Using Zoom to Create Interactive Virtual Events

A Hands-On Workshop to Learn Zoom

Topics and Takeaways Include:

- Scheduling Zoom meetings and sharing invitations
- Sharing documents and other supported files
- Drawing on slides and whiteboards
- Using and adjusting chat features
- Using webcams for presenters and attendees
- Creating and sharing polls
- Using Non-Verbal Feedback + Emoticons
- Using and Managing breakout rooms
- Adjusting meeting room settings to turn on/off essential features
- Recording meetings
- Accessing post-meeting reports

Description

This 3-hour workshop focuses on the "how-to" skills for using Zoom, with emphasis on creatively using it's platform tools to create interactive online events.

Participants will get hands-on with Zoom's tools, experiencing them while learning how to use them. Both in-meeting tools (such as polls, chat, sharing documents, and breakouts) will be covered, as well as the necessary features for setting up and effectively running a meeting. Participants will receive an electronic reference guide full of "how-to" tips as a takeaway document.

Each hands-on workshop has up to 15 participants connected individually from their own device. Live attendance is required, and participants receive an electronic reference guide with tools and templates.

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