

Zoom Feedback Features

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Learning Objectives

- Polling
- Chat management
- Participants' menu and reactions
- Managing the whiteboard

Polling

Polls can be used to ask participants single choice or multiple choice questions during a meeting. Hosts can deploy polls during meetings and collect responses in real time. Hosts can also download a report of poll responses after a meeting.

The polling function can be set up prior to or during a Zoom meeting. All polling functionality is only accessible and administered by the host, not the alternative host. Therefore, all polls ideally should be created prior to the Zoom meeting by the instructor.

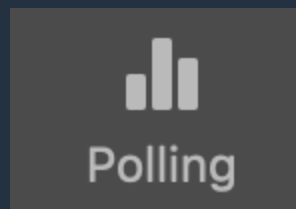


Creating a Poll Prior to a Meeting

- Navigate to the meetings page either on the Zoom web portal or click on your scheduled meeting.
- Scroll to the bottom of the page to find the Poll option. Click the **Add** button.
- A pop-up window will open where you can create your first poll question.
 - Enter the poll's title.
 - Check the box next to Anonymous if desired.
 - Choose single choice or multiple choice.
 - Type in the answers to your question.
 - Click **Save**.
 - To add more questions, click **+Add a Question** and repeat the steps above.
 - NOTE: Any questions that are added to the same poll will be deployed in a **single polling event** during a meeting. If you would like to deploy one question at one point during the meeting, and another question later, you will need to create another poll.

Creating a Poll during a Meeting

- To create a poll during a meeting, the host can click on the **Polling** icon in the Zoom control bar. This opens the default web browser where you can add polls or questions following Steps 3 and 4 from **Create a Poll Prior to a Meeting**.



Launching a Poll

- To launch a poll during a meeting, click the **Polling** icon in the Zoom control menu bar. A **Polls** window appears. If more than one poll has been created, choose which poll to launch. Click **Launch Poll**.
- As participants respond, you will see their responses come in. (Participants will not see others' responses at this point). After participants have responded, click **End Poll**.
- Results are visible to the host only. To share results with meeting participants, click Share Results. Alternatively, the host can relaunch the poll by clicking Re-launch Polling.

Chat management

- The chat function is a great way to quickly view student feedback and questions. You may consider assigning a participant to manage Zoom chats during a meeting.
- Also, consider if you would like to take periodic breaks during the lecture to answer chat questions or if you'd like your assistant to alert you to any questions as they come in.



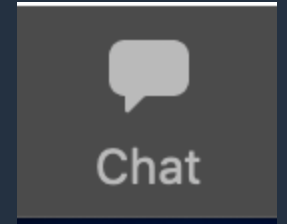
Using the Chat Box

- The in-meeting chat allows participants to privately message other users or the entire group publicly. The meeting host can choose who the participants chat with or disable the chat option. *(These options are available by clicking on the security badge icon while a meeting is in progress).*
- A transcript of the chat is saved if you choose to record your Zoom meetings.

Note:

- Private messages between participants are not viewable by the host.
- Private messages sent and received by the meeting host are included in the chat transcript!
- Private messages between participants other than the host are not saved in the host's chat transcript.

Accessing the Chat



- To access the chat window, click on the **Chat** icon in the meeting control bar.
- The chat box will open. Participants can type a message into the chat box to send a message visible to all participants or click on the **blue drop down** to send a message to a specific person.
- If a new chat message is sent while the window is closed, the Chat icon in the Zoom control bar will flash orange, and a preview of the new message will appear.

