ZOOM ADVANCED FEATURES: POLLING, BREAKOUT ROOMS, WHITEBOARD
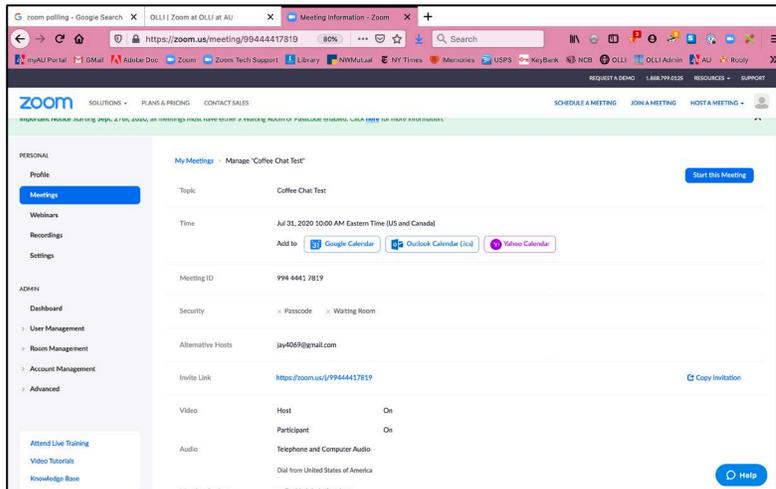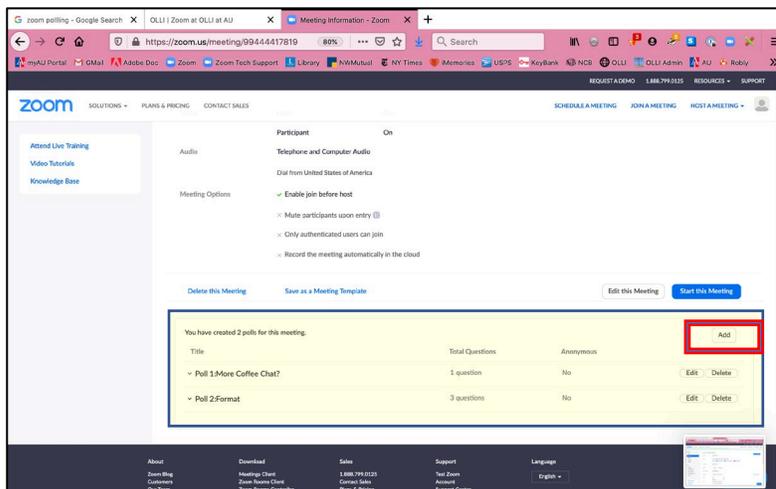
(Updated 8/18/2021)

POLLING

Creating a Poll Before a Meeting

You can add a poll either before your meeting or during your meeting. The steps are the same. However, creating a poll before your meeting is generally easier. The steps are the same. In order to create a poll before the meeting, you will need the license number and password for your class. Contact Jesse or Sara for this info.

- Login to your OLLI Zoom account.
- Go to the **Meetings** page and click on your scheduled meeting.

- On the page for that meeting, scroll to the very bottom to find the **Poll** option. (If you haven't created any polls yet, it will say "You have not created any poll yet.")
- Click the **Add** button to the far right to begin creating the poll.
- Click Anonymous to hide member names.

Click Add to Create a Poll.

