



California  
Community  
Colleges

TechConnect

# A Year in Review

## Highlighting Zoom Tools in 2024

### Part 1

December 11, 2024 | 12:00 pm – 1:00 pm

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Donna Gustafson

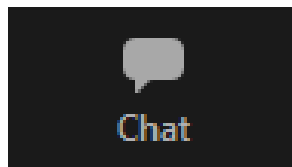


TechConnect

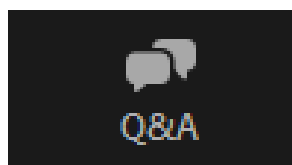
*TechConnect (TechConnect Cloud, TechConnect Zoom, Tech Connect Online Teaching Conference) services are grant-funded by the California Community Colleges Chancellor's Office | Hosted at Palomar College*



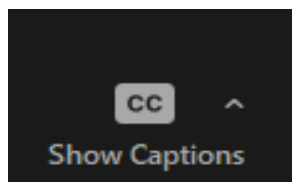
# Housekeeping



Click “Chat” to read chat messages from the presenter.



Click “Q&A” to submit a question and/or read other questions.



Click “Show Captions” to read live captions.



# What is TechConnect?

TechConnect is a grant funded project from the California Community Colleges Chancellor's Office that provides multiple technology services to the students, administrators, faculties, and staffs of all colleges in the system. It's products and services are specifically designed to:

- Enhance the quality of learning materials
- Promote faculty-student engagement
- Streamline learning collaboration
- Promote consistency in the use of online learning technologies throughout the CCC system



# CCC TechConnect Services

## TechConnect Zoom

## TechConnect Cloud



e- Conferencing Services	Video Services	Online Teaching Conference
Online meeting collaboration	Securely store your media in one place	Annual premier event for CCC faculty, staff and administrators
Web and video conferencing	Share your media to any audience	3 days of learning and sharing best practices for teaching in the classroom and online
Virtual office hours management	Viewable on any device, with no ads	Over 70 sessions, offering 10 hands-on pre-conference workshops
Auto-generated captioning for all meetings	Add media interactivity	Serves nearly 1000 attendees
Instant sharing	Closed captioning available	Over 40 sponsors and exhibitors
Integrates with Canvas	Live event coverage, video production & editing	
	Integrates with Canvas	



# A Year in Review





# Rolled Out in 2024

- Zoom Notes
- Zoom Docs
- Zoom Clips
- Zoom Surveys
- Zoom Whiteboards
- Zoom All Screens Mode
- Zoom Workplace App





# Zoom Notes



# Zoom Notes in the Portal

The screenshot displays the Zoom web portal interface. At the top, the Zoom logo is on the left, followed by the phone number 1.888.799.9666 and links for SALES and PLANS. On the right, there are buttons for JOIN A MEETING and HOST A MEETING, along with a user profile picture.

The left sidebar is titled PERSONAL and contains the following menu items: Profile, Meetings, Webinars, Phone, Personal Contacts, Personal Devices, Whiteboards, Notes (highlighted in blue), Docs (with a NEW badge), and Surveys.

The main content area is titled Notes and features a 'New' button. Below the title are tabs for All notes, Recent, My notes (selected), Shared with me, Starred, Trash, and Projects. A search bar is located below the tabs.

The notes are displayed in a table with the following columns: Name, Starred, Owner, Projects, and Modified. Two notes are visible:

<input type="checkbox"/>	Name ↓	Starred	Owner	Projects	Modified ↓
<input type="checkbox"/>	Created in the Workplace App 12/2/2024, 2:16:42 PM	☆	Donna Gustaf...		12/2/2024, 2:15:36 PM by Donna Gustafson
<input type="checkbox"/>	Notes without a Meeting 12/2/2024, 2:07:57 PM	☆	Donna Gustaf...		12/2/2024, 2:08:25 PM by Donna Gustafson







# Zoom Notes in a Meeting

The screenshot shows the Zoom Notes application interface. At the top, there's a window title bar with a green checkmark, a star icon, a timer at 00:06:54, and window controls. Below that, the 'Notes' header includes a hamburger menu, 'All notes', and a blue 'New' button. A search bar and a 'Modified (new-old)' dropdown are also present. The main content area shows a list of notes under the heading 'Owned by anyone'. The notes listed are:
 

- Donna Gustafson's Zoom Me...** by Donna Gustafson, modified at Dec 10, 2024.
- Flex Day with Palomar Colleg...** by Donna Gustafson, modified at Aug 20, 2024. This note is highlighted with a blue box.
- Ticket Responses** by Donna Gustafson, modified at May 08, 2024.

