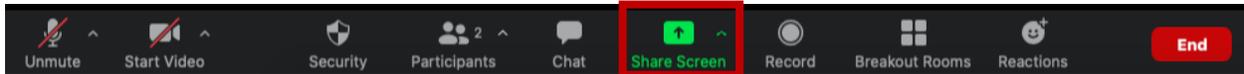


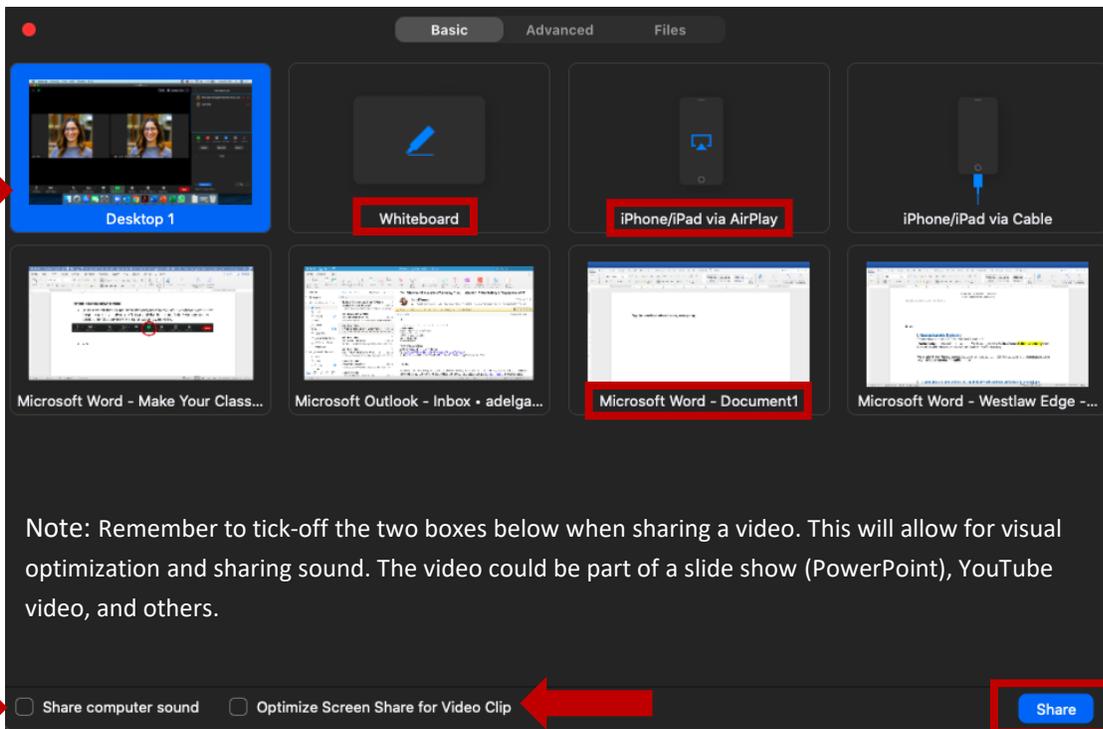
## Make Your Class More Dynamic with Screen Share: From Using Whiteboard for Class Notes to Showing Files and Images with your Tablet Cheat Sheet

### In-meeting screen share: the basics

- To share your desktop, an application (like Word, Power Point, PDF's, a Web Browser, etc.); select the green icon on your Toolbar. **Note:** Remember to open the document that you wish to share prior to sharing your screen.



- When you select the green “Share Screen” icon, the menu below will pop-up.
  - Here you are able to select which application to share by clicking on top of the image; the selected application will be highlighted by a blue frame.
  - At the bottom of each image you will be able to read what type of document/application you are selecting.
  - After selecting the application, you want to share, select share (located at the bottom right corner of the screen below.)



Note: Remember to tick-off the two boxes below when sharing a video. This will allow for visual optimization and sharing sound. The video could be part of a slide show (PowerPoint), YouTube video, and others.

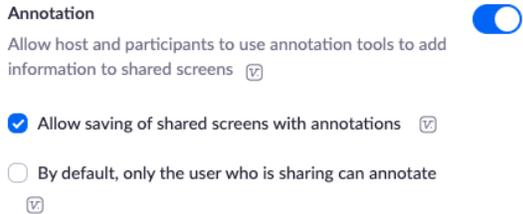
### Sharing a Document:

**NOTE:** Remember that you can share a Document through the Screen Share function (see image and steps above) where ALL students will be able to see the document as you type. You can also share a document via the chat (see image below) where each student will open the document individually on their own computers. (There are advanced features like OneDrive (cloud storage (similar to Dropbox) available through [Suffolk's](#)

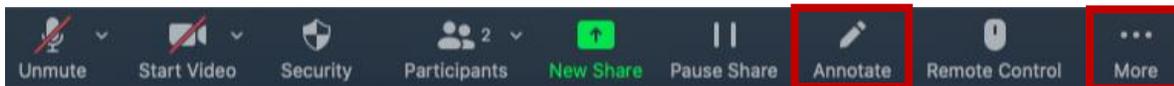
[Office 365](#)) that could also serve this purpose and students/faculty can redline and edit in real-time. Great for Contracts and Document Drafting!)