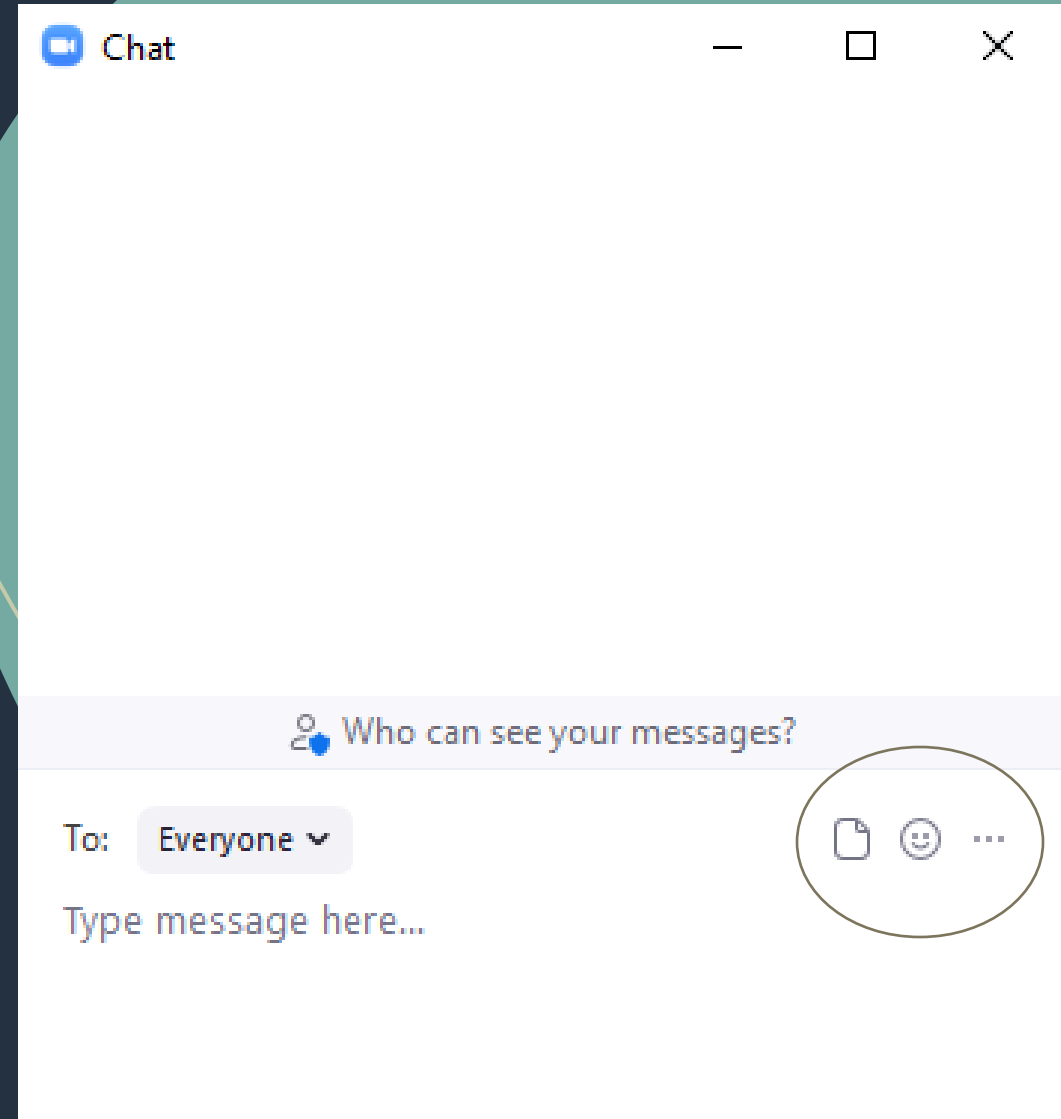
Managing Chat While Screen Sharing

- If your chat window disappears while screen sharing, click on the **More** icon with three dots in the Zoom meeting controls, then select **Chat** from the dropdown menu.
- A floating chat window will appear during screen share. New chat messages received during screen share will prompt the Chat button to flash orange. Participants cannot see the host's chat window during screen share unless you have chosen to share your entire screen.



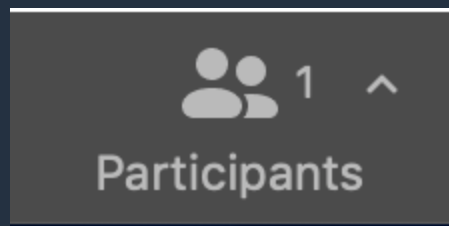
Changing Chat Settings During a Meeting

- The host can change the in-meeting chat settings. To do so, click the **Chat** icon in the Zoom control bar. Then, click the **three-dot** icon to display additional in-meeting chat settings. These settings allow you to download the chat messages in a .txt file format, or to limit who participants can chat with.
- The host can share a file directly to all participants using the chat box by clicking the **File** icon.
- Also, people can send emoji's by clicking the face icon



