



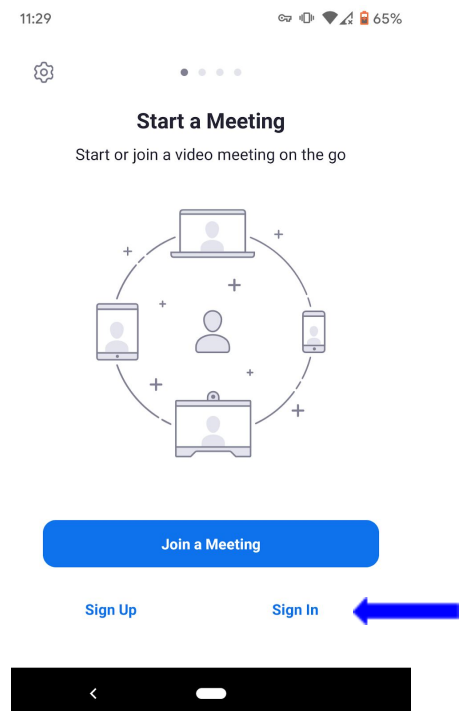
## **Zoom Tutoring Checklist for iPhone or Android**

This checklist is designed to help tutors navigate the Zoom platform when tutoring learners one -on -one. The following instructions address features available to tutors who have been invited with a link or who are hosting a session using Zoom on an **iPhone** or **Android** device. If you or your learner is using a computer, please see the “Zoom Tutoring Checklist” or “Zoom Tutoring Checklist for Hosts”.

Before you begin tutoring, you should be able to:

### **Download and Open the Zoom application on your phone.**

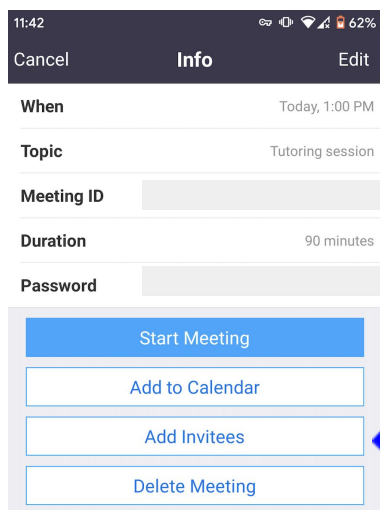
- ❖ Search for **Zoom Cloud Meetings** in the [Apple App Store](#) or [Google Play Store](#).
- ❖ Download and open the Zoom application.
- ❖ Sign up for a free basic account or sign into your account or your organizations’ account.
- ❖ \*You can also join a meeting without an account. You will need the meeting ID.



## Schedule a meeting and send link

- ❖ Open the Zoom application on your phone.
- ❖ Click the **Schedule** icon on the home page of the Zoom app.
- ❖ Choose your meeting **settings**. Some of these options may be locked by your organization.
  - Date: Set a date and time for the meeting. The timing is for scheduling purposes and the meeting will not end after the length of time.
    - \*Basic accounts are limited to 40 minutes with 3 or more attendees.
  - Recurring Meeting: Meeting will have the same ID and settings.
  - Calendar: Select a calendar to add the meeting to and send invites to learners.

- ❖ Click **Done** on the top right when you are finished scheduling the meeting. From the **Info** menu,



11:42

Cancel Info Edit

When Today, 1:00 PM

Topic Tutoring session

Meeting ID

Duration 90 minutes

Password

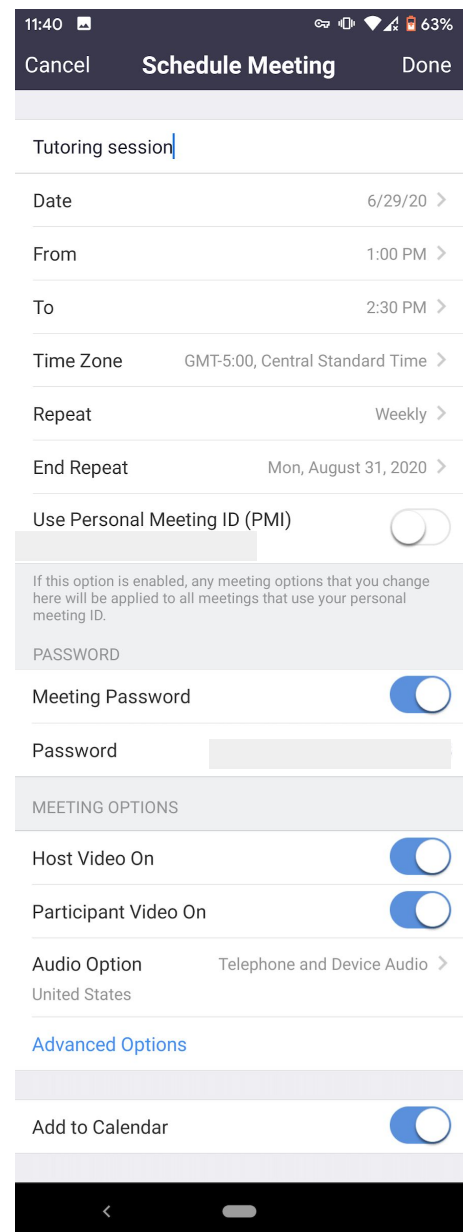
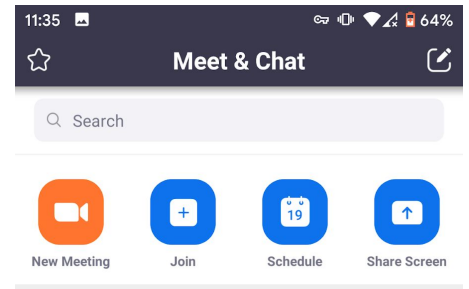
Start Meeting

