Screen Sharing and Annotations in a Zoom Meeting

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October 28, 2020

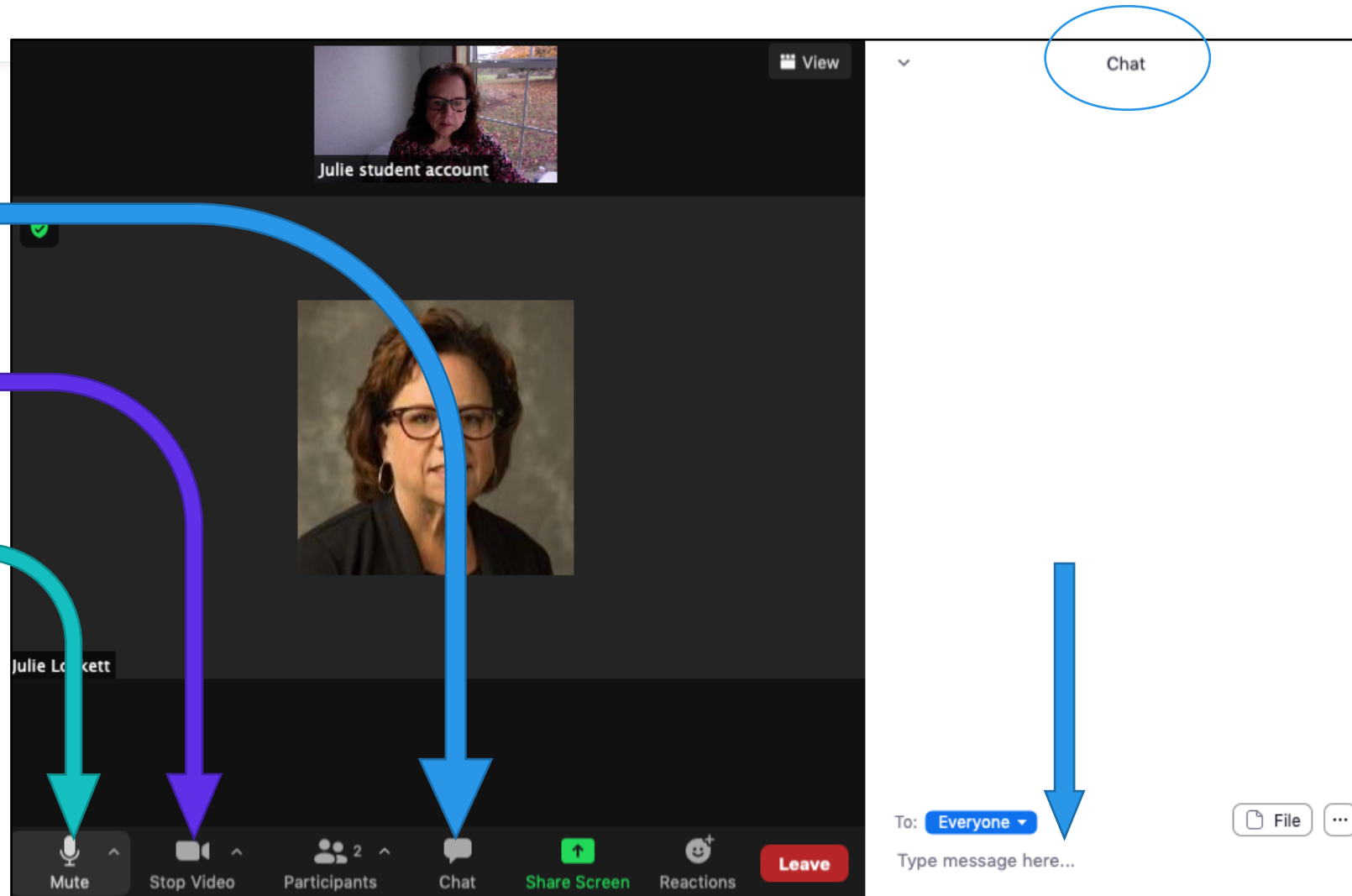Please note: This meeting will be recorded
and posted on the FDIC website.

