

Zoom Skills Checklist

Use this checklist to master the following tasks on each type of device. Print this checklist and use it to track your progress.

View Setup	Laptop/ Desktop	Tablet	Mobile
Switch views <ul style="list-style-type: none"> • Full screen vs. exit full screen • Speaker vs. gallery • Customize the video order and force video order on other participants • Spotlight a video for all participants (requires 3 or more people) 			
Pin a participant's video			
Open participant box			
Open chat box			

Managing Participants	Laptop/ Desktop	Tablet	Mobile
Invite a participant to join the meeting			
Mute and unmute mics and videos <ul style="list-style-type: none"> • Mute all participants at once • Don't allow participants to unmute themselves • Ask all to unmute 			
Rename participants <ul style="list-style-type: none"> • Allow participants to rename themselves 			
Switch hosts or assign co-host			
Remove a participant from a meeting			

Share Screen Options	Laptop/ Desktop	Tablet	Mobile
Share your screen <ul style="list-style-type: none"> • Start and stop • Switch between shared screens • Share a PowerPoint • Share sound only • Disable and enable during program • Find control bar during screen share 			
Use the whiteboard			
Use the annotation tool <ul style="list-style-type: none"> • Clear your drawings • Clear all drawings • Disable annotations for participants 			

Chat and Reactions	Laptop/ Desktop	Tablet	Mobile
Use the chat feature <ul style="list-style-type: none"> • Message whole group • Message an individual • Limit chat to host and co-host only • Disable chat for all • How/when participants can view chat? • How to edit/moderate (trick question!) 			
Share a file			
Use reactions and hand raising tool			

Security Features	Laptop/ Desktop	Tablet	Mobile
Waiting Room <ul style="list-style-type: none"> • Put someone in the waiting room • Send a message to the waiting room 			
Lock a meeting			
Suspend Participant Activities			
End meeting for all			

Advanced Features	Laptop/ Desktop	Tablet	Mobile
Set a virtual background (Doesn't always work on older machines)			
Use video filters			
Run a poll(s) – Licensed accounts only can create polls			
Use breakout rooms <ul style="list-style-type: none"