

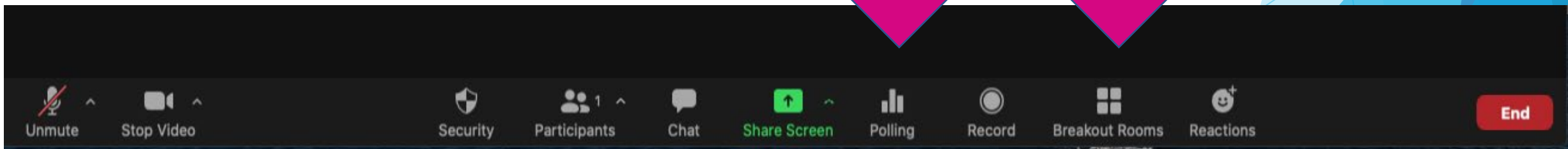


Utilizing Zoom Tools: Polling and Breakout Rooms

What do they do?

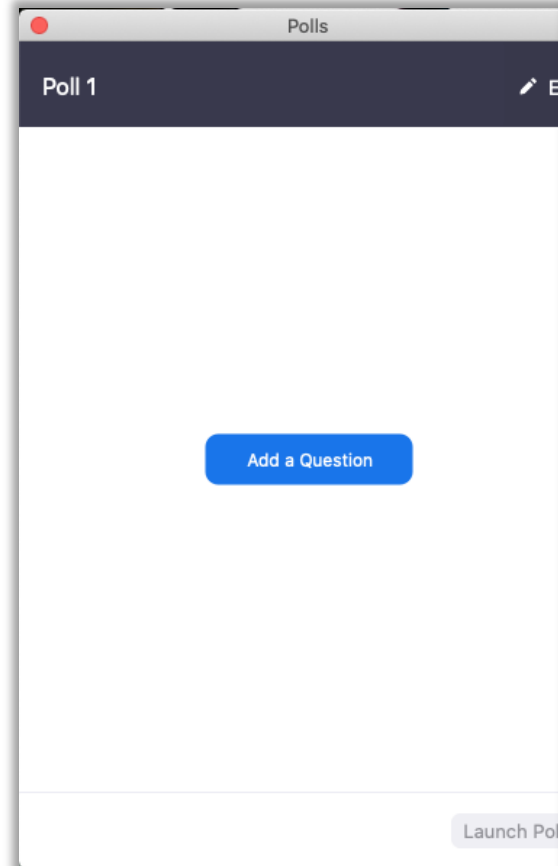
- ✓ Polling: create single choice or multiple choice questions for your students and collect responses.
- ✓ Breakout Rooms: split your class up into small groups

These features need to be requested before class begins.