 At the bottom, there are icons for 'Notes', 'More', and 'End'.

This screenshot shows the context menu for the 'Flex Day with Palomar Colleg...' note. The menu is titled 'Notes' and includes the following options:
 

- Duplicate Note
- Add to Starred
- Help
- Leave Feedback
- Report
- Lock Note
- Move to Trash
- Move to Project
- Export PDF
- Open in Browser
- Appearance
- About

 A blue arrow points from the highlighted note in the previous screenshot to this menu.

# Zoom Notes Share in a Meeting

The screenshot shows the Zoom Notes sharing interface. At the top, there is a 'Notes' title and a close button. Below that is a 'Share Note' header with a back arrow and a mouse cursor icon. A search bar contains the text 'Contact, Channel or Email' and an 'Editor' dropdown menu. A light blue box contains the text 'Share with Meeting collaborators' and a 'Share to Meeting' button. Below this, a section titled 'Already have access' lists 'Donna Gustafson (you)' as the 'Owner'. A section titled 'Shared with Project: Faculty Staff Meetings' is also visible. At the bottom, there are two checkboxes: 'Anyone can share at or below their level' (checked) and 'External users can be invited' (unchecked). A 'Link Access' section shows 'Copy Link' and a dropdown menu set to 'Only invited members can access this note'.





# Zoom Docs





# Zoom Docs in the Portal

**Donna Gust...** <<

Ctrl/
+

- 🔔 Notifications
- 🕒 Recent
- 📅 My meetings
- 👤 My docs
- 👥 Shared with me
- ★ Starred

### Recent

+
New document

✦
Create from meetin...

🧩
Templates

📄
Import

Name	Creator	Last viewed
<span style="font-size: 20px;">☰</span> Holiday Planning - Meeting Notes <span style="float: right; color: gold;">★</span>	Donna Gustafson	1 minute ago
<span style="font-size: 20px;">👉</span> Ticket-Category-Tags-Selecting to Use	Donna Gustafson	8 minutes ago
<span style="font-size: 20px;">☰</span> Donna Created Doc in Evic's Meeting Room 2024-10-09 ...	Donna Gustafson	8 minutes ago
<span style="font-size: 20px;">☰</span> RECORDING STORAGE TIMELINE & ACTION STEPS 11-18...	Donna Gustafson	9 minutes ago
<span style="font-size: 20px;">☰</span> Subs - AI Enabled Status 110724	Donna Gustafson	9 minutes ago

# Zoom Docs Creating & Editing

The screenshot shows a Zoom meeting note editor interface. At the top, there's a navigation bar with a back arrow, a document icon, the title 'Meeting Notes', a star icon, a cloud icon, a refresh icon, a back icon, 'H1', 'More', a plus icon, and an up arrow. On the right, there's a profile picture, a 'Share' button, a camera icon, a chat icon, and a three-dot menu.

On the left, there's a sidebar menu for the 'AI Companion' with a 'Turn into' section containing text, heading (H1, H2, H3, H4), list, checkmark, link, list, and page number icons. Below that are options for 'Keep collapsed', 'Number heading', 'Color', and 'Alignment & indent'. At the bottom of the sidebar are 'Copy link' and 'Comment' options.

The main content area features a red header with the text 'Holiday Celebration for Faculty and Staff'. Below this is a table with the following data:

Date	@December 20, 2024
Time	12:00 pm - 3:00 pm
Host	Staff
Attendee	@all

Below the table is a section titled '1. Agenda Overview' with a bulleted list:

- Welcome and Introductions
- Lunch: Hosted and served by the leadership team

A chat icon is visible in the bottom right corner of the editor.

