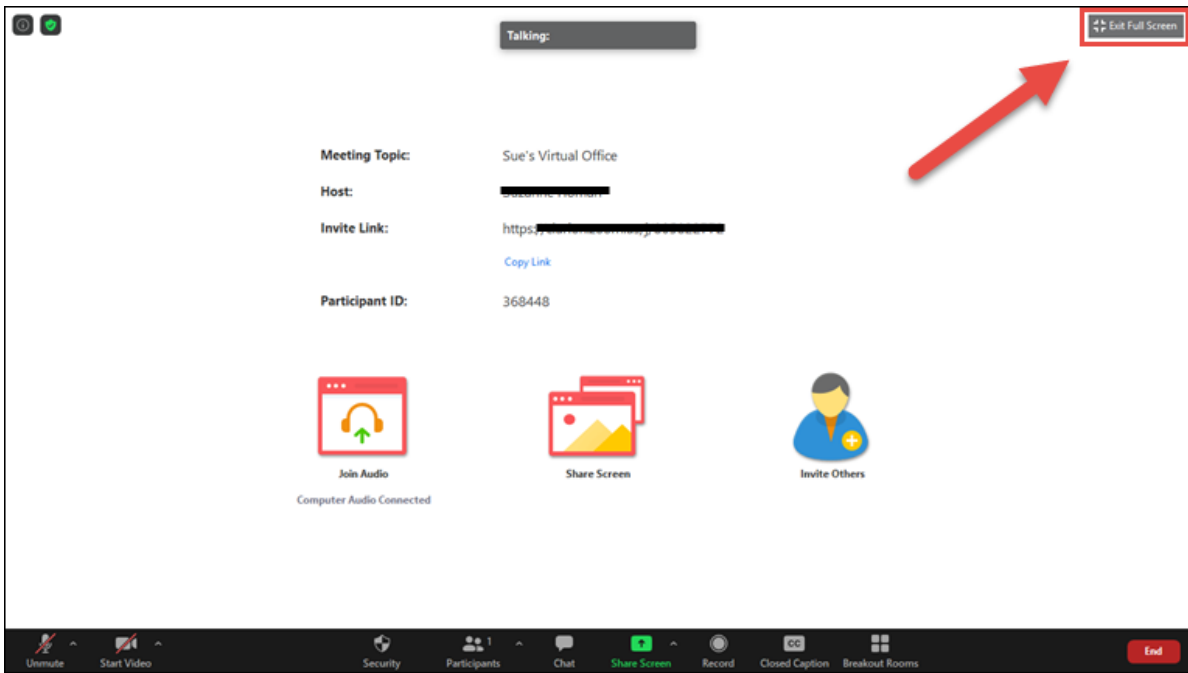
When sharing a video or audio clip in a Zoom session, check **"Share computer sound"** to send computer audio to remote attendees. "Share Computer Sound" (1) is found in the screen sharing dialog when selecting the item to share. Or, it can also be found in the 'screen sharing' tool bar (2)





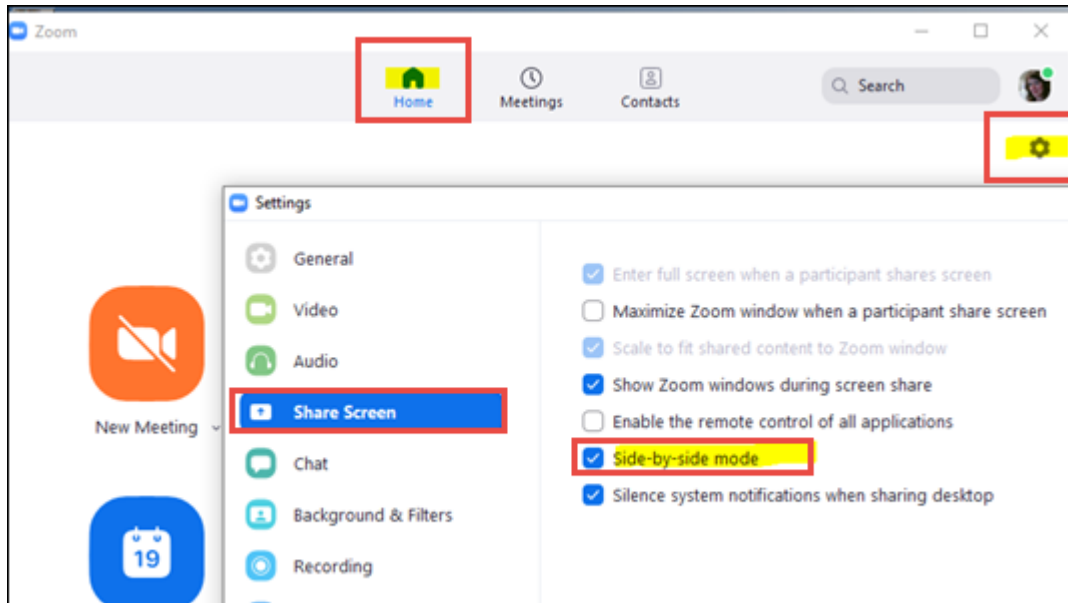
### 3. Exit Full-Screen:

Make sure students know how to Exit 'Full screen' mode at the start of a Zoom meeting so they can more easily locate the Zoom window after a screen share for example. The easiest way to Exit full screen is to hit 'ESC'.