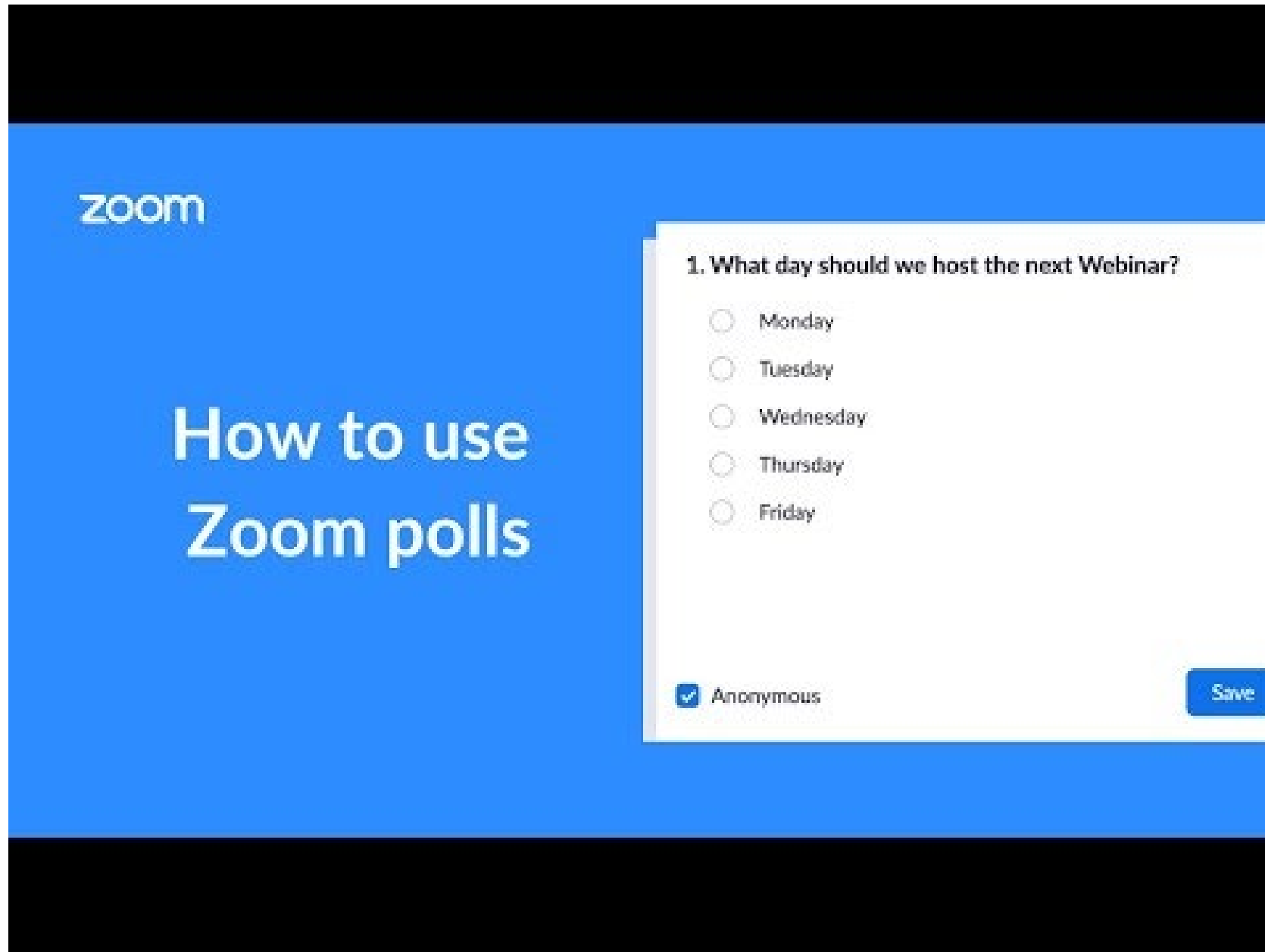
Polling

- Request Poll setup with Staff before the class
- Provide Staff the content you would like included.
- Practice before class.
- Staff or VCA can launch the poll. *

A screenshot of the 'Add a Poll' form. At the top right is a close button (X). Below the title is a text input field with the placeholder 'Enter a title for this poll.'. Below that is a checkbox labeled 'Anonymous? (?)'. The main section is numbered '1.' and contains a large text area for the question with the placeholder 'Type your question here.'. Below the question area are two radio buttons: 'Single Choice' (selected) and 'Multiple Choice'. Below these are ten input fields for answers, labeled 'Answer 1' through 'Answer 10 (Optional)'. At the bottom right of the answer list is a 'Delete' button. At the bottom of the form is a '+ Add a Question' button. At the very bottom right are 'Save' and 'Cancel' buttons.