Housekeeping

Chat

Video

Mute

If toolbar disappears, move your mouse to bring it back.

Agenda - Screen Sharing and Annotations in a Zoom Meeting

- Default settings
- Screen sharing options
- Sharing your screen or content
- Screen sharing a PowerPoint presentation
- Sharing a Whiteboard
- Using annotation tools on a shared screen or whiteboard
- Saving shared screens with annotations
- Allow Participants to Screen Share

Zoom License

1

As of October 1, 2020, all EIU faculty, staff, and students have a licensed Zoom account.

2

Licensed users can host meetings with unlimited minutes for up to 300 participants.

3

Schedule/host Zoom meetings from the EIU Zoom website, from the Zoom app, or through Outlook.

4

Zoom meetings can also be scheduled/hosted by the instructor in a course in D2L.

EIU Zoom Support Page – http://www.eiu.edu/zoom

EIU ZOOM

HOME	LOGIN TO ZOOM	ZOOM MEETINGS	ZOOM IN D2L	ADDITIONAL RESOURCES	SYNCHRONOUS TOOLS COMPARISON

zoom

Zoom is a cloud-based video communications application that allows users to set up virtual video and audio conferencing, live chats, screen-sharing, and other collaborative capabilities. Zoom is accessible on a computer desktop or mobile device.

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Licensed users can host meetings with unlimited minutes for up to 300 participants.

EIU faculty, staff, and students can schedule/host Zoom meetings from the EIU Zoom website, from the Zoom app, or through Outlook. Zoom meetings can also be scheduled/hosted by the instructor in a course in D2L.

Default settings for Screen Sharing & Annotations

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

http://eiu.zoom.us

Screen sharing

Allow host and participants to share their screen or content during meetings

Who can share?

○ Host Only   ○ All Participants   ⑦

Who can start sharing when someone else is sharing?

○ Host Only   ○ All Participants   ⑦

Disable desktop/screen share for users

Disable desktop or screen share in a meeting and only allow sharing of selected applications. ⓥ

Annotation

Allow host and participants to use annotation tools to add information to shared screens ⓥ

☑ Allow saving of shared screens with annotations   ⓥ

☐ Only the user who is sharing can annotate   ⓥ
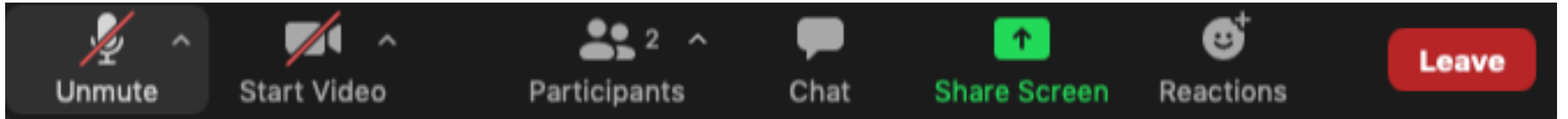
Whiteboard

Allow host and participants to share whiteboard during a meeting ⓥ
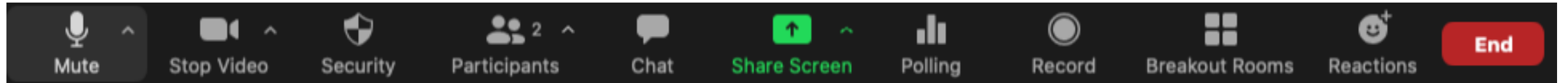
☑ Allow saving of whiteboard content ⓥ

☐ Auto save whiteboard content when sharing is stopped ⓥ

Menu Bar (Participant view)

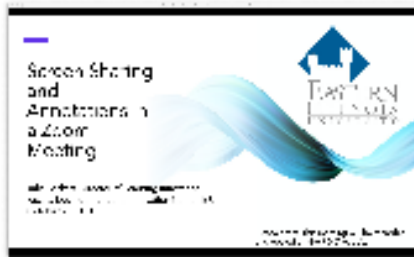# Menu Bar (Host view)