## 4. Side-by-Side Mode

Side-by-side mode may be useful for users with a single display. Side-by-side mode allows users to maintain 'speaker view' (You) and 'shared content' on one screen. Side-by-side mode can be selected in the Zoom desktop app settings under Screen sharing after signing in to the desktop application.



**NOTE:** Users must sign in to the Zoom Desktop application to adjust the Share Screen settings. For more information, please review:

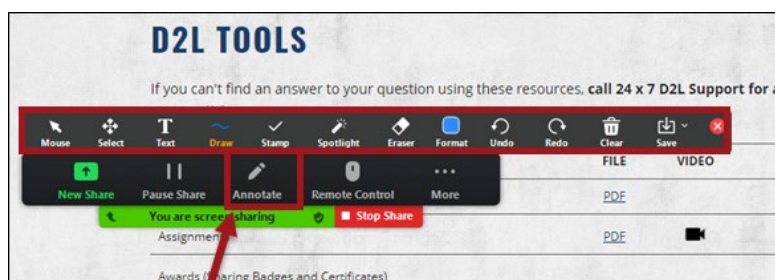
<https://www.clarion.edu/about-clarion/computing-services/learning-technology-center/zoom-video-conferencing/PDFs/getting-started-with-zoom-app.pdf>

## 5. Note about Chromebooks

The break-out room feature reportedly does not work with participants using Chromebooks. If you notice there are users who remain in the main room after sending the class to 'breakouts', the workaround is to use the main room as a 'group' space for those users. You may need to pull several students from breakouts back to the main room.

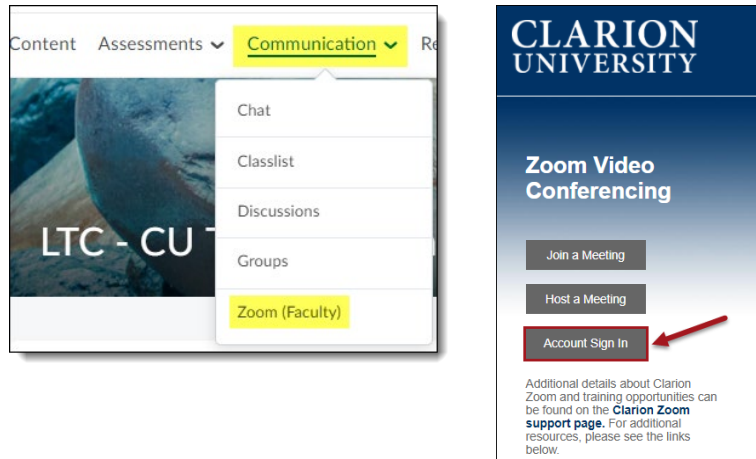
## 6. The Zoom Annotate Tool

The screen-share toolbar, includes Zoom's Annotate tool. Instructors can Annotate with any screen share. If Annotate is not visible, check your meeting settings in the Zoom web portal and make sure 'Allow Annotate' is toggled 'on'.



## 7. Zoom Single Sign-On

Already working in D2L? If you are already logged in to D2L, quickly jump directly to the Zoom web portal to schedule, edit, or start Zoom meetings, or pull down recording links to share in your course without signing in again. Zoom is set-up as a single-sign-on tool, just click the *faculty-only* Zoom link in your course Communication menu to be directed to the Clarion Zoom portal and click 'Account sign-in'.



## 8. The Many Faces of Zoom

The major pieces of Zoom include: See [Features comparison](#) for details

- The Zoom Web portal ([clarion.zoom.us](http://clarion.zoom.us)): This website serves as a central hub for Zoom and enables users to schedule, edit, start, and join meetings, as well as manage personal meeting settings and update Zoom profile.
- The Zoom application: A desktop application for macOS and Windows, the Zoom application can also be used to schedule, edit, start, and join meetings.
- Zoom Mobile Apps: Available for iPhones, iPads, and Android devices, the Zoom mobile apps let you participate in Zoom meetings while away from your computer.
- The Zoom Web app (a.k.a web Client) – This is the 'browser' version of Zoom that allows users to join a meeting without installing the Zoom desktop application. Features are limited in the Web app – best with Chrome browser.