

Present your work with Zoom

D31_6 Workshop sheet



Time needed 3 hours

Technical requirements smartphone/tablet or computer with webcam

Goals Discover how you can use a video conferencing tool such as “Zoom” to present yourself and your work. As Zoom is based on video, visual elements are particularly effective for presenting your work - this could be sharing the view from your window using your webcam, or sharing personal photos as you speak.

Short description You will hold a video conference and see how easy it is to share images and other material. Find a person/group who is interested in communicating with you and exchange the provided conference login beforehand.

Steps

1. Decide what and how you want to present in the Zoom/video conference: you as an individual, your team, work you have done together, such as photos, websites or video clips.
2. Check your settings before you start the Zoom meeting: make sure you have a suitable background, no background noise and a good internet connection. You can also test your audio and camera before you join the Zoom meeting. You can also use a virtual background in Zoom.
3. Prepare the materials you need for your presentation: this could be handwritten notes / for digital materials, have them in folders on your desktop and make sure you know how to navigate between the Zoom meeting window and the digital files you need.
4. Screen sharing: This is probably Zoom's most powerful feature. By clicking this button, you can share what you see and do on your device with other participants. Important: Make sure you only share what you want others to see, for example, clean up your desktop before sharing. You can share photos, text files, websites, videos and even your mouse movements, so you can let others see you draw a picture in real time, for example.
5. Evaluation: Discuss your Zoom experience afterwards.

Note Presenting your work on a mobile device like your smartphone is more difficult because it is harder to navigate between the Zoom meeting and other items you want to share on your device.



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