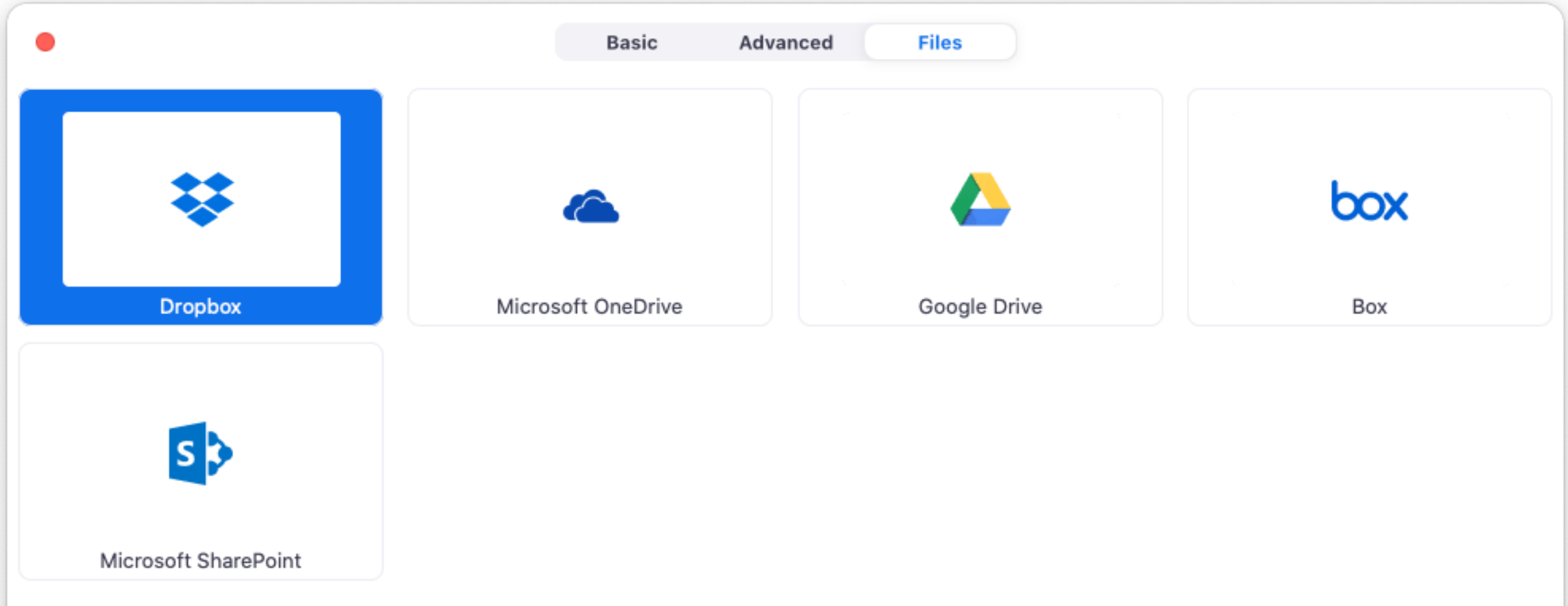# Screen Sharing Options - Basic

Screen Sharing Options - Advanced
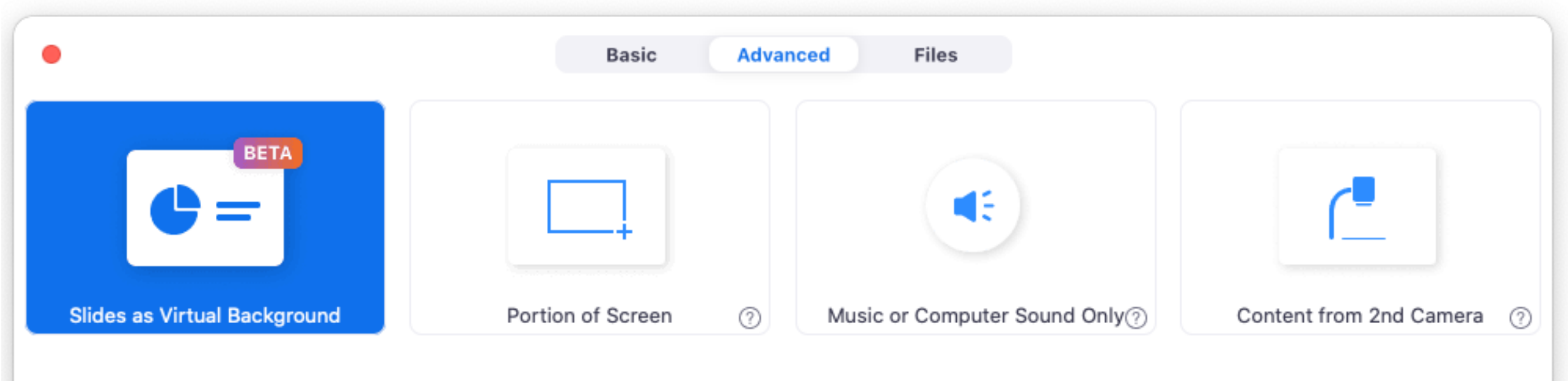
Screen Sharing Options - Files

Screen Sharing and Annotations in a Zoom Meeting

DEMO

Meeting Best Practices

Before sharing, close all unnecessary windows, programs, and browser tabs

Meeting Best Practices

Plan a rehearsal

Resource: Online Even Best Practices – A Zoom Success Guide

Meeting Best Practices

Bring a buddy to help you