- Give your poll a **title**. Zoom prefaces each Poll with numbering, e.g., Poll 1, Poll 2, etc.
  Enter a **question**.
  Select whether the poll is **Single Choice** or **Multiple Choice**. Single choice selections have a circle next to them. Multiple choice selections have squares next to them.
  Enter the possible **answers**.
- If you only have one question, click **Save**. If you have additional questions, click **+ Add a Question**. *(See note below about using multiple polls.)*
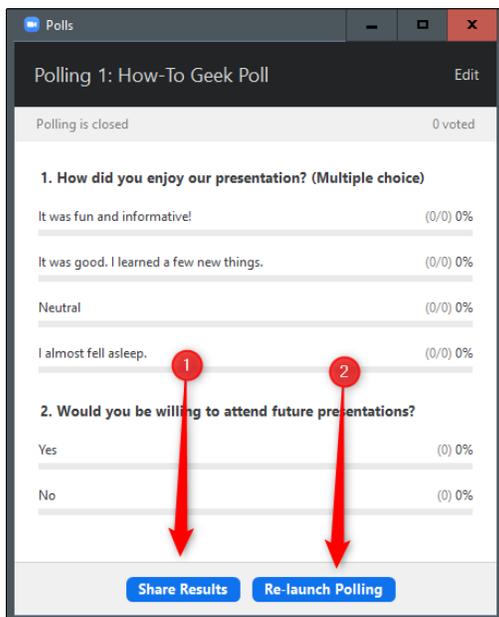
Launching a Poll and Sharing Results in a Meeting

Only the Host or Co-Host can create or launch a poll.

- Click on the Polling icon to **launch the poll** in your meeting when you are ready. While the poll is open, participants will only see the question. The Host will see the responses tallied live.

- To share results with the class, click **End Poll**, then click **Share Results**. This will display the poll results on the participants' screens.

- Click **Stop Sharing** to hide the poll. Click the red circle in the upper left corner to close the poll box.

Using More Than One Poll and Recording Results

- You can have one or more polls. Each poll can contain one or more questions. If there is more than one question in a poll, all questions will show up at once. If you want to poll participants at different times throughout a meeting, you must create separate polls.
- To add more polls, follow steps 4 through 7 above.
- When polling more than once during a meeting, click on **Poll**, then click on the **down arrow** on the right side of the poll box to change to the next poll.
- OLLI is unable to generate reports from polls because our meetings do not require registration.

BREAKOUT ROOMS
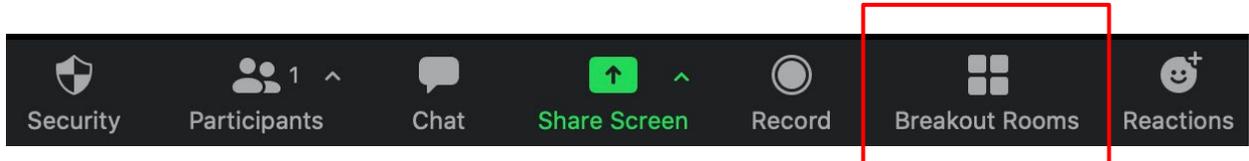
Setting Up Breakout Rooms

You can set up **Breakout Rooms** before your meeting or during your meeting. Decide the number of rooms you want in order to get the optimal number of participants in each room. You can assign them in one of three ways:

1. In the meeting, launch Breakout Rooms, then let Zoom randomly assign members.
2. Schedule ahead of the meeting who will be in each room. To do this, login to the meeting (using the zoom license and password from Jesse or Sara), then follow the instructions at https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms#h_36f71353-4190-48a2-b999-ca129861c1f4
3. Use a hybrid method. Let Zoom randomly assign members, and then move the members you want between rooms.
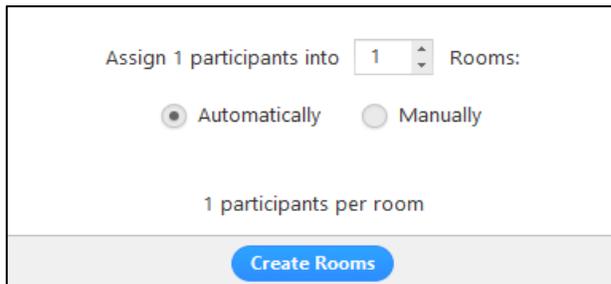
Unless you have a compelling reason to have members in specific Breakout Rooms, the easiest way to use this function is within your meeting and have Zoom randomly assign participants.