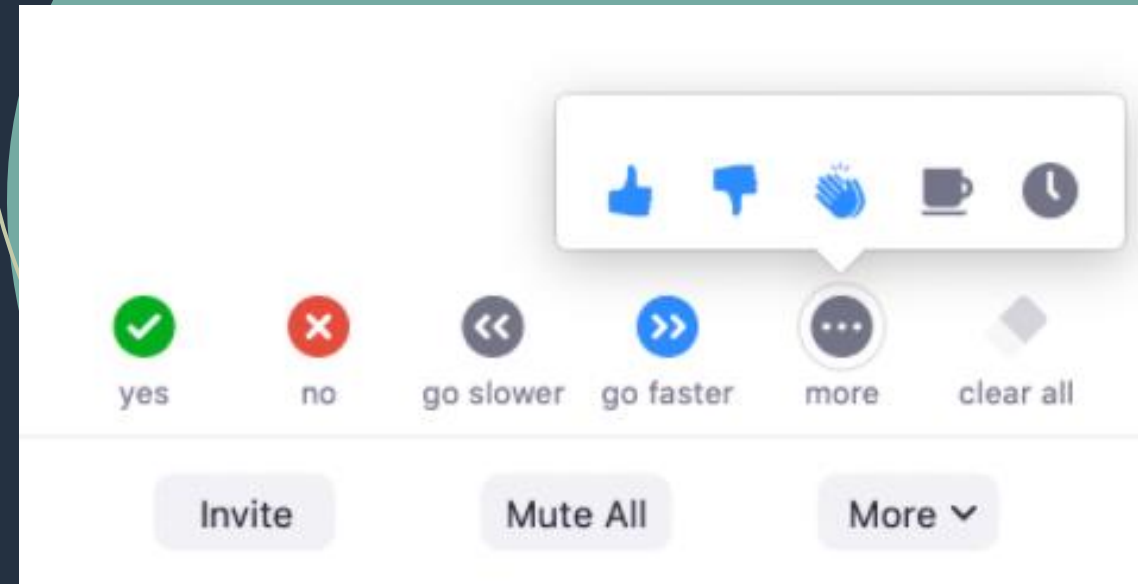
Participants' menu and reactions

- The Participants' Menu and Reactions feature allows for additional modes of student engagement. Hosts and assistants should be familiar with these menu features and reactions.
- To manage nonverbal feedback, click the **Participants** button in the bottom Zoom control bar to view the participant list.



Nonverbal Feedback Menu

- The nonverbal feedback menu located at the bottom of the participants list allows for audience interaction.
- If a participant selects a specific icon (yes, no, go faster), it appears by his or her name in the **participant list** and as an icon on the video thumbnail to communicate with the host without disrupting the meeting. In addition, a number will appear above each feedback icon to indicate how many participants have clicked on that icon.



Nonverbal Feedback Icons

- **Raise Hand/Lower Hand** (if a participant clicks the Raise Hand icon, the host can lower their hand by hovering over their name in the participant list and clicking Lower Hand)
- **Yes**
- **No**
- **Go slower**
- **Go faster**
- Additional icons (click the **More** button):
 - **Disagree** (thumb down)
 - **Agree** (thumb up)
 - **Clap** (hand clapping)
 - **Need a break** (coffee cup)
 - **Away** (clock)



Host/Co-Host Nonverbal Feedback Control

The host and co-host(s) can remove all nonverbal feedback icons by clicking **Clear All** at the bottom of the participant list.

In addition to managing nonverbal feedback, a host can enable/disable common participant controls/settings in real time by clicking the **three dots** icon in the bottom right-hand corner of the participant list. Note that these settings automatically default to those selected when the meeting was created.