# Zoom Docs Sharing in a Meeting

zm Advanced sharing options... X

**Allow participants to share docs**

By disabling this setting, nobody else except the host can share docs during this meeting.

**Who can start sharing when someone else is sharing?**

Host only

All participants (exclude anonymous users) ⓘ

---

**Who can create a doc in this meeting?**

All docs created in the meeting will belong to the host.

Host only

Users in your organization

All participants (exclude anonymous users) ⓘ

Polls/quizzes Notes Docs Breakout rooms

RECORDING STORAGE: DRAFT DEC REMINDER #2  
Owner: Donna Gustafson

When sharing this doc, meeting participants (exclude anonymous users who can only view) can comment

Allow persistent access to verified participants when sharing ended

Cancel Share

Donna Created Doc in Evic's Meeting Room 2024-10-16 01:42 PM  
Owner: Evic Oropilla

Open for myself Share

Evic Oropilla's Personal Meeting Room 2024-10-16 01:42 PM  
Owner: Evic Oropilla

Polls/quizzes Notes Docs Breakout rooms More



# Zoom Clips





# Zoom Clips in the Portal

PERSONAL

- Profile
- Meetings
- Webinars
- Phone
- Personal Contacts
- Personal Devices
- Whiteboards
- Notes
- Docs NEW
- Surveys
- Recordings & Transcripts
- Meeting Summary
- Clips
- Scheduler
- Settings


## Clips

[All clips](#) | [My clips](#) | [My playlists](#) | [Shared with me](#) | [Starred](#) | [Trash](#) | [Notifications](#)

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### Welcome to Zoom Clips

Record yourself and your screen to create a clip. You can share your clips with others.




**Based on your current license. You can:**

- Create up to 5 clips
- Record up to 2 minutes for a single clip
- [How to use](#)

+ New clip

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**Contact your account owner to upgrade your license to:**

- Create unlimited clips
- Have longer clip length
- Have premium features
- [Learn more](#)







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zoom Products Solutions Resources Plans & Pricing Schedule Join Host Whiteboard

PERSONAL

- Profile
- Meetings
- Webinars
- Personal Audio Conference
- Phone
- Revenue Accelerator
- Whiteboards **NEW**
- Recordings
- Clips **NEW****
- Settings
- Privacy

ADMIN

- Dashboard
- User Management
- Huddles Management

Clips > Strategy Update

**Strategy Update** [Share](#)

Sonia Long · 1h ago · 21 views

Hey team, just wanted to give you all a quick asynchronous update on our strategy. If you have any questions or need more information, feel free to reach out to me anytime!

strategy updates

Comments (26) [Statistics](#)

Last 30 days

Total views <b>21</b>	Completion rate <b>75%</b>
Total reactions <b>24</b>	Total comments <b>26</b>

Total views

- Maurice Lawson 1 👍 2 😬 3 💬 75%
- Anthony Rios 2 👍 2 😬 3 💬 90%
- Steven Richardson 2 👍 2 😬 3 💬 75%
- Sophia Mosley 1 👍 4 😬 4 💬 70%
- Carlos Washington 1 👍 2 😬 3 💬 75%
- Craig Meyer 3 👍 3 😬 2 💬 50%

# Zoom Clips in the Portal

# Zoom Surveys & Polls





# Zoom Surveys & Polls

The screenshot shows the Zoom Surveys interface. A modal dialog titled "Choose the survey type" is centered on the screen. It offers two options: "Survey" (selected with a blue radio button) and "Poll or quiz". The "Survey" option includes a description: "Use a survey to collect responses through a shared link or after meetings and webinars." and an icon of a document with a checklist. The "Poll or quiz" option includes a description: "Use a poll or quiz during meetings and webinars or a poll in chats to collect responses." and an icon of a poll interface. At the bottom of the modal are "Create" and "Cancel" buttons. In the background, the Zoom Surveys dashboard is visible, showing a sidebar with "Surveys" selected, a search bar, and a table of surveys. The table has columns for "Questions", "Modified", and actions. Two surveys are listed: one with 3 questions modified on Sep 30, 2024, and another with 1 question modified on May 14, 2024. A "+ Create" button is in the top right of the dashboard.

