

Zoom Features and Skills Checklist

Once you request your Zoom license, you will have two weeks to become familiar with the items on the checklist and to schedule a Zoom License Check to demonstrate your ability to perform the items.

Prior / Post Session Skills	Description	Resources
<input type="checkbox"/> Schedule a meeting	In the LMS via your test course, use the Zoom plugin to schedule a Zoom session and add it to the calendar.	Canvas App Guide - Page 7
<input type="checkbox"/> Locate call-in information, session link, and sharing options	Identify the meeting information in the Zoom session you scheduled so you can share it via announcements, emails, and other communications.	How to Invite Others to Join a Meeting
<input type="checkbox"/> Start a meeting	At the correct time, start your Zoom session so attendees can join.	Canvas App Guide - Page 10
<input type="checkbox"/> Direct students for troubleshooting	Identify how to assist students who are having technical difficulties. Know some basic troubleshooting tips and where to direct students for further support. Students can get assistance via the LMS Support Center, https://resources.adler.edu using the live chat and phone options for immediate assistance.	https://resources.adler.edu – LMS Support
<input type="checkbox"/> Notify students of required session work	Post an announcement reminding students of the date and time of the Zoom session, along with session information, 1 week before it will occur	How to post an announcement
<input type="checkbox"/> Notifying students of ad-hoc sessions	Post an announcement reminding students of the date and time of the Zoom session,	How to post an announcement

	along with session information, 24-48 hours before it will occur	
<input type="checkbox"/> Use Doodle to schedule a meeting time	Create a Doodle poll and share the link with students, to schedule a common time for the Zoom session	How to create a Doodle poll

During Session Skills	Description	Resources
<input type="checkbox"/> Breakout room Usage	Leverage breakout rooms to have students work in small groups: assign students to breakout rooms, switch between breakout rooms, and return all to the main room	Go to Zoom Help Center, https://support.zoom.us/hc/en-us , and search “breakout rooms”.
<input type="checkbox"/> Screen Sharing	Share your desktop with the entire meeting	Go to Zoom Help Center, https://support.zoom.us/hc/en-us , and search “share screen”.
<input type="checkbox"/> The ‘Raise hand’ feature	Raise your hand, or explain to students how to raise their hand in a session.	Go to Zoom Help Center, https://support.zoom.us/hc/en-us , and search “raise hand”.
<input type="checkbox"/> Polls	Create a poll and conduct a poll with a group during a session	Go to Zoom Help Center, https://support.zoom.us/hc/en-us , and search “polling for meetings”.
<input type="checkbox"/> The Whiteboard	Setup the whiteboard feature for participants or the presenter to contribute	Go to Zoom Help Center, https://support.zoom.us/hc/en-us , and search “white board”.
<input type="checkbox"/> Student screen share	Give participants/students permission to share their screen in a meeting	Go to Zoom Help Center, https://support.zoom.us/hc/en-us , and search “share screen”.
<input type="checkbox"/> Record the session	Record a session to share with participants and those who cannot attend after the meeting	Go to Zoom Help Center, https://support.zoom.us/hc/en-us , and search “recording meeting”.
<input type="checkbox"/> Mute / Unmute	Mute and unmute the microphone and show participants how to mute and unmute their microphone	Go to Zoom Help Center, https://support.zoom.us/hc/en-us , and search “mute and unmute”.
<input type="checkbox"/> Send private and public messages	Send messages to the entire group or to	Go to Zoom Help Center, https://support.zoom.us/hc/en-us

	specific individuals during the session.	us , and search “in-meeting chat”.
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Post Session Skills	Description	Resources
<input type="checkbox"/> Post recorded session into the LMS	Post a link to a recorded session in a course for students to view	Go to Zoom Help Center, https://support.zoom.us/hc/en-us , and search “how do I find my recording”.