***Only the Zoom "Host" can launch the poll.**

For VCAs: How to Run a Poll



The image shows a Zoom poll interface. On the left, the Zoom logo is visible in the top left corner of a blue header. Below the logo, the text "How to use Zoom polls" is displayed in white. On the right, a white poll card is shown with the following content:

1. What day should we host the next Webinar?

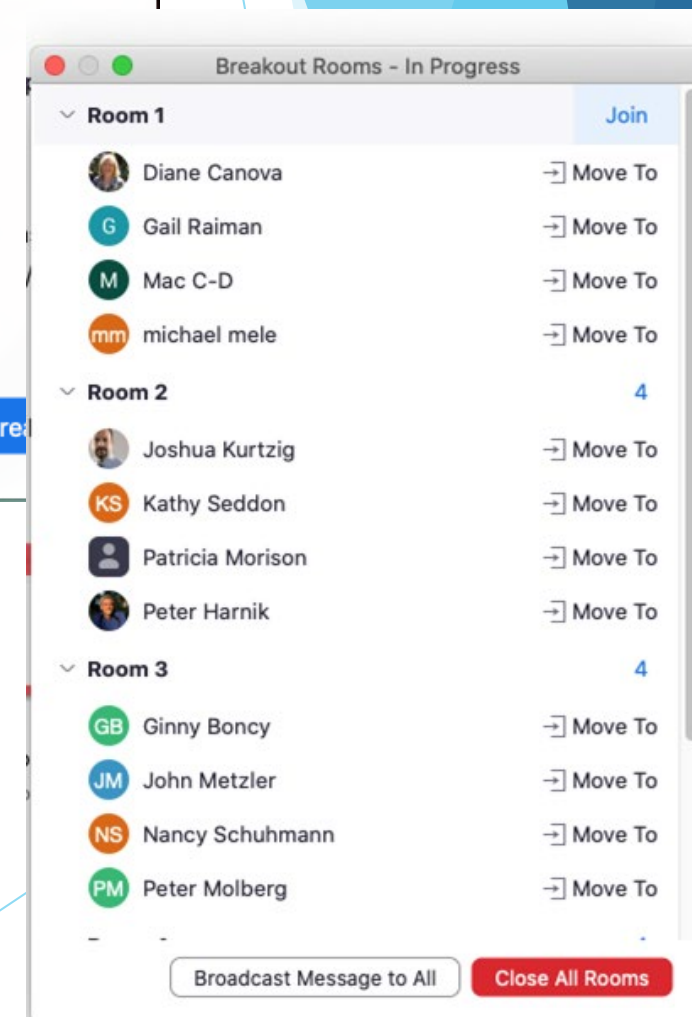
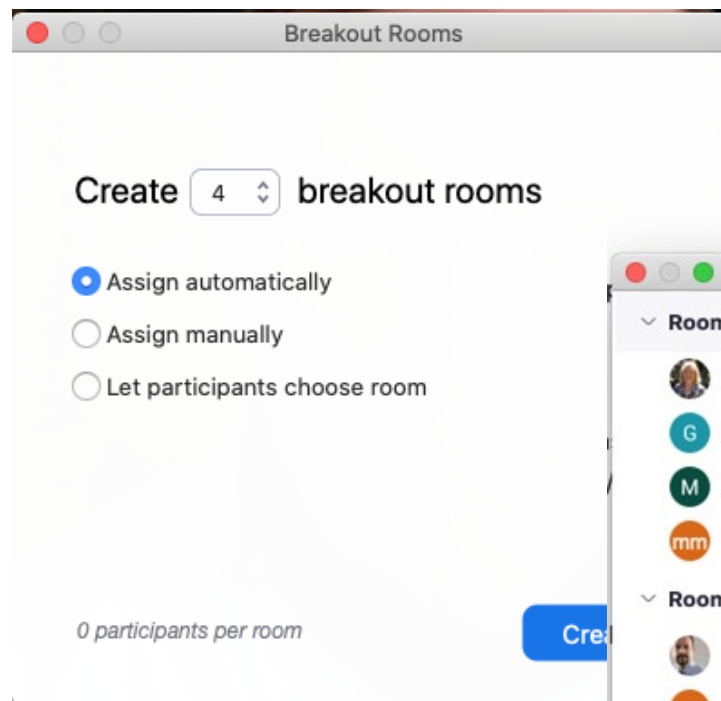
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

At the bottom of the poll card, there is a checked checkbox labeled "Anonymous" and a blue "Save" button.