Launch Breakout Rooms

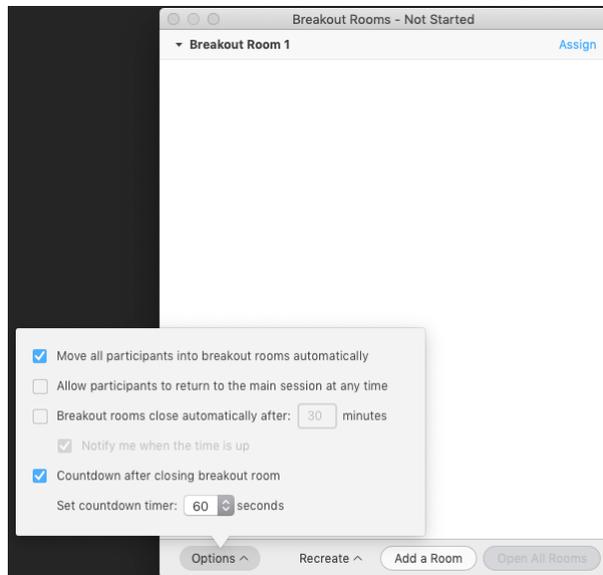1. Click on the **Breakout Rooms** icon in the navigation bar.

2. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:

   a. **Automatically**: Let Zoom split your participants up evenly into each of the rooms. Or
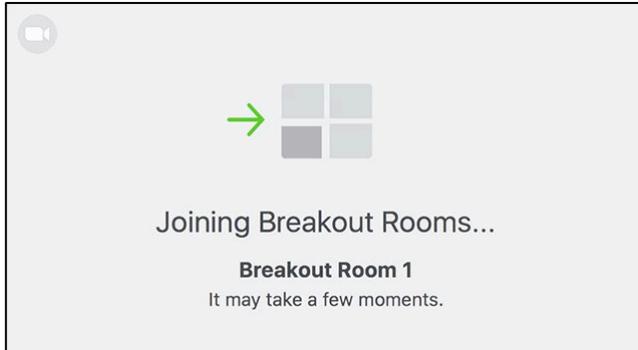   b. **Manually**: Choose which participants you would like in each room.

3. Click **Create Breakout Rooms**.
4. Your rooms will be created but will not start automatically.

5. After creating breakout rooms, click **Options** to view additional breakout rooms options.
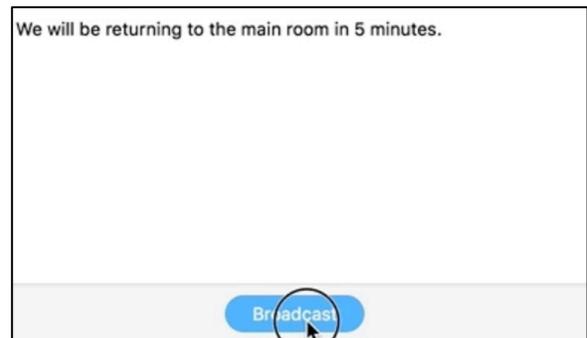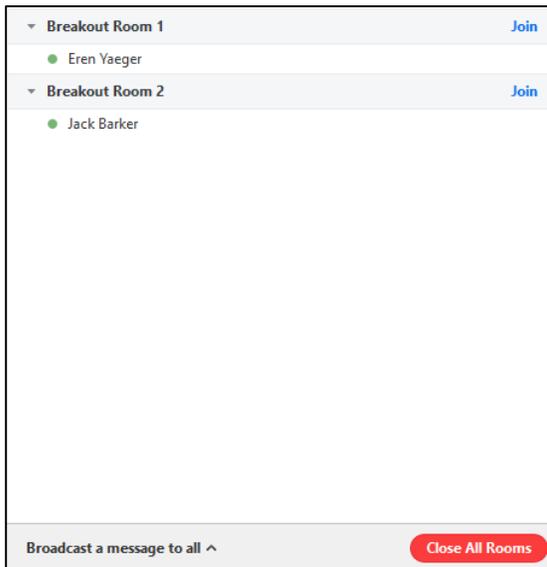