### Annotations

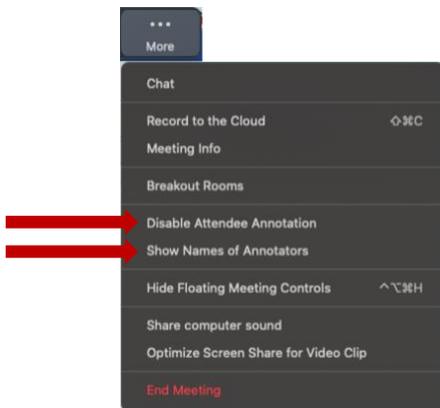
- Annotations allow for the host and participants to add annotations to shared screen content.
- Remember to enable the annotation feature on your general Zoom settings (suffolk.zoom.us).



- To Annotate a screen share:
  - Select the screen you wish to share, following the steps available at the beginning of this cheat sheet, under (“In-meeting screen share: the basics”.) Remember that you can annotate a Slide Show (PowerPoint.)
  - The Zoom toolbar will now have an option that reads Annotate. If after sharing your screen, this option is not available, be sure to check **more** on the toolbar to see if it is there (additional settings/functions sometimes hide under more.)



**Note:** Under the “More” button, you will be able to disable this feature during the meeting and enable the “Show Names of Annotations.”



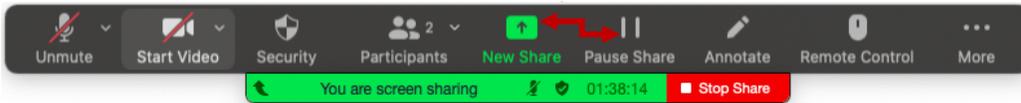
- You can also use interactive features available on PowerPoint, when you are sharing a slide show in full screen. (See image and caption below.)



This menu is available on **PowerPoint**. By selecting the pen circled on the menu to the left you are able to use a pointer, highlight, write, and more! As long as you are sharing your screen students will be able to see what you do on your screen.

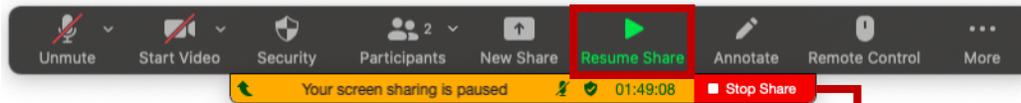
### Screen Share: Pause Share/ Stop Share/New Share

- New Share and Pause Share work together to bring a seamless screen sharing experience to your Participants.



available under the New Share window. Follow the steps described for sharing your screen in meeting.

- The “Pause Share” window could also be useful to open a document that you wish to share, that was not previously opened and available on the “New Share” window.
- When you are ready to reshare your screen, select “Resume Share.”



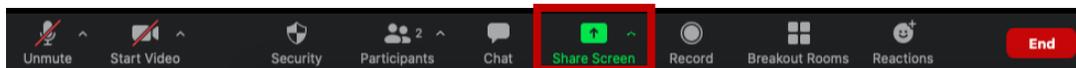
Use the “Stop Share” to return to your Main Zoom Room and stop the shared screen.

### Whiteboard: Built-in to Zoom

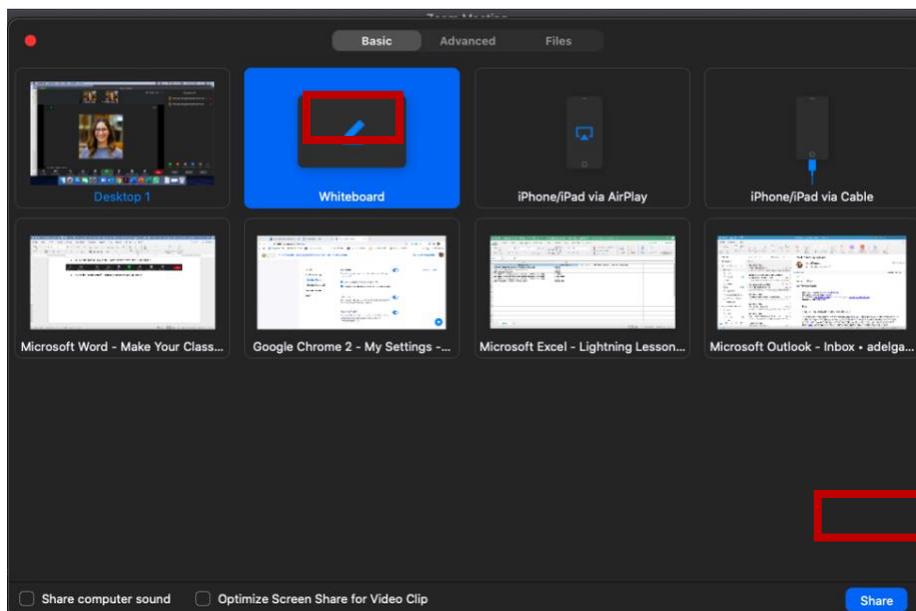
- Remember to enable the “Whiteboard” feature on your general Zoom settings (suffolk.zoom.us).