Questions	Modified	
3	Sep 30, 2024	
1	May 14, 2024	



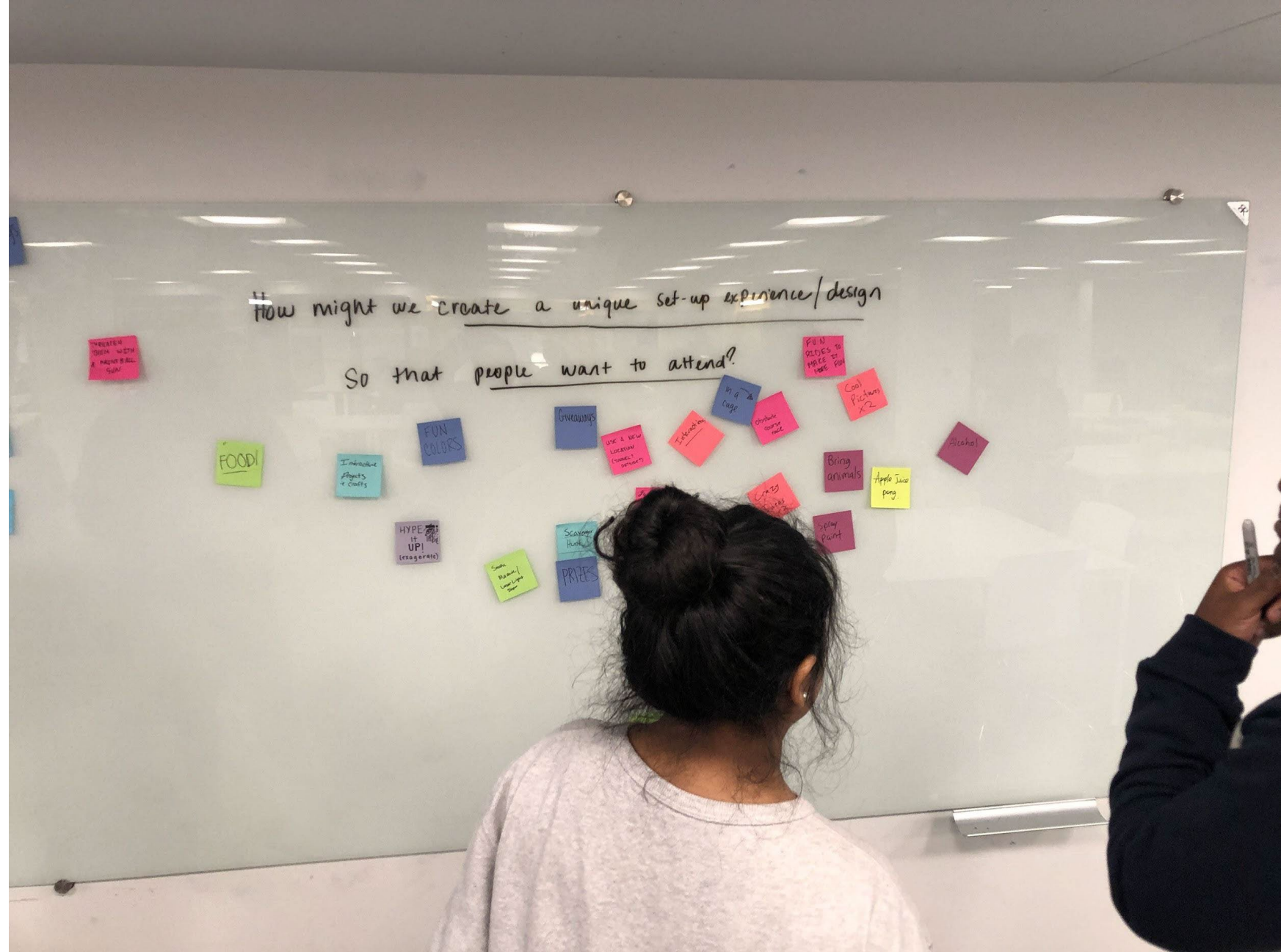


# Zoom Surveys & Polls

<input type="checkbox"/> Name ↕	Starred	Type	Questions	Modified	Responses	
<input type="checkbox"/> My Best Description of ME	☆	Poll	3	Sep 30, 2024 11:43 AM	1	
<input type="checkbox"/> Using Surveys	☆	Survey	1	May 14, 2024 03:09 PM	0	



