Session 32
Tool Time Tuesday
Zoom Polls, Breakouts
Hello!

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Research Medical Library

www.mdanderson.org/library/

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Class Opportunity

Domestic Violence: What you need to know
Thursday, March 18
Noon-1 p.m.
Join via Zoom (Passcode: DEI26)

"Reports of domestic violence in the U.S. have risen during the COVID-19 pandemic. There also has been a significant increase in calls to 2-STOP, MD Anderson’s violence hotline that is answered by UT Police. It’s of the utmost importance at MD Anderson that our employees are safe and have a way to reach out if they feel they are in danger."
Click on the link above, choose “Not listed? Click here.” and use your MD Anderson email.

- **eBooks** – AI, Business Analytics, Cloud, Data Engineering, Java, Machine Learning, Open Source, Security, SQL
- **Other Topics** – Education, Humanities, Political and Global Issues, real Estate
- **Answers** – Searches across O’Reilly resources
- **Expert Playlists** – Collections of videos, podcasts, and books on specific topics
- **Learning Paths** – Individual, guided, video lessons
Changes to PubMed Authentication

PubMed will only allow you to use a federated log in from now on. This means you can use your MD Anderson, eRA, ORCiD, or Google credentials.

- Log in to NCBI the way you usually do.
- Click on your username in the top bar to load your NCBI "Account Settings" page.
- If you do not have a linked account, you will need to add one.
- To add a linked account, click the “Change” button under "Linked Accounts."
- You may choose from several options for your linked account, including a Google, ORCiD, or eRA Commons account. Or you can link your MD Anderson account.

Ask the library for help [www.mdanderson.org/library](http://www.mdanderson.org/library)

Instructions for PubMed log on: [https://mdanderson.libanswers.com/faq/340628](https://mdanderson.libanswers.com/faq/340628)
Zoom Polls
Things to know before you poll

- Polls MUST be created from the host account.
- Participants and co-hosts **cannot** create polls on behalf of the host.
- Alternative hosts or co-hosts **can launch a poll**, but it must already be created by the meeting host.
- Polls should be created ahead of the meeting. While they can be created during a meeting, this is distracting and time consuming.

Roles in a meeting: [https://support.zoom.us/hc/en-us/articles/360040324512-Roles-in-a-meeting](https://support.zoom.us/hc/en-us/articles/360040324512-Roles-in-a-meeting)
Polls in Zoom – Check Your Settings

1. Login to https://mdacc.zoom.us
2. Check your “Settings” to make sure “Meeting Polls” and “Webinar Polls” are turned on.
How to create a poll

1. Schedule a Zoom meeting (Outlook, Zoom app, or online).
2. Next, go to https://mdacc.zoom.us
3. Select “Meetings” and click on the title of the scheduled meeting.
4. Scroll to the bottom of the page where it says “Poll”.
5. Choose “Add” on the far right.

Limits:
25 polls per meeting
10 questions per poll
How to create poll questions

1. Enter a title for your Poll.
   ○ Tip: Choose a meaningful title. This will help you identify the poll quickly during the meeting.

2. Add a question.
   ○ Tip: Test your question out on a colleague. This will help you determine if the question is clear or too vague.

3. Choose “Single Choice” or “Multiple Choice”
   ○ Single choice allows participants to choose only one answer. Multiple choice allows participants to choose more than one answer.

4. Add answers.
   ○ Tip: Choose answers that will help you assess the participants understanding of session materials.

5. Anonymize responses.
   ○ Tip: If you choose anonymous, responder information will be anonymous.
Launching a poll

1. Start your Zoom meeting
2. Click Polls in the meeting controls
3. Select the poll you wish to launch.
4. Click “Launch Polling”
5. Optional: Choose “Share Results” (allows participants to see live poll results)
6. Choose “End Polling” to stop the poll.

Tip: “Re-launch” will restart the poll. However, the new poll will overwrite previous poll results.

If you need to “Re-launch” a poll with the same question, create a second poll so you don’t lose your data.
Poll Results

1. Go to https://mdacc.zoom.us
2. Go to “Reports”
3. Select “Meeting”, “Poll Report” and choose the date range.
4. Click on “Generate” next to the meeting where the poll was launched.
5. Zoom will move you to a “Reports” queue where you can download the poll report.

