How to use ZOOM for live online webinars: a step by step guide to the market leader for live online learning

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Q&A

Q1. How do you set up a co-host?

Q2. Can the co-host be in any country?

Q3. Can you make a co-host in advance?

Q4. Can you turn off video of yourself just on own screen?

Q5. Do polls allow multiple choice?

Q6. Can polls be saved and used again once set up?

Q7. Can you have different polls in each breakout room?

Q8. Where do you find the breakout room option?

A1. On the menu bar select 'manage participants'
A window will open with all the participants
Hover over the specific participant - 2 options will appear (unmute & more) click on more - make co-host

A2. Yes (be observant of time zone differences)

A3. Both the host & co-host need to be online ahead of meeting to set co-host up.
(NB: you need to turn the toggle on under settings for co-host to allow you to do when live)

A4. Click on the 3 dots in top of own picture/video and then hide self view

A5. You can allow participants to check off more than one answer

A6. You can download polls and answers but cannot reuse polls.
But you can set up polls prior to the meeting starting.

A7. Further investigation required

A8. In floating toolbar - click on 4 squares logo, option will come up to ask how many rooms to split into (automatically/maually) create breakout rooms. Doesn't automatically send everyone to breakout room, shows you how divided so you can rearrange any participants if necessary
Can move participants around during breakout sessions

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Q9. Can all of the materials for a session be stored and used again for future sessions?

A9. Yes definitely - save documents to computer or google drive etc. can't be saved in Zoom

Q10. Can you record the spotlight speaker only?

A10. Option to record active speaker Spotlight only - will have to turn off other videos so only active speaker video on

Q11. What's the difference between q&a function and chat?

A11. Chat is more general, people can write anything
Q&A is for questions only, functonality to upvote different questions, more streamline for questions

Q12. Is this a good way to prepare a short video training session, can send to anyone who needs it i.e wouldn't have people looking at it while being recorded

A12. Recorded zooms are a great way to record yourself to send to learners before working with them in a live fashion

Q13. Do you have any troubleshooting tips and best practices for connections / reliability?

A13. Try to connect directly via Wired (if your internet router has wired ports)
Check your Internet bandwidth using an online speed test, such as nperf, Speedtest, or Comparitech