

Zoom Special Features

Spice up your Zoom meetings with these special features. You must enable each feature in Settings prior to starting the meeting.

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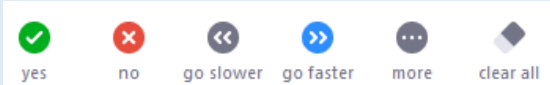
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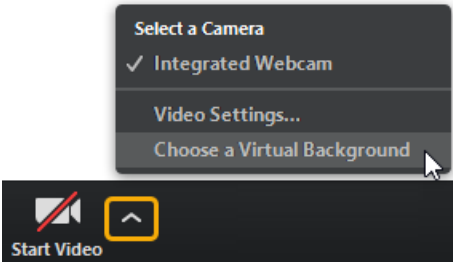

How do I access Zoom?

1. Go to <https://www.nvcc.edu/>
2. Click **myNOVA** and log in with your myNOVA credentials.
3. Click on the **Zoom** tile.
4. Click **Settings**.

How to...

Transfer Files through Chat	<p>In-Meeting file transfer allows you to send files to other meeting participants during the meeting through the in-meeting chat.</p> <ol style="list-style-type: none"> 1. During a meeting, click Chat to open the chat panel. 2. In the chat box, click File. 3. Browse to the file you want to share. 4. Click Open. 5. Users will see the file in their chat panel and can click to download it.
Assign a Co-host	<p>A co-host has all of the controls of a host. A co-host can start the meeting in the host’s absence, or take over a meeting if the host needs to leave early.</p> <p>To assign a co-host in advance:</p> <ol style="list-style-type: none"> 1. Schedule a new meeting. 2. At the bottom of the meeting options, in the Alternative Hosts field, enter the VCCS email address of the co-host. 3. The co-host will receive an email with a link they can use to start the meeting. <p>To assign a co-host during the meeting:</p> <ol style="list-style-type: none"> 1. In the participant panel, hover over the name of the person. 2. Click More. 3. Click Make Co-Host.

<p>Polling (Zoom Support)</p>	<p>The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results.</p> <ul style="list-style-type: none"> - You can't create polls on the fly during a meeting. Poll questions must be created and saved prior to the meeting. - Poll questions cannot be shared between meetings, but a scheduled meeting (with its attached poll) can be reused by editing the date/time. - You can have up to 25 polls attached to a meeting or Personal Room Meeting. If a meeting has more than one poll attached to it, when you click Polls during the meeting you will be presented with a dropdown list of the poll names. - Zoom only supports single choice and multiple choice questions, no free text. <ol style="list-style-type: none"> 1. Schedule a meeting. 2. Save the meeting. 3. From the list of upcoming meetings, click the name of the meeting to open the meeting details again. 4. Scroll to the very bottom of the screen. 5. In lower right corner, click Add. 6. Name the poll, enter a question, select Single or Multiple Choice. 7. Click +Add a Question to add more questions, if desired. 8. Click Save. <p>During the meeting, click Polls to open the polling window, then click Launch Polling. When the participants have finished voting, click End Polling and Share Results.</p>
<p>Always show meeting control bar</p>	<p>The meeting control toolbar at the bottom of the screen “hides” when the mouse hasn't moved for a few seconds and reappears when you wiggle the mouse. To keep the toolbar “on” all the time, select this setting before a meeting or press ALT on the keyboard during a meeting.</p>
<p>Annotation & Whiteboard (Zoom Support)</p>	<p>Write on a digital whiteboard, or share the whiteboard with participants.</p> <p>Host:</p> <ol style="list-style-type: none"> 1. In a meeting, click Share > Whiteboard. 2. The annotation toolbar appears at the top of the screen. 3. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.  <ol style="list-style-type: none"> 4. When you are done, click Stop Share. <p>Participants:</p> <ol style="list-style-type: none"> 1. While viewing a shared whiteboard, click View Options > Annotate at the top of the screen (next to the green bar).
<p>Nonverbal Feedback</p>	<p>If the meeting organizer enables the Nonverbal feedback feature, meeting participants can place an icon beside their name to communicate with the host and other participants without disrupting the flow of the meeting.</p> 