6. Check any options that you would like to use for your breakout rooms.
   - **Move all participants into breakout rooms automatically**: Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, participants will need to click **Join** to be added to the breakout room.
   - **Allow participants to return to the main session at any time**: If this option is checked, the participants can move back to the main session. If this is disabled, they need to wait for the Host to end breakout rooms.
   - **Breakout rooms close automatically after x minutes**: If this option is checked, the breakout rooms will automatically end after the configured time.
   - **Notify me when the time is up**: If this option is checked, the Host will be notified when the breakout room time is up.
   - **Countdown after closing breakout rooms**: If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.
7. Click **Open All Rooms** to start the breakout rooms. As Host, you can visit any of the Breakout Rooms.

8. Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to Join the breakout room. The Host will be left in the main meeting until manually joining one of the rooms. The participants (and the Host when manually joining a room) will see the following message shown when joining the breakout room.

Once the breakout rooms have been started, the participants will be asked to join the Breakout Session. The Host will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted next to their name. As Host, you can visit all of the Breakout Rooms. You can **Broadcast a message to all** by clicking on that message at the bottom left.
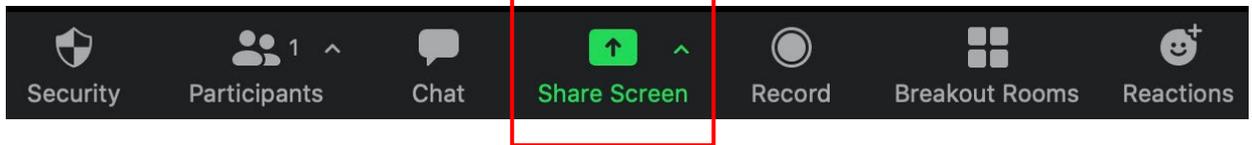

When you are done with a particular session, click on **Close All Rooms.** This will give everyone a 60-second warning, then return everyone to the main meeting. You can then continue your class or start another session of Breakout Rooms.
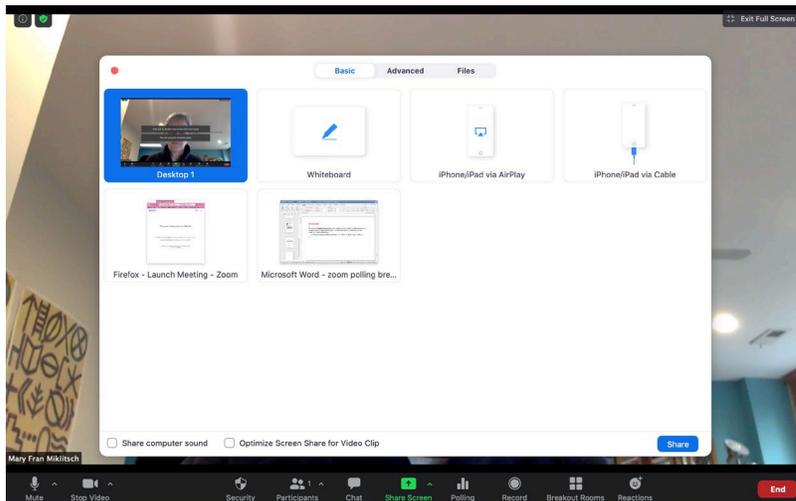
WHITEBOARD