Add to Calendar

Add Invitees

Delete Meeting

you can **start** the meeting or Select **Add Invitees** to copy the link to the Clipboard, send the link via email or messages.



11:40

Cancel Schedule Meeting Done

Tutoring session

Date 6/29/20

From 1:00 PM

To 2:30 PM

Time Zone GMT-5:00, Central Standard Time

Repeat Weekly

End Repeat Mon, August 31, 2020

Use Personal Meeting ID (PMI)

If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID.

PASSWORD

Meeting Password

Password

MEETING OPTIONS

Host Video On

Participant Video On

Audio Option Telephone and Device Audio

United States

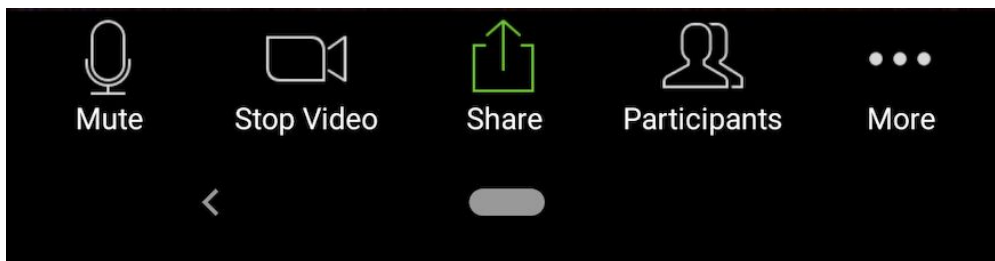
Advanced Options

Add to Calendar

## ❖ For more settings information see:

- <https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>
- <https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android>

## Use the Meeting Controls Menu

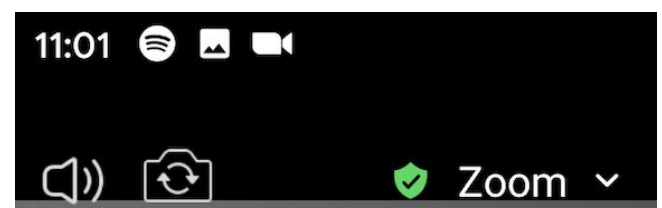
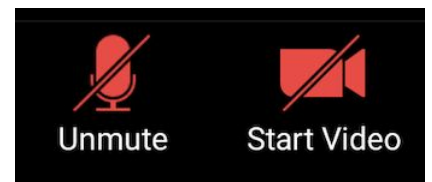
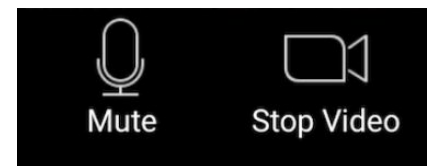


The next sections will address how to use the following **meeting control** features:

1. Mute
2. Stop Video
3. Share Screen
4. Annotate
5. Participants
6. More Menu: Chat and Reactions
7. Breakout Rooms
8. Leave Meeting