	<p>All participants can see the icons that everyone else has chosen. In addition, the host sees a summary of how many participants are displaying each icon, and has the option to clear all feedback.</p>
<p>Breakout Rooms (Video)</p>	<p>Breakout Rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time. FYI: If the meeting is being recorded, it will only record the main room, regardless of what room the meeting host is in.</p>
<p>Enabling Closed Captioning (Video)</p>	<p>A week before the meeting, email interpreters@nvcc.edu to schedule a captionist. In the email, include the date, time, duration and URL for the meeting. <i>You must enable closed captioning BEFORE scheduling and starting a meeting.</i></p> <p>Assign the Closed Captionist:</p> <ol style="list-style-type: none"> 1. Start the meeting. 2. In the toolbar at the bottom of the screen, a Closed Caption icon will appear. If it is green, CC is enabled. Click the icon to enable/disable CC for this meeting. 3. The captionist will join the meeting like any other participant. Hover over the captionist's name to display the More button. 4. Click More > Assign to type Closed Caption. 5. The captionist clicks the CC icon in the toolbar to see a captioning box. As they type in the box, all participants will see the text appear at the bottom of their screens.
<p>Virtual Background</p>	<p>This feature works best when you are in front of a solid-colored background.</p> <p>On the desktop:</p> <ol style="list-style-type: none"> 1. Start the meeting. 2. In the toolbar at the bottom of the screen, click the arrow next to Start Video > Choose a Virtual Background.  <p>3. Click +Add Image to upload a background image (.png, .jpg, .bmp)</p> <p>On the mobile app:</p> <ol style="list-style-type: none"> 1. Download the Zoom Cloud Meetings app. 2. Open the app and start or join a meeting. 3. In the toolbar at the bottom of the screen, click More > Virtual Background. 4. Select the default image or upload your own image. Click Close. <p>Click Start Video. Your webcam will automatically display the virtual background.</p>
<p>Attention Tracking</p>	<p>Hosts can see an indicator in the Participant panel of a meeting if an attendee does not have Zoom in focus for more than 30 seconds.</p> 

<p>Waiting Room (Zoom Support)</p>	<p>The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once.</p> <p>Participants will see the following screen when joining a meeting with Waiting Room enabled:</p> <div data-bbox="396 296 977 499" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Please wait, the meeting host will let you in soon.</p> <p>Molly Parker's Personal Meeting Room</p> </div> <p>You can also customize the waiting room screen with your own logo, title and description.</p> <p>Note: If the Waiting room option is enabled, Join Before Host will not work for that meeting or meetings.</p> <ol style="list-style-type: none"> 1. During a meeting, open the participant panel to see the list of people in the waiting room 2. Click Admit next to each person's name, or click the Admit All button.
<p>Join from Your Browser link (Zoom Support)</p>	<p>Participants who are unable to install the Zoom client on their computer or the Zoom app on their mobile device can join a meeting through their web browser. The Zoom web client allows joining a Zoom meeting without downloading any plugins or software. However, the web client has limited features and functions best on Google Chrome.</p>
<p>Recordings</p>	<p>You can record your Zoom meeting locally to your computer or to the Zoom cloud with a Pro license. Files stored on the cloud can be accessed on your desktop or from the web. Locally recorded meetings can only be accessed on the computer that recorded the meeting.</p> <p>Locally:</p> <ol style="list-style-type: none"> 1. When you choose to record locally, you are prompted to specify the file folder where you want to save the file. 2. After the meeting, open Windows Explorer or MyPC and browse to that location. <p>In the Cloud:</p> <ol style="list-style-type: none"> 1. After the meeting, log into Zoom (nvcc.edu > myNOVA > Zoom > Settings) 2. From the Zoom menu on the left, click Recordings. 3. A list of recordings will display. Filter the list by date, status, topic, or keyword. 4. Click Share to copy the meeting URL. 5. Click the topic of the meeting to open the meeting details. 6. Click the Play icon (black triangle) to view the recording. While viewing, you can also see the Audio Transcript and the Set Playback option. Set Play allows you to drag the start and end markers on the playback bar to trim off the beginning or end of a recording.
<p>Reports (Zoom Support)</p>	<p>Log into Zoom (nvcc.edu > myNOVA > Zoom > Settings) and click Reports.</p> <p>Usage: View a list of meetings, participants, and meeting minutes for meetings you have hosted. Note: The participants list appears 30 minutes after the end of a meeting.</p> <p>Meeting: Search for Registration Reports and Poll Reports for a meeting. Select the type of report you need, search by a date range to find the meeting, and then choose to Generate for the report.</p>