

Facilitator Notes: Zoom Video Settings Instructions

Adjusting your video layout:

- There are 4 available video layouts in the webinar/workshop: Speaker view, Gallery view, Immersive view, and Floating Thumbnail window. Any of these layouts can be used in full screen or window mode, **except** for the floating thumbnail view.

Instructions:

1. Click on view at the top right-hand corner.
2. You will now have the options to select, Speaker view, Gallery view, Immersive view, follow host video order, hide self-view, hide non-video participants, and full screen.

Please note: *The host will assist the facilitator; therefore, the host video will be off to minimize distracting the audience.*

How To Enable Closed Captions in Zoom:

- **Click** the Closed Caption button at the bottom of the Zoom window. A list of options will appear.
- **Click** "Live Transcript" at the bottom to toggle captions on.
 - Participants can then choose to activate captions by clicking on the arrow to the right of their Closed Caption button.
 - Participants can make the captions appear as subtitles within the Zoom window or in the chat bar to the right of the Zoom window.
 - If the latter is optioned, the entire transcript can be saved by clicking "Save Transcript" in the bottom-right corner.

How To Raise Hand in Zoom:

- **Click** on the icon labeled "Reactions" in the toolbar on the bottom center of your screen.
 - A new window should appear on the bottom right side of your screen.
 - Inside of the window, **click** "Raise Hand" at activate.
- You'll know your hand is raised as a participant when you see an emoji hand on the screen next to your name.
- To lower your hand, **Click** "Raise hand" button again, "Lower Hand" should appear