Tip: If you chose “Anonymous” when creating the poll, the results will not include participant names. If you did not choose “Anonymous” when creating the poll, you will see the participant names as they appear in the meeting room.

https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings
Get accurate reports from Zoom

Require registration. Registration ensures full attendee data (full name and email).

Add registration option here:

1. Schedule a meeting in Outlook.
2. Log in https://mdacc.zoom.us
3. Select “Meetings” click on the meeting title.
4. Select “Edit”
5. Check the “Required” box next to “Registration”

Registration reports are downloaded in the same area as polls.

https://support.zoom.us/hc/en-us/articles/211579443-Setting-up-registration-for-a-meeting
An alternative to polling, annotation in Zoom makes a session more interactive.

**Things to know before using Annotation:**

- Check your online Zoom settings. Make sure you have allowed annotations (screenshot).
- You must share your screen to allow annotations.
- Once you are sharing, attendees can select “Annotate” and “Stamp”, etc.
- Save a screenshot of the annotated slide for review.
- Clear drawings before you move to the next activity/slide.
How do I annotate in Zoom?

1. Move your mouse to the top of your screen until you see a menu appear. Click “View Options”.

2. Click “Annotate”

3. Choose “Stamp”
Have you used Zoom annotations?

- Yes, as a host
- Yes, as a participant
- No, never.
- Not interested

Place a stamp in the column that applies to you.
Joining Breakout Rooms...

Zoom Breakout Rooms

It may take a few moments.
3 Ways to Create Breakout Rooms

1. Pre-assign (good for recurring meetings with known attendees)
2. Assign during meeting (easy way to randomize attendees into rooms)
3. Self-select (allows people to move from room to room)
Pre-assign Breakout Rooms

1. Log in at https://mdacc.zoom.us
2. Select “Meetings”. Click on meeting title.
3. Scroll to bottom of the page, “Edit”.
4. Go to “Meeting Options” and “Breakout room pre-assign”
5. Choose “Create Rooms”. Manually name rooms and add participant emails OR “Import from CSV” to upload a template.
6. Choose “Save”.

https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms
Assign Breakout Rooms During a Meeting

You create breakout rooms during the meeting.

1. Start your meeting. Select “Breakout Rooms”
2. Choose the number of breakout rooms
3. Choose “Automatically” OR “Manually”
   - Manually – Host assigns each person to rooms.
   - Automatically – Zoom will move attendees to rooms randomly. You can choose to exchange once participant for another.
4. Review your “Options”
5. Choose “Open All Rooms”

https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms
Self-select a breakout room

1. Start your meeting
2. Click on the “Breakout Rooms” icon at the bottom of the screen.
3. Select the number of breakout rooms and “Let Participants Choose Room”
4. Click “Create”
5. Rename your rooms, add more rooms, review “Options”
6. “Open All Rooms” when you’re ready.

https://support.zoom.us/hc/en-us/articles/115005769646
Host Tools for Breakout Rooms

Before you begin:
◉ Under “Options” you can:
  ○ Close rooms automatically after a certain time period
  ○ Set a countdown timer for closing the breakout room
  ○ Allow participants to return to the main session at any time.
  ○ Automatically move all assigned participants to breakout rooms (they don’t have to choose “Join”).

During the breakout session:
◉ “Broadcast a Message to All” to send a message to all rooms
◉ Hosts and co-hosts can move between breakout rooms
◉ Share files through chat before launching rooms
Attendee Tools in Breakout Rooms

- “Ask for Help” – Attendees can ask for assistance from the host.
- “Share screen” – Attendees can share their screen.
- If the host has allowed you to self-select a breakout room, participants can enter and leave breakout rooms freely.

Note: Download the Zoom app to your phone or you will not have full access to breakout rooms.
Thank You
Thanks!

Any questions?

Ask the Research Medical Library

- RML-Help@mdanderson.org
- www.mdanderson.org/library/
- Register for future Tool Time Tuesdays: https://mdanderson.libcal.com/event/6632717