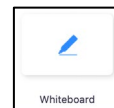
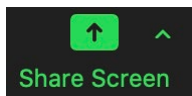



Zoom Guide for Facilitators Using Whiteboard Options

Use this guide to learn to share digital or physical writing (or drawing) surfaces in Zoom meetings. We recommend practicing these options below prior to utilizing them *live*.

1. Use the Zoom Whiteboard on a laptop or desktop computer

- **Instructions:**

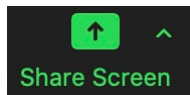


- Click **Share Screen** then select the **Whiteboard** tool, then click the blue **Share** button.
- Use Zoom's annotation tools to write on the whiteboard.
- Click the **New screen** button  on the lower-right part of the whiteboard to add a screen.
- **Note:** Instead of sharing the Zoom Whiteboard, you can also share a blank PowerPoint slide, or share another app that includes writing and annotation tools.
- **Pros:** Whenever you share your screen, you can annotate and allow participants to annotate.
- **Cons:** It can be hard to write with a mouse or trackpad. If possible, use a graphics tablet, stylus, or touchscreen device (see options 2 and 4).

2. Share the screen of your touchscreen device

- **Instructions:**

- You can connect a touchscreen device like a tablet or mobile phone to your computer, then share its screen. Here's how:



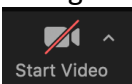
- In Zoom, click **Share Screen** then select the device from the options you see.
- **Note:** To share from a document camera, click **Advanced** on top, then click **Content from 2nd Camera**.
- Click the blue **Share** button, then follow the connection instructions.
- Use Zoom's annotation tools to write on your device's Zoom Whiteboard, or use your device's annotation apps and tools.
- **Pros:** If you share your device's screen, you can use your computer to manage other aspects of the Zoom meeting.
- **Cons:** It can be difficult to write on a touchscreen device if you don't have a stylus, especially if your device has a small screen.

ZOOM Guides by UCSF's School of Medicine, Technology Enhanced Education

3. Point your device's (or computer's) camera at a physical writing surface

- **Instructions:**

- Instead of sharing your screen in Zoom, you can point an internal or external Webcam/camera at a surface (e.g., notepad, poster board, whiteboard, or blackboard). Here's how:
- If your camera is external, connect it to your device.
- Make sure your surface is well-lit so it's easy to see.
- Point the camera at your surface. A flexible tripod or other type of camera mount can help you get a good angle.



- Click **Start Video**

- **Pros:** It's usually easier to write on a physical surface, especially if you don't have a stylus, graphics tablet, or touchscreen device.
- **Cons:** You and your participants can't annotate videos. Also, if you want participants to see you, you'll need to change the camera angle or connect a second device (see options 2 and 4) with a camera pointed at you.

4. Join your meeting using a device (or second computer) and use one of the options above

- **Instructions:**

- You can run your Zoom meeting on a laptop or desktop computer using your UCSF login information and join the meeting a second time from another device that has the Zoom app installed.
- No need to login on the second device, simply "Join Meeting". The meeting ID and password can be found in the meeting invitation or in your meeting settings page. During a meeting, you can get the meeting ID and password by clicking the **Invite** button on the bottom of the **Participants** window.

Note: If preferred, you can go to <https://zoom.us/> and use a non-UCSF email address to sign up for a free Zoom account to use as the login on your second device.

- **Pros:** You can use your second device for various functions in the Zoom meeting. For example, you could use it to share your screen (see options 1 and 2), or to point it at a physical writing surface (see option 3), or it can provide the video of your face while using options 1, 2, or 3 on the first device.
- **Cons:** You might need to grant yourself sharing permissions or the co-host role on your second device. Use mute to prevent audio feedback between the two devices and practice using your second device before utilizing it *live*.