Tips for Using Zoom for Remote Learning: March 13, 2020

Managing System Notifications
If you are working to learn Zoom, you can prevent random notifications from being sent by the system by logging directly into Northwestern’s Zoom account and skipping Canvas. We are working on a method to better control how messages are sent when using Canvas and will update you.

Switching between Windows to Share
To switch between windows on your machine, for example to share a PowerPoint or a video:

- Click on “New Share”
- Select the window or application you want to share
- If the new window is video, click “Optimize Screen Sharing for Video Clip”. (This will
- Click “Share”

Turn On/Off Chat
You can control Chat function for the class. This can be helpful if you need to manage distractions. In the Group Chat window, click the “…” button and select how you would like to manage the text conversation stream.

Update Participant Name

- If students are not logged in through the Northwestern link, their name may not be displayed in the participant list correctly. It may even be only their phone number. Ask students to set their correct name in the Profile page for the account they use. This way, you can always recognize them in the participant list and the attendance reports.
  - If you use the Rename button in the participant list of a class, it only changes their name for that individual session. Use the Profile page only.
If they are using their Northwestern account and the proper Login page, their name should default to their school registration name automatically. But if it does not, update the Profile.

- On the Profile page, click "Edit" on the right side.

- Enter your First and Last names and Click "Save."