Unless you are using an iPad with an Apple Pencil, **Whiteboard** can be clunky to use. It can be useful, though, for bits of text (e.g., formulas, foreign phrases, or proper names) or simple drawings.
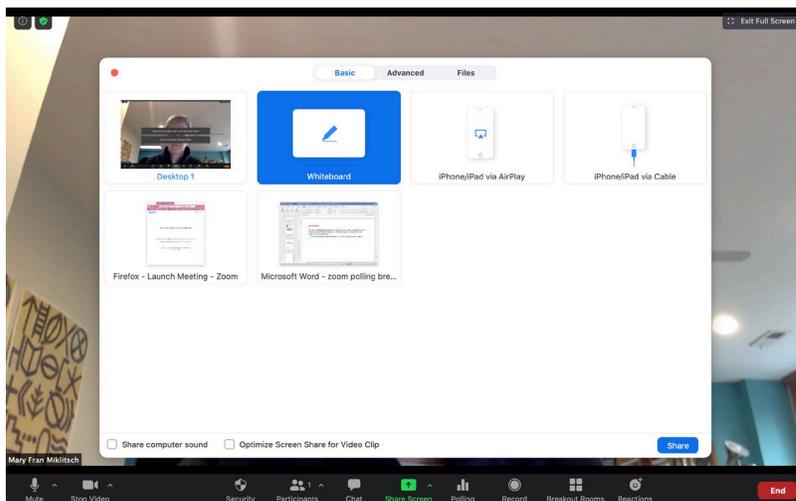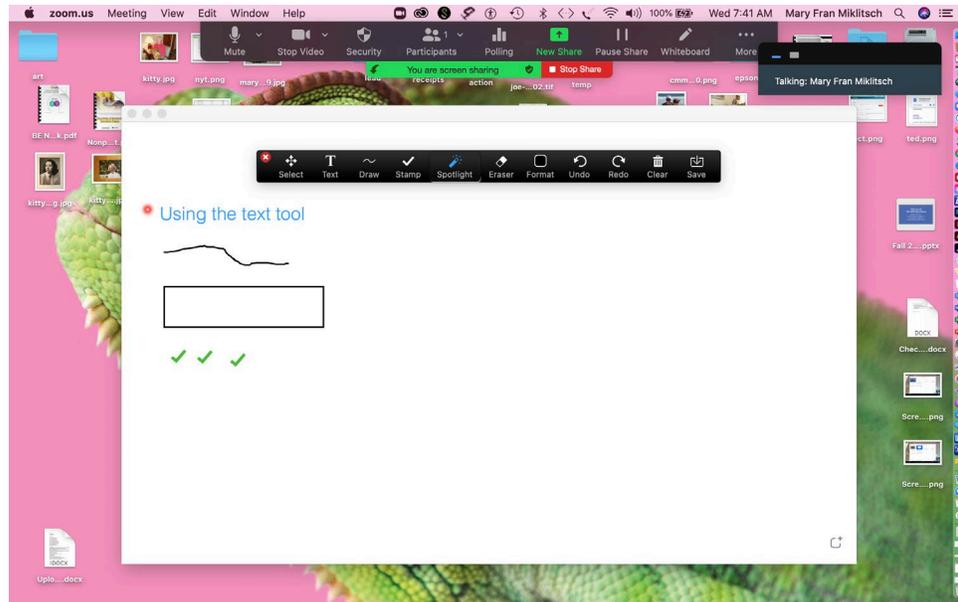
1. Select **Share Screen**.

2. A new window pops up displaying the options you can share. It automatically defaults to your desktop. Notice the blue rectangle surrounding the desktop.

3. Click on **Whiteboard**. Notice the blue rectangle now appears around **Whiteboard**. Then click the **Share** button in the bottom right

4. The Whiteboard now appears with a set of tools. To have the Whiteboard fill your screen click the rounded rectangle with the plus sign in the bottom right corner.,

The illustration above shows the tools as they have been applied.

Tools from left to right:

Select: Click on any item you have created to select it.

Text: "Using the text tool"

Draw: Scraggly line and rectangle

Stamp: Green checkmarks

Erase: Clears a single object

Format: If you want to use a particular color or format, choose Format first, then select the color which will be applied to the next tool you choose.

Undo: Undoes the last thing you did.

Redo: Undoes your last Undo.

Clear: Erases the entire **Whiteboard**.

Save: Saves a screenshot of your Whiteboard to your desktop.

5. When you are done using the **Whiteboard**, click **New Share** to go to a PowerPoint presentation or the internet, or click **Stop Share**.