

Zoom Tips For A VCA

Feel free to enter questions in the chat.

The Top 4



1. Screen Sharing
2. Spotighting Instructors
3. Virtual Backgrounds
4. Preparing a Class Introductory Slide

1.1

Screen Sharing

- Sharing welcoming/announcement slides as class begins.
- Serving as back-up to the instructor when they aren't able to share their screen.

Please get comfy and read the VCA Guide

Talk to Your Co-Aide

- Divide the tasks.
- Share personal schedules for class attendance.

HELLO?

Remove Spotlight
Carol Fuller

Remove Spotlight
Carol Fuller

1.2

Screen Sharing

- Prior to actually screen sharing, you will want to ensure your device has all the appropriate access to share screen
 - a. VCAs will be made co-hosts by their staff host which will give them the ability to share their screen in the event the instructor needs assistance.
 - b. If you're using a Mac and it is your first time using Zoom on the device, you will have to give Zoom permission to use the device's components (I.e. Camera, microphone, & screen sharing) [Guide To Granting A Mac Access To Zoom](#)

Links to tutorial videos will be added to the Encore Learning Resources webpage.

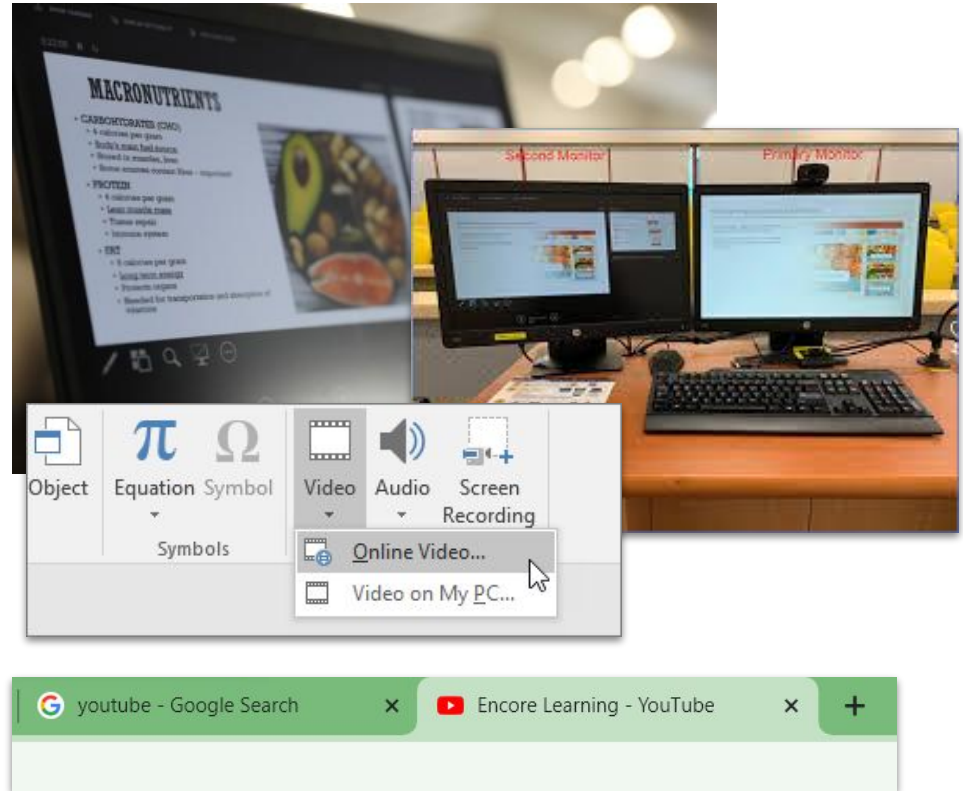


1.3

Screen Sharing

- Have the content you want to share organized and pre-loaded before sharing
 - a. Insert images and videos into a powerpoint presentation
 - b. Have browser tabs open to videos on a specific website if you're not embedding them into a powerpoint
- Make sure you click share sound especially if you are sharing videos.
- Two-screens are great but not required.

Links to tutorial videos will be added to the Encore Learning Resources webpage.



2

Spotlighting Instructors

- Used when multiple cameras are on.
- Puts the speaker at center stage even if someone else starts speaking.
- If the instructor is the only person with their camera on, Zoom will default their video as being center stage.

Links to tutorial videos will be added to the Encore Learning Resources webpage.