- To use this feature, select the “Share Screen” from the Zoom toolbar.



- Select the “Whiteboard” application from the pop-up screen, and then select “Share.”



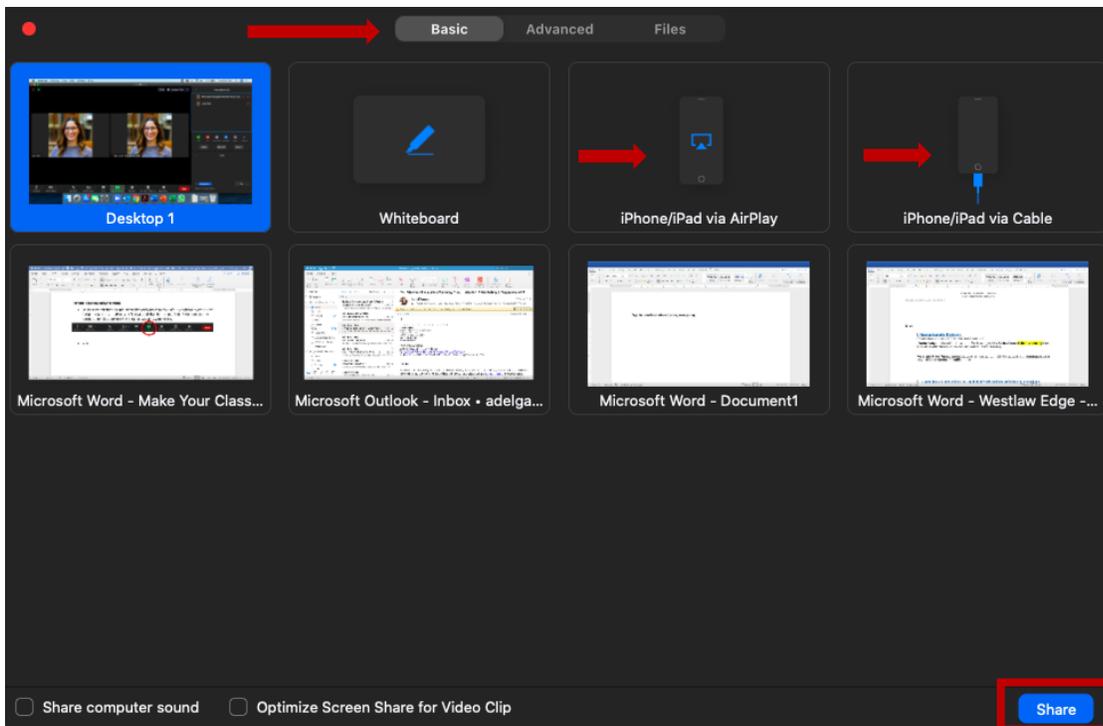
- The Whiteboard will be shared with the Participants.
- Along with the Whiteboard the Host (you) will have the menu below:



- This menu can be moved, by “clicking” on top of it and “dragging” it to the corner of your preference.
- On the menu you are able to select how you would like to write on the board.
  - Text (type using your keyboard)
  - Draw (use your mouse or stylus (smart pen))
  - Format (you are able to change color, text size, and more)
  - Spotlight (serves as a pointer that you drag with your mouse)

### Advanced Screen Share: An Introduction

- Under the basic Screen Share options, you are able to share other application like your phone or tablet.
- The device can either be connected to the same Wi-Fi as your Computer to use AirPlay or it can be connected via USB cable.



- After selecting either iPhone or iPad on the screen share options, a window will pop-up (see image below) with instructions for screen sharing.



- By completing this step, you will be sharing your phone's or tablet's contents.
- This could be useful to:
  - Show apps like [ShowMe](#)
  - Relevant course images
  - Other apps on your phone or tablet
  - Have an additional camera

Bonus!

**Only one monitor?**

- You can also share a portion of your screen. Where the document you want to share can be on one side and your notes on the other. This feature is available under the Share Screen button, Advanced. Questions? Reach out to your Distance Education Liaison.