# Zoom Whiteboards





# Zoom Whiteboards

zoom 1.888.799.9666 SALES PLANS JOIN A MEETING HOST A MEETING

Webinars  
Phone  
Personal Contacts  
Personal Devices  
**Whiteboards**  
Notes  
Docs **NEW**  
Surveys  
Recordings & Transcripts  
Meeting Summary  
Clips  
Scheduler  
Settings  
Reports  
ADMIN  
Dashboard

## Whiteboards

+ New whiteboard

All whiteboards Recent My whiteboards Shared with me Starred Trash Projects

Templates

All templates

Gantt Table Vertical Timeli... Horizontal tim... 30-60-90 day ... 30-60-90 day ... Entity Relation... Fishbone Diagr...

Q Search

<input type="checkbox"/>	Name ↓	Starred	Owner ↓	Project	Modified ↓
<input type="checkbox"/>	Donna Gustafson Nov 20, 2024 11:35 AM	☆	Donna Gustafs...		Nov 20, 2024 1:44 PM by Donna Gustafson
<input type="checkbox"/>	Donna Gustafson Nov 19, 2024 3:32 PM	☆	Donna Gustafs...		Nov 19, 2024 3:59 PM by Donna Gustafson
<input type="checkbox"/>	Copy of Mirla Garcia				Apr 8, 2024 9:55





# Zoom Whiteboards

The screenshot displays a Zoom Whiteboard interface titled "Lesson Plan". The top navigation bar includes a back arrow, the title "Lesson Plan", a share icon, a menu icon, and several utility icons (document, monitor, print, timer, trash, and refresh). On the right side, there are icons for chat, a profile picture, and a "Share" button.

A central menu lists various tools and integrations:

- Card
- Chart
- Code block
- Embed content
- Kanban
- Mind map
- Table
- Unsplash images
- Asana
- Azure
- Dropbox
- Google Drive
- Jira
- Microsoft OneDrive

The whiteboard content includes:

- A "Seating Chart" section with three diagrams: "Rows" (a 3x3 grid of green dots), "U shape" (a U-shaped arrangement of blue dots), and "Groups" (a 3x3 grid of cyan dots).
- A "Further reading" section with a "Description" label and four overlapping diamond shapes labeled "Book 1" (green), "Book 2" (teal), "Book 3" (blue), and "Book 4" (purple). Each diamond has "Enter text" labels above and below it.
- A timeline at the bottom with four points: "Topic 1", "Topic 2", "Topic 3, 4" (with a blue circle labeled "Mar 4"), and "Final" (with a purple circle labeled "Mar 17").

At the bottom of the interface, there are navigation icons (undo, redo, delete), a sharing settings notification ("Who can see what you share here Don't show again X"), and a zoom control bar showing a hand icon, a profile picture, a magnifying glass, "40%", and a zoom in/out icon.

# Screen Share All Screens Mode








# Screen Share All Screens Mode

Meeting > In Meeting (Basic)

