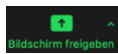# Quick guide: window arrangement of Zoom for hybrid scenarios in the lecture hall

Window arrangement 1
Lecture with small interactive part

On the projection only the content is displayed in full screen. Optionally your own webcam can be displayed as picture in picture**.**

The scenario should be a combination of a lecture and a livestream. It is suitable for lectures, in which no or rarely questions are to be expected from the students. If necessary, these can be asked via chat or in the lecture hall.

Split the presentation in Zoom by clicking on the "share screen" icon . In the opening selection menu you can now select the started PowerPoint presentation. Finally, press the "Share screen" button .

The presentation is now shown in full screen via the beamer and simultaneously split via Zoom. In Zoom you can also share a video via a webcam.

You can hide your own video image by clicking on the three points in the video image with "Hide Self View" on the projection. It is still visible for participants via Zoom.
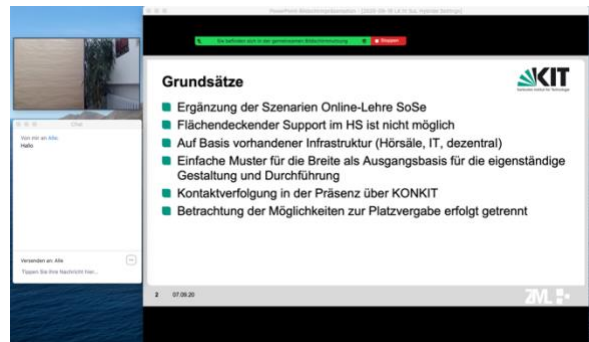
The interaction is limited to occasional questions in the chat or in the lecture hall.
Since you cannot see the chat in Zoom, you should be assisted by a person in the lecture hall who follows the chat with his/her own laptop. This role can be easily assigned to students who are present.

Window arrangement 2
(Lecture with interactive part)

An arrangement of content, webcam and chat is displayed on the projection.

If you have a lecture in which you want to realize more interaction with online participants, this option is suitable. Not only is the chat available here, but it is also possible to visually and acoustically involve participants from Zoom. For example, a discussion with the participants on site and in Zoom is possible. Since the activity in Zoom should be monitored carefully, an additional person is needed to take care of the moderation in Zoom. In scenario two, chat, video and presentation should be arranged as a window on the desktop/desk, thus providing a high degree of flexibility. The content of the PP window can be changed or simply all windows can be rearranged very quickly without the need for a major effort in Zoom.

1. Change the presentation mode in PowerPoint from full screen to window. To do this, click on the "Set up slide show" button in PowerPoint . Select the entry "View through an individual window" from the menu.

2. Start the PowerPoint presentation in the lower bar. The presentation is now displayed as a window and no longer in full screen.

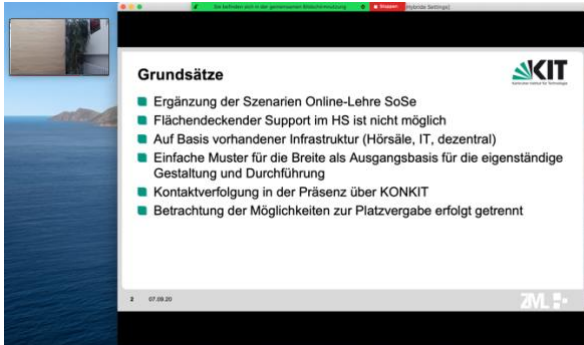3. Now split the presentation in Zoom by clicking on the "share screen" button . In the selection menu that opens, you can now select the started PowerPoint . Finally, press the "Share screen" button .
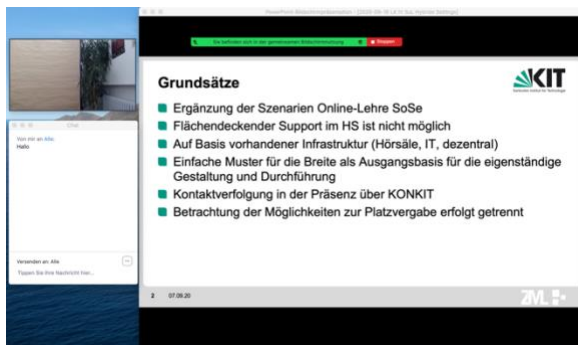
4. Arrange the PowerPoint window on your screen so that 2/3 of the screen is occupied. Place the small Zoom video window next to the PowerPoint.

Go to the menu of Zoom and click here on "More" and select the chat.

5. You can now place the chat window under the video window.

The presentation is now divided in Zoom, at the same time the visible windows are also output via the beamer. You can now integrate questions via video from Zoom and written questions from the chat into the lecture. If you want to show the Visualizer instead of the presentation, select "Split Screen in Zoom" and choose "Content from 2nd camera" under "Expand". The image of the Visualizer camera is then displayed by Zoom as a window and can be arranged like the presentation.

If online students speak via video image and sound, the sound is output via the speakers in the lecture hall and the video image - if switched on - is displayed. You can change the display of the video images in the video window.

Info & Contact

Last update 23.10.2020

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Imprint

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