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*Use this checklist to measure your competency levels for collaborating, annotating, whiteboarding, and managing screen space while in a Zoom meeting. Incorporate practice on your own to improve existing skills or develop new skills.*

* I am aware of the many ways to communicate visually through the Zoom interface and plan to incorporate these tools with purpose and clear instructions for others.

In the **Zoom interface**, I can

* Adjust my own view and direct participants to adjust their views so that
* I can see the maximum number of videos and still see a shared screen.
* One video is always highlighted
* A few videos of interest are viewable (and others aren’t)

When **Sharing my Screen**, I can

* Share PowerPoint using Presenter View to see my notes and simultaneously make sure that others only see my slides
* View Chat
* View the Participants window
* View several participant videos and scroll through to view all participant videos if needed

When **Annotating** or **Whiteboarding** as a **Participant**, I can

* Access the annotation tools when someone else is sharing their screen or whiteboard
* Switch between the different types of annotation tools based on the instructions from the facilitator and interactions of the group
	+ Stamps (not available on mobile)
	+ Arrows (not available on mobile)
	+ Drawing (line, shapes, etc.)
	+ Text and Formatting text options (size, color)
	+ Spotlight (similar to a laser pointer)
* Clear my own annotations from the screen

When **Annotating** as a **Facilitator**, I can

* Access the annotation tools when I’m sharing my screen
* Disable participant annotations if I prefer
* Show or hide names of annotators
* Clear my own annotations
* Clear others’ annotations
* Save an image file of an annotated screen and find it on my computer

When **Whiteboarding** as a **Facilitator**, I can

* Share the Zoom Whiteboard
	+ Utilize the different tools within Zoom to add content to the Whiteboard
	+ If the device in use does not have a touchscreen, I am aware of the difficulties of using a mouse or trackpad and the advantages to using a stylus or fingertip.
	+ Save a screenshot of the whiteboard and find it on my computer
	+ Add additional pages to the whiteboard
* Effectively share another (non-Zoom) application that has whiteboarding functions such as OneNote.

When joining a Zoom meeting with a **second device**, I can

* Set up a second device to avoid audio feedback
* Position the camera on the second device so that I could use a piece of paper or other surface for writing
* Utilize the second device to provide additional screen space for tools such as chat or a way to ensure that what participants are viewing is what I hope they are viewing.

**Cloud Hosted Documents**

* I can identify the advantages and uses for collaborating in a document that is cloud-hosted
* I am aware of how UCSF security requirements impact the choices for using cloud-hosted documents. The Office 365 Suite provides tools for collaborating both within UCSF and with outside collaborators.