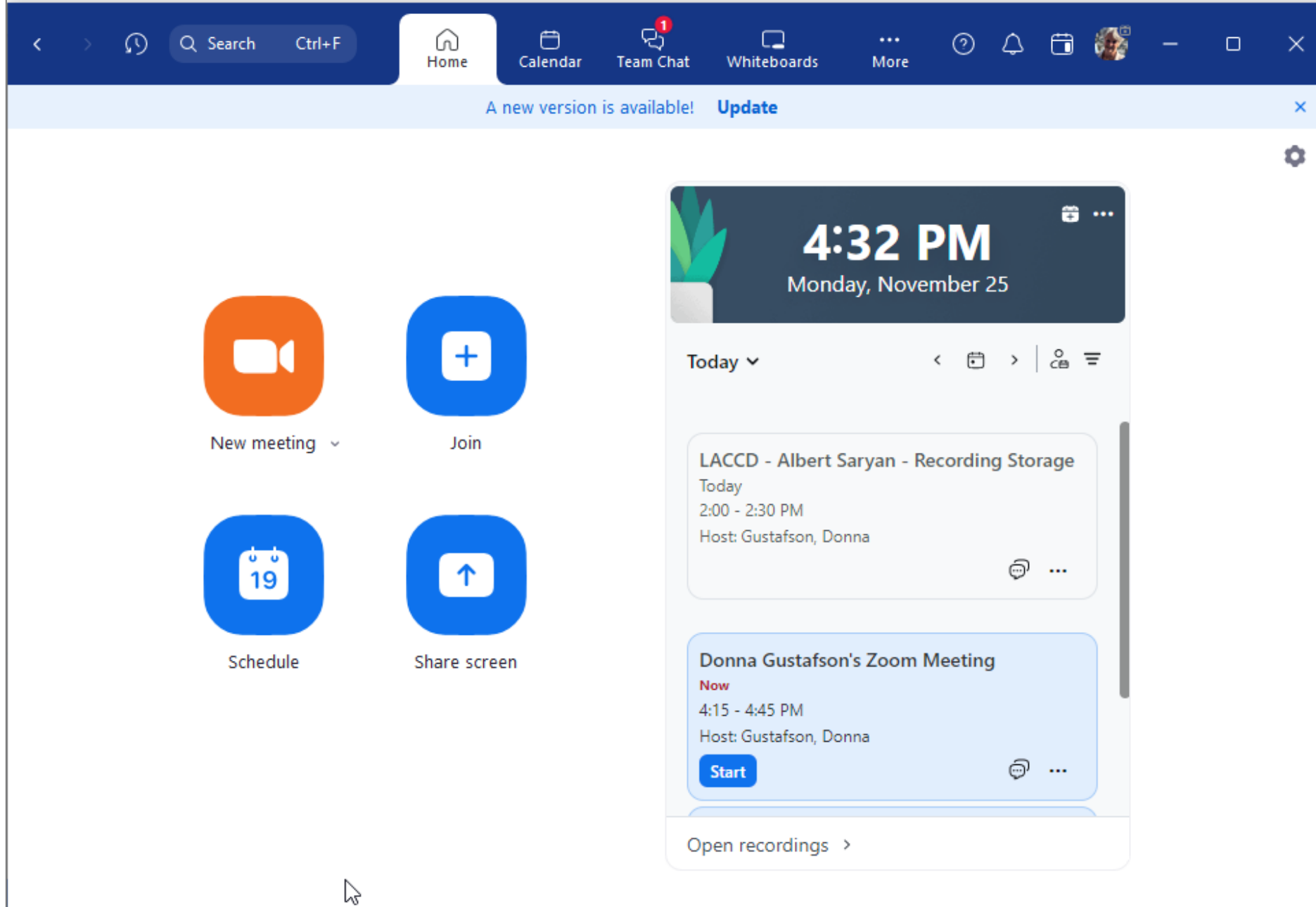
## Screen sharing

Allow host and participants to share their screen or content during meetings and webinars

How many participants can share at the same time? 

