Maximizing your Remote Study Sessions: Zoom Features

Looking to take your Zoom study group to the next level? There are a variety of Zoom features that can support your group learning activities. Keep in mind, you may need to enable these features through your web-based Zoom account settings prior to your meeting. Listed below are just a few features to support your study process. For help with Zoom visit, buffalo.edu/ubit/services/zoom.
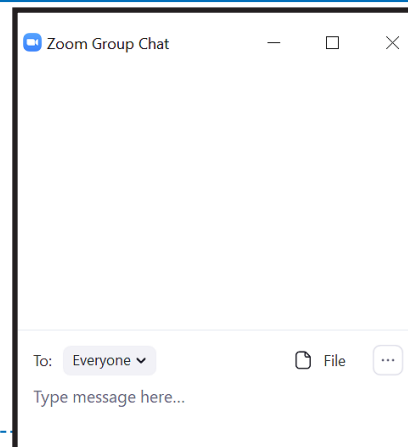
1 ## File Share

Sometimes your study group may want to share lecture slides and notes or may want to work on the same review problems. Use File Share to quickly share files with all study group members. It's part of the Chat function in Zoom, and it will help your group be on the same page.
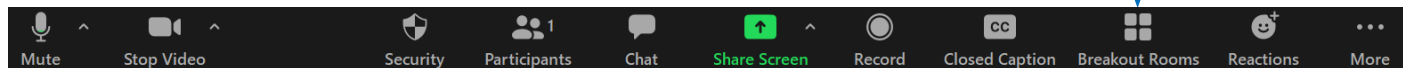
DID YOU KNOW?
If you are the host, you can edit the chat settings by selecting the ... button from the chat pane.

2 ## Breakout Rooms

During a study group, it may be helpful to work in smaller teams/pairs without the distraction of everyone talking at once. A quick solution is breakout rooms. This will allow you and your partner to work in a breakout room and return to the larger group after an agreed upon amount of time. The host of the meeting controls this feature, so make sure the host knows how to enable and assign breakout rooms.

3 ## Screen Share: 3 Options

While working in Zoom, it may be helpful to share your screen (e.g., to talk through a PowerPoint, navigate a website, review an assignment together, etc.). There are three ways you can share your screen:

1. **Full Screen.** When you select "Share Screen," your first option is "Screen," which allows your group to see your entire screen as you navigate on your computer.

2. **Single File or Window.** Alternatively, you can select a specific window to share (e.g., a Word document). Anytime you navigate away from the file/window you selected to share, the screen share will pause for everyone in the meeting.

3. **Whiteboard.** The Zoom whiteboard is useful for drawing and typing out concepts to share with others in real time. You can save and scroll through multiple whiteboards you've created or enable simultaneous screen sharing so group members can share whiteboards at the same time. Pro tip: Use a tablet or other device that has a pen for more control on the whiteboard.

University at Buffalo
The State University of New York

Connect with Tutoring & Academic Support Services:
130 Capen Hall, North Campus
BY EMAIL: asktutoring@buffalo.edu
BY PHONE: 716-645-6693

Adapted from: Oregon State University