Breakout Rooms

- Request Breakout Room setup with Staff before the class
- Provide Staff number of rooms you would like and any specific assignments.
- Practice before class.
- Staff or VCA can run the breakout rooms. *

*Zoom “Hosts” and “Co-Hosts can help manage breakout rooms.



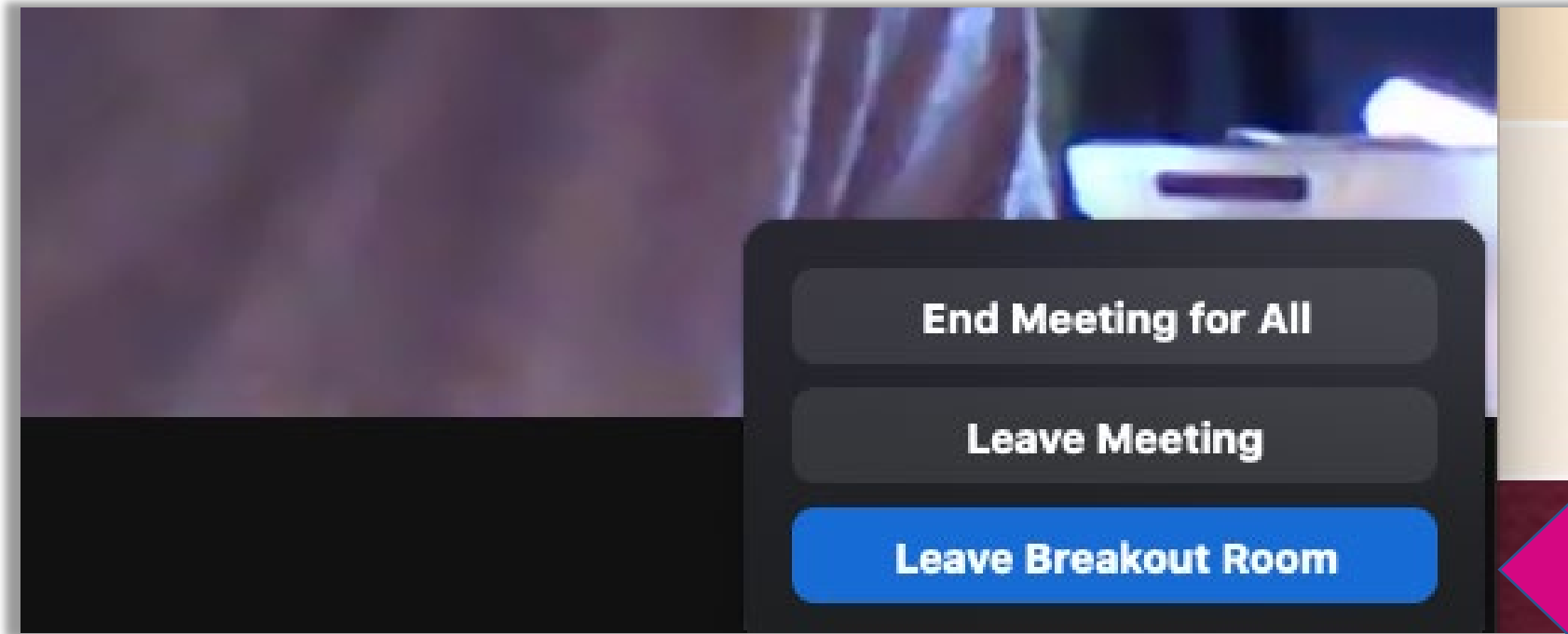
Breakout Room Roles and Abilities

	Host	Co-Host
Assigning*, starting, and ending breakout rooms	✓	✓
Move between breakout rooms	✓	✓
Broadcast message to all	✓	✓
Notified of Requests for Help	✓	

For VCAs: Managing Breakout Rooms



Important: Remind Everyone to “Leave Breakout Room” NOT “Leave Meeting”



Questions or want to learn more?

Email virtual@encorelearning.net

OR

Check out the Zoom Help Center
support.zoom.us



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