Whiteboard

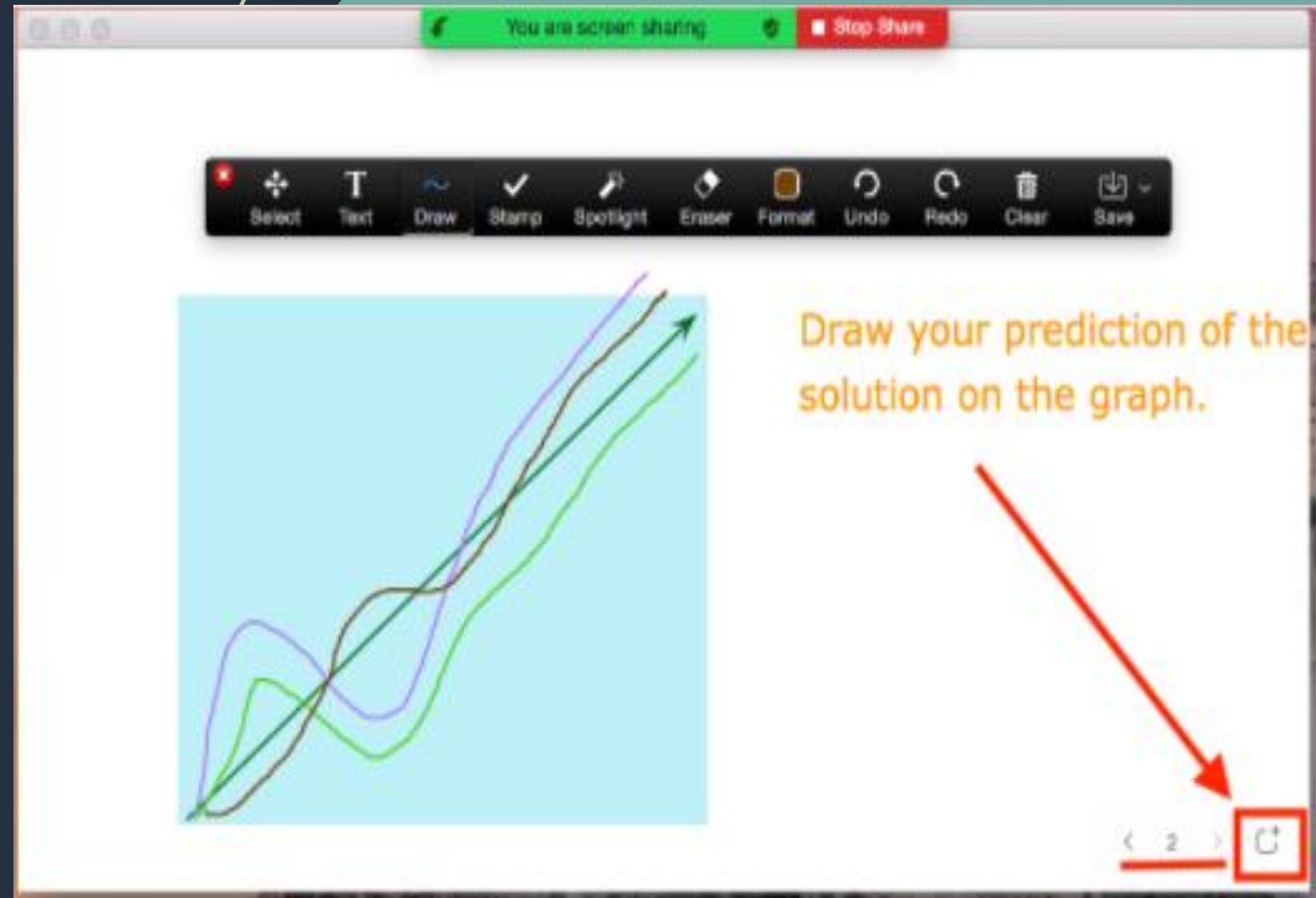
- This feature allows the host to share a whiteboard that participants can "write on" during a synchronous session.
- To access this function as the meeting's host or co-host, click the **Share Screen** button from the Zoom control panel.
- A pop-up window appears. Select the **Whiteboard** application from the window and click **Share** to launch.

Annotation Toolbar

- A bar with the annotation tools appears at the top of the screen and includes these tools:
- **Select**: click to select, move, or resize annotations.
- **Text**: insert text
- **Draw**: click to draw on the screen. Tools include lines and pre-defined arrows/shapes.
- **Stamp**: insert predefined icons
- **Spotlight**: turns the cursor to a spotlight or arrow during screen sharing
- **Eraser**: click and drag on whiteboard to erase parts of annotation
- **Format**: change formatting options of annotation tools, including color, line width, or font
- **Undo/Redo**: undo/redo latest annotation
- **Clear**: removes all annotations from the whiteboard
- **Save**: takes a screenshot with all annotations

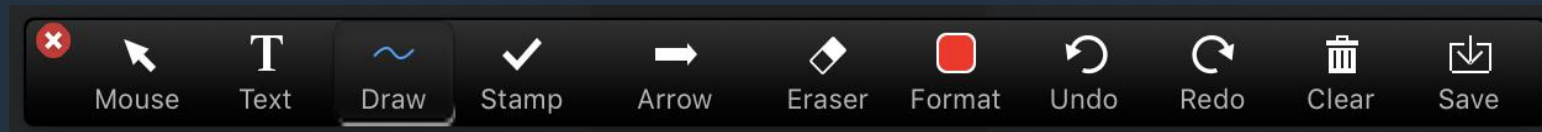
Host Whiteboard Options

- A host can also use the **page** controls in the bottom-right corner of the **whiteboard** to **create new pages** and switch between **pages**.



Accessing Annotation Toolbar as a Participant

- If settings are enabled, participants can also use the annotation tools on any shared screen. Everyone in the meeting will see annotations. Participants click the down arrow by **View Options** at the top of the Zoom window, then select **Annotate**.
- This brings up a bar with the annotation tools
- Note that the **Select** and **Spotlight** options are only available to the person who started the share screen and are not visible on the attendee annotation bar.
- To end use of the Whiteboard application, click **Stop Share**.





END

Resources

- <https://canvas.northwestern.edu/courses/128383/modules>
- <https://support.zoom.us/hc/en-us>