



Zoom Cheat Sheet Building an Interactive World Online

Creating a Zoom Account

You can participate in any meeting via the link provided without needing to create a Zoom account. However, there is a little more functionality available if you have your own account. It's easy to set up via Zoom, but totally up to the student whether they have an actual account or not. Please note that using Zoom is FREE, and you need never pay for an account for any StoryArk activity. StoryArk is grateful to Stillwater Area Public Schools' Office of Equity and Integration in Minnesota for allowing us to use their enterprise wide education account.

Desktop, laptop, phone, iPad, chrome book?

All are usable, but chrome books have limited functionality and sometimes poor video and audio quality. A computer (desktop or laptop) provides the most functionality (and is ideal), but a phone can work well, too. We don't have much experience, yet, with students using iPads, but we think it would be a similar experience to using a phone. We'd love feedback from our iPad users!

For Security Purposes

New Link

While Zoom has the option to use the same link throughout the summer for all our meetings, in order to ensure a closed, safe environment, we will instead send an email every morning of the camp with a fresh link plus a brief summary of the activities of the day.

Waiting Room

All participants and guests will start in the waiting room and be let in by the host as they are recognized. We will do so as quickly as possible, and you shouldn't have to wait long.

Welcome to our Interactive Virtual World

The pre-professionals have discussed what does NOT work on Zoom based on their school experiences (no lectures allowed!) and much about what they have liked (an interactive environment). We want to build this online community together with you, so your feedback on what you like and don't like is of much value. Please share! Everything we do at StoryArk is student initiated and student led, so we definitely want you to be a part of building a new, virtual world. With that in mind, on the next page you'll find some of the main Zoom tools we'll be drawing upon to engage participants and a cheat sheet on how to use them. If you know of others, Zoom or otherwise, please let us know! We think it likely that we are only scratching the surface of what is possible.



For Connection, Collaboration and Creation



Going in order from left to right of toolbar (not all will be actively used):

Mute:

Click on this icon to turn your audio on and off. Note that you can also mute yourself from the right hand corner of your speaker box.

Stop Video:

Click on this icon to turn off your video. Use the ^ to bring up menu that includes “Choose Virtual Background” (see below)

Changing your background

Select the ^ on the right side of the Stop Video icon to see a menu that includes the option “Choose Virtual Background...” Pick one of the stock images offered, or use the + button in the upper right hand corner to upload an image or video clip on your device. That will change your background from whatever setting is actually behind you.

Chat:

Click the Chat icon to create a chat or see chats. A side box of the chats will come up showing all of the messages. Use the drop down menu box at the bottom of the chat screen to select “Everyone” or the individual person to whom you’d like to send a chat. Be watching the chat box for messages from professional and pre-professional staff.

Share Screen

Click on Share Screen to select what screen from your device you want to share. Only one person can share a screen at a time.

Whiteboard

Click on the Share Screen and choose whiteboard to create and share a whiteboard of your own. When other people are sharing a whiteboard, you can add your comments, symbols and drawings through Zoom’s annotation tools, which will automatically appear as long as you have them enabled in your Zoom account. (For more information on [annotation](#) feature, scroll down to “User” on the Zoom help page)

Changing your name for the day

Change your name listed on your speaker window by selecting the “...” on the top right hand corner of your window. Select “Rename” and type in a new name. This is temporary and will only stay your name for the duration of the meeting. You can change it as many times as you want.

Breakout Rooms

We will divide into breakout rooms most every time we meet. If you want to return to the main room, you can select “Leave Room.”

Reactions

Select reactions and choose to clap or give a thumbs up