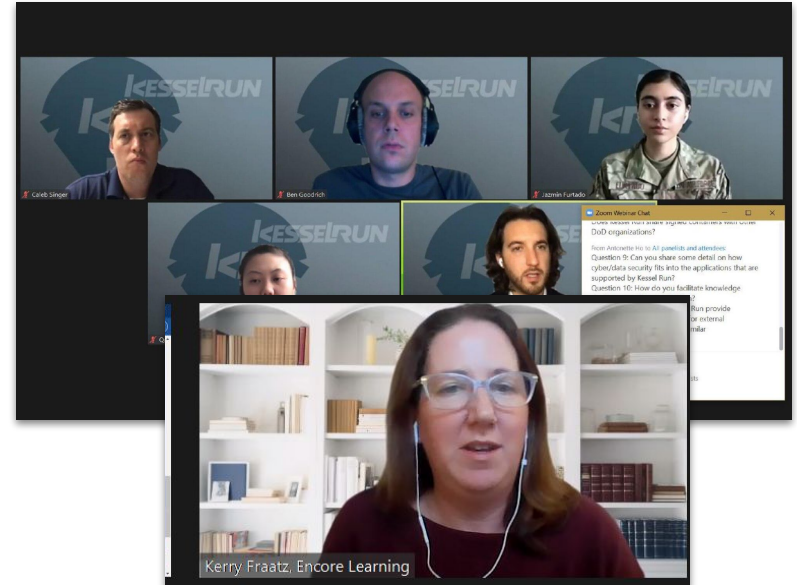
3

Virtual Backgrounds

The best images for virtual backgrounds:

- Use a high-contrast solid color
- Are not high in detailed
- Complements the colors that you are wearing

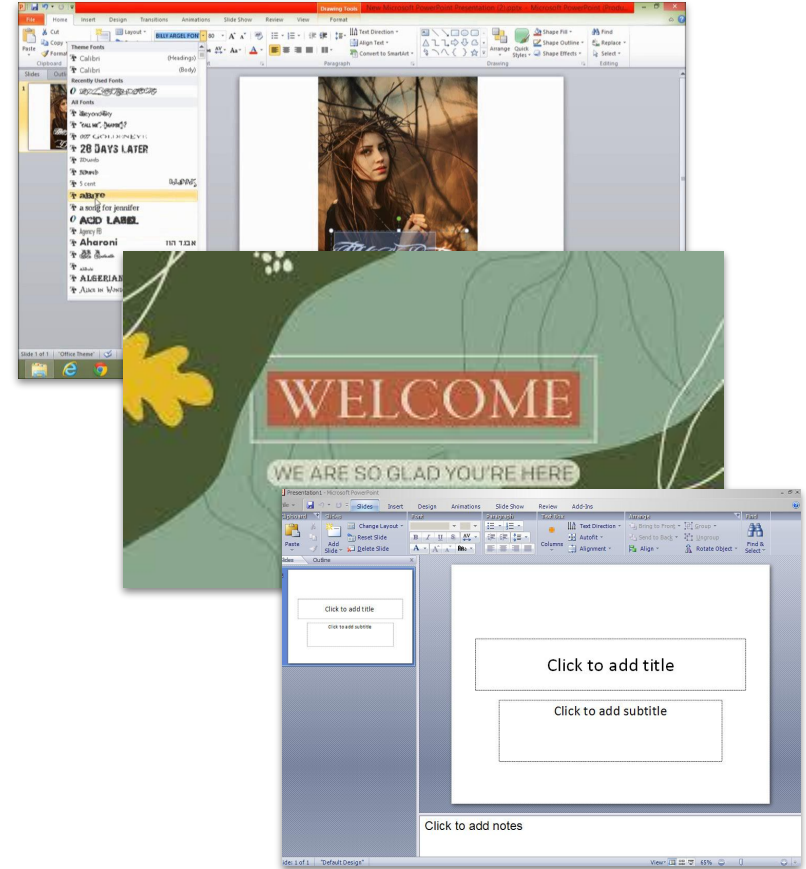
Check out some Encore Learning branded backgrounds. More will be added throughout the semester.



4

Preparing A Class Introductory Slide

- Establishes a routine and you as a resources
- Welcome students into the classroom
- Sharing announcements
- This can be done using powerpoint, or Google Slides





Thank You