Resource: Online Even Best Practices – A Zoom Success Guide

Meeting Best Practices

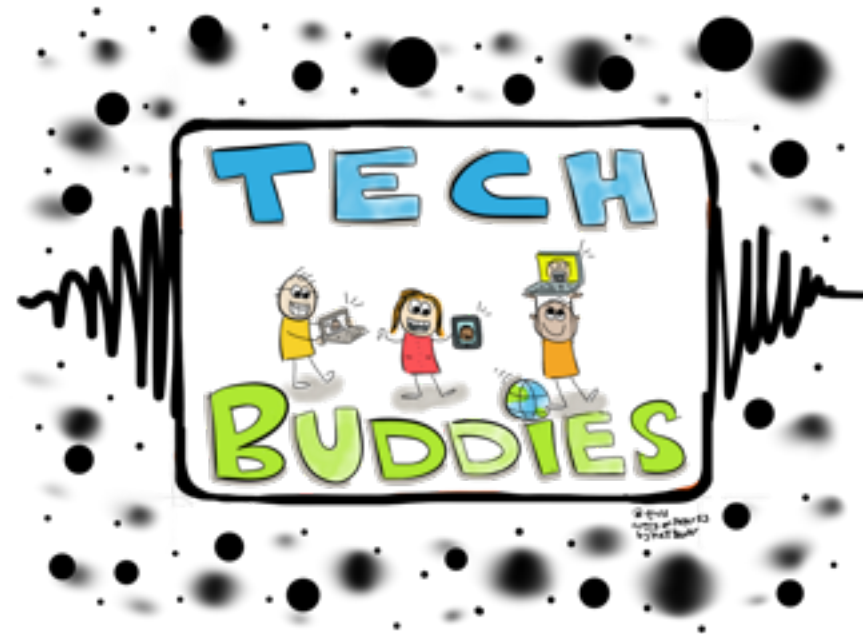This Photo by Unknown Author is licensed under CC BY-NC

Resource: Online Even Best Practices – A Zoom Success Guide

Avoid death by PowerPoint

Q & A

What are your questions?

Support for Zoom

- Zoom support page: http://www.eiu.edu/zoom

- For technical support,
    - Call 217-581-HELP (4357),
    - email support@eiu.edu, or
    - contact the Instructional Support Specialist (ISS) for your department.