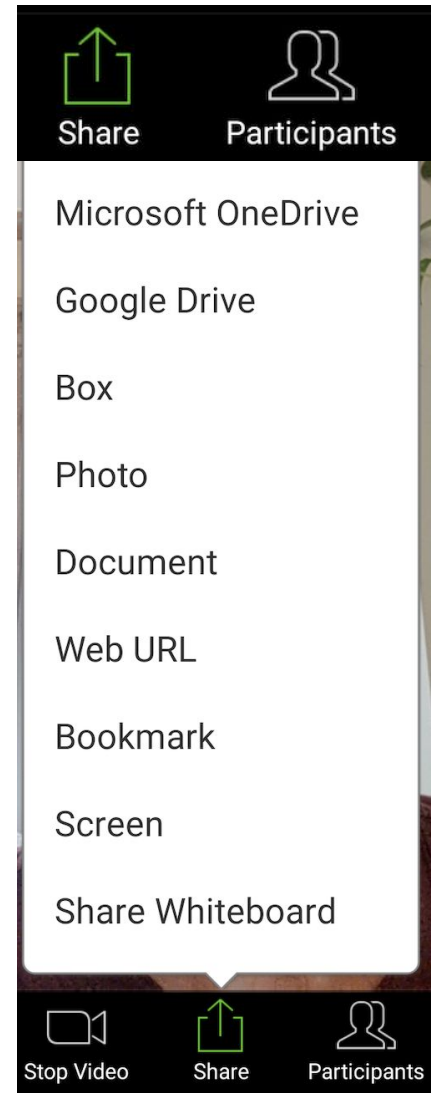
## Mute/Unmute and Start/Stop Video

- ❖ **Select** Mute and/or Stop Video. Red icons indicate your microphone and video are off.
- ❖ To reverse your camera view, **select** the **camera icon** in the upper left corner. This will turn on the camera on the back of your phone. Select again to change back to portrait mode.



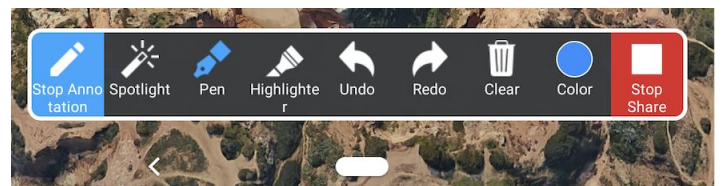
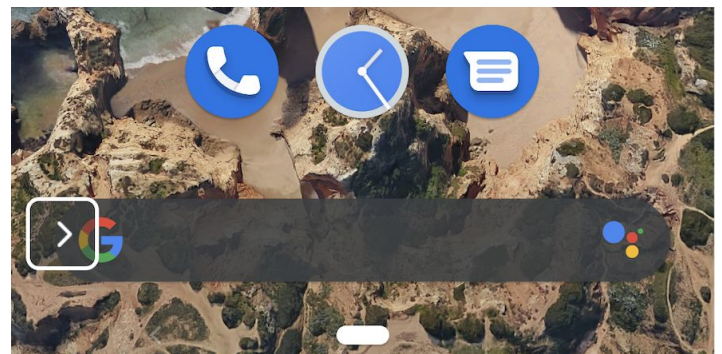
## Share Screen

- ❖ Select the green **Share** icon.
- ❖ Choose which source you would like to share.
  - You will need to **sign-in** and **authorize** Zoom to access the following accounts: Microsoft OneDrive, Google Drive and Box.
  - Select Photo, Document, Web URL or Bookmark to share a resource from your device.
  - Select Screen to share your device's screen.
  - You and your learner can **annotate** a shared screen or whiteboard.

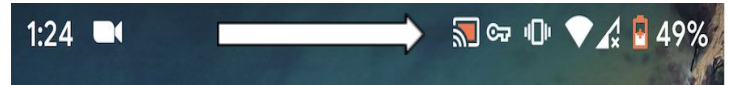


## Use Annotation tools

- ❖ Follow the instructions above to share your **screen** or **whiteboard**.
- ❖ In Screen share, select the **right arrow icon (>)** to open the annotation toolbox.
- ❖ The red Cast icon at the top of your screen indicates you are sharing.



- ❖ In **Whiteboard**, the annotation toolbox will automatically appear on the bottom of the screen.

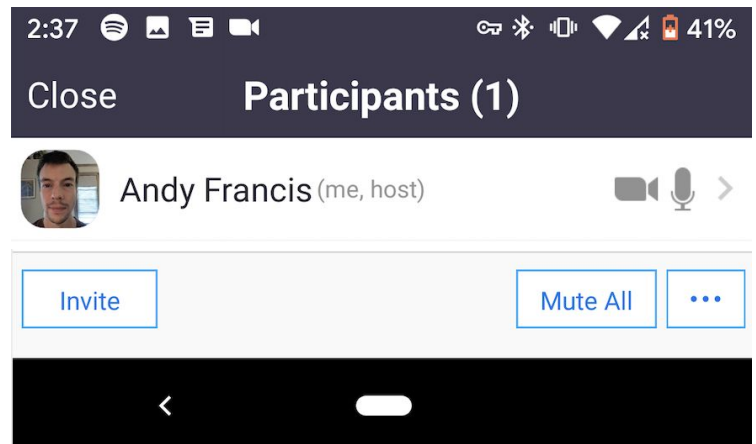


## See meeting participants

- ❖ Select **Participants** to see who is in the meeting.

