

Center for Teaching Innovation

Provide the following sections to students when they are actually ready to engage in these behaviors:

To do a student presentation (individually or as a group)

- Appoint someone to keep track of time and moderate the chat for questions/resources.
- Close any windows or materials on your computer that you don't want others to see.
- Make sure no one else in the meeting is sharing their screen on Zoom. Then select "Share screen" at the bottom of your Zoom window to display any content such as Google Slides, PowerPoint, PDFs, etc.
- Unmute yourself by selecting "Unmute" in the bottom left of your Zoom screen.
- Check to make sure others can hear you/group as well as your visual presentation.
- To switch who's presenting, stop screen sharing and allow the group members to select "Share screen". Another option is to have the first member click through the slides while the other members unmute their audio to present.
- When finished with the presentation, select the red "Stop Share" button (usually at the top of your screen) so the next group can go.

To join a breakout room as a student

Breakout rooms are sessions that are split off from the main Zoom meeting that the host can initiate. They allow the participants to meet in smaller groups.

- The host will invite you to join a breakout room. Click "Join"
- Once you've joined the breakout room, you will have full controls similar to the meeting including Mute/Unmute, Start/Stop Video, Participants, Share screen, Chat, Record, Ask for help
- Participate in the activity with your classmates. Stay on task. There may be a set amount of time the host designates.
- For assistance, you can invite the host to this Breakout Room by clicking "Ask for Help"
- You have the ability to go back to the main session by clicking "Leave Breakout Room". Another option is the host can end the breakout rooms and you will be notified and given the option to return to the main room immediately, or in 60 seconds.

Note: The platform controls may look slightly different on a phone or tablet.

To host a meeting with classmates

To schedule your own Zoom meetings with classmates (not initiated by the professor) you'll have to do so outside of Canvas.

- In a Google Chrome web browser, go to <https://cornell.zoom.us/>
- Log in using your Cornell credentials
- Click on the Personal Meeting Room tab at the top.
- Scroll down to the Join URL page and copy the Zoom link
- Send this link to your classmates and schedule a time to meet

If you want to schedule a video conference meeting inside Canvas, another option is to use the [Canvas Conference tool \(as opposed to Zoom\) to schedule and meet with classmates.](#)