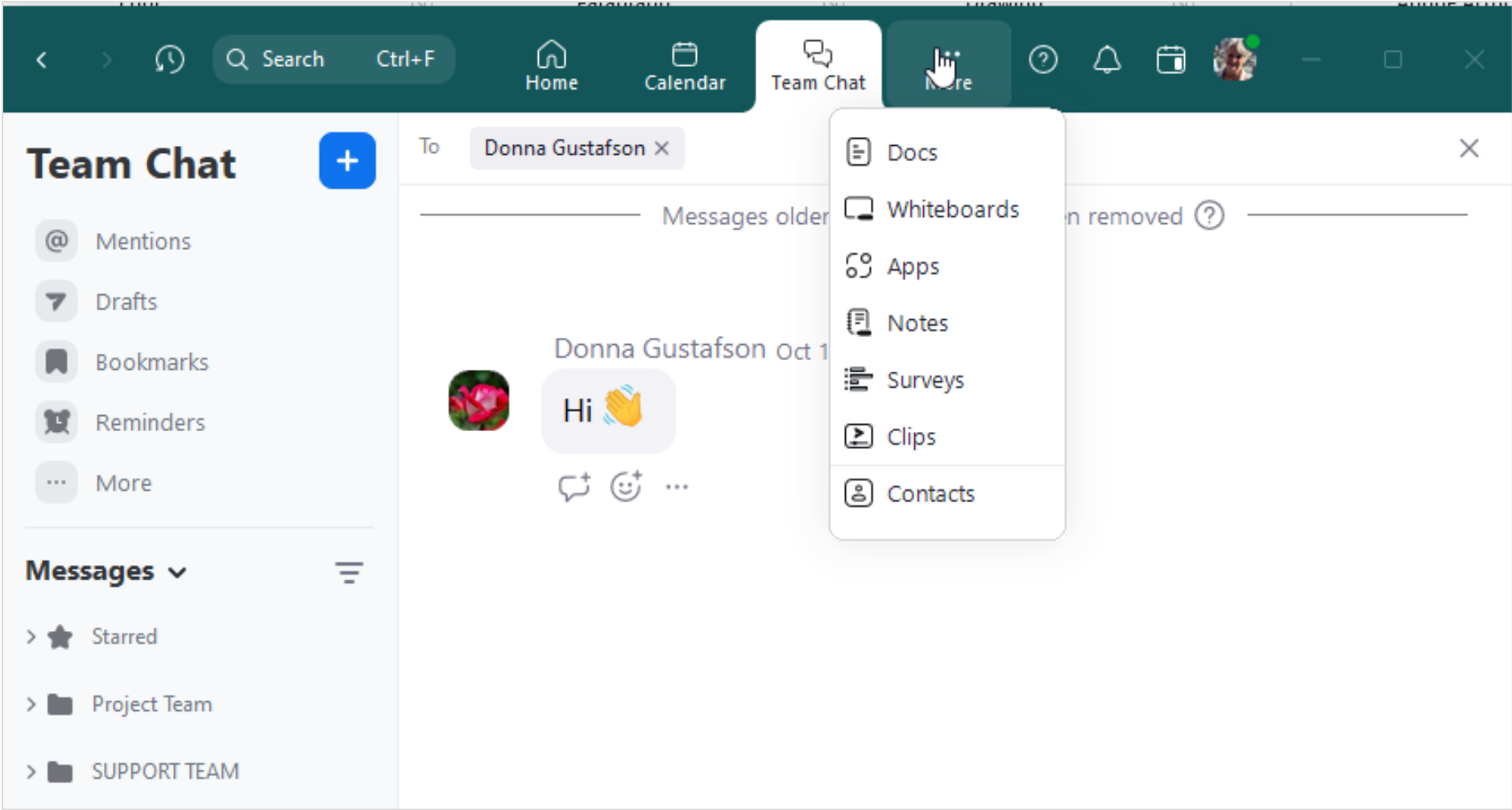
- One participant can share at a time
- Multiple participants can share simultaneously (dual monitors recommended)
- All screens mode 

# Zoom Workplace App





# Zoom Workplace App





**Next**



# TechConnect Webinar

## Gear Up for 2025 Using Zoom Tools with AI Companion

January 22, 2025  
12:00 pm – 1:00 pm



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# TechConnect



June 16 – 18, 2025  
Long Beach Convention Center

[www.onlineteachingconference.org](http://www.onlineteachingconference.org)



# Contact Us!

## CCC TechConnect

Email: [support@ccctechconnect.org](mailto:support@ccctechconnect.org)

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Support Website: [ccctechconnect.zendesk.com](http://ccctechconnect.zendesk.com)

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