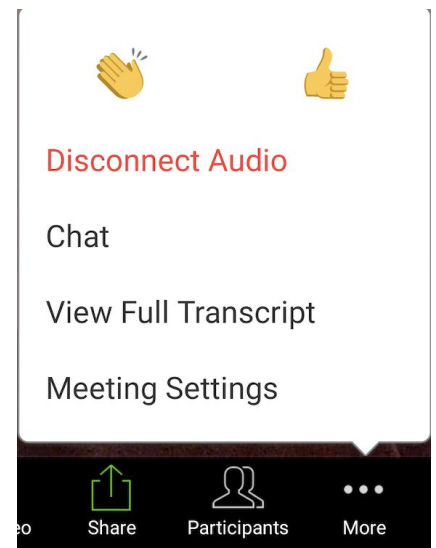
This will open a new window on the right of the main Zoom screen. **Swipe right** with your finger to return to the main screen.

- ❖ To **rename** yourself, select the right arrow icon (➤) in the upper right corner. Click Rename.

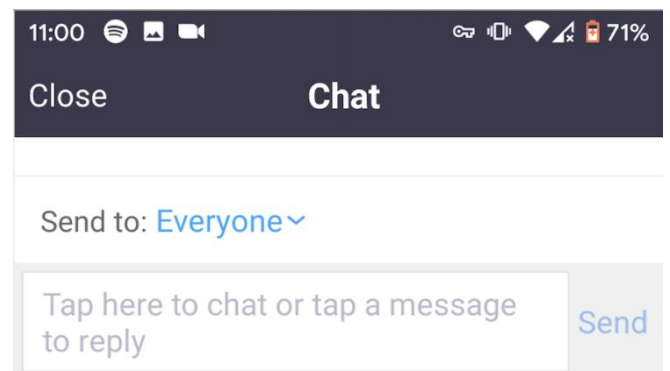


## Use Chat box and Reactions

- ❖ Select **More** (...) on the meeting controls menu.
- ❖ This will open a new window on the right of the main Zoom screen. **Swipe right** with your finger to return to the main screen. Messages to everyone are public. To send a **private message**, select a learner or guest from the blue Send To **menu**.

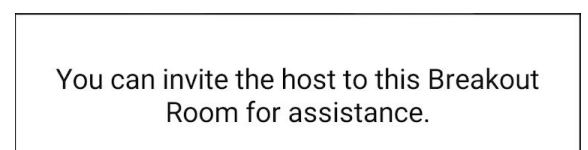
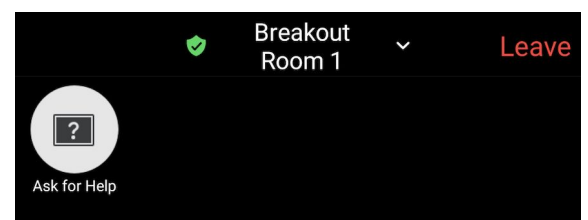
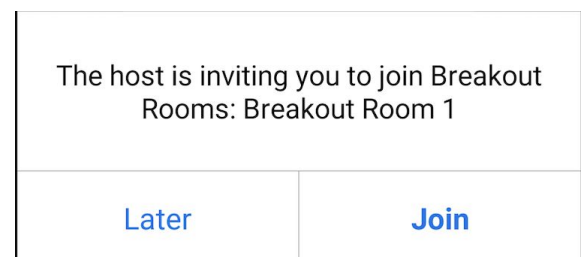


- ❖ Select Clap or Thumbs up to send non-verbal feedback. Video must be on to send reactions.



## Enable and join breakout rooms

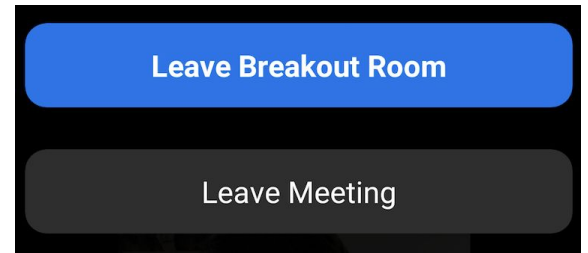
- ❖ Participants using phones can **join** breakout rooms, but only participants using computers can enable and manage breakout rooms.
- ❖ To join, a host (using a computer) will need to invite you. Tap **Join**.
- ❖ If you select **Later**, you can join by tapping **Join** Breakout Room. You will have similar controls as the main meeting.



- ❖ Tap **Ask for Help** to alert the host you need assistance and they will be asked to join your breakout room.
- ❖ Tap **Leave** to return to the main session or leave the meeting.

❖ **For more information see:**

- <https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-breakout-rooms>



## Leave Meeting

- ❖ Click **Leave** in the top right corner.
- ❖ Click Leave Meeting. If you are the host, click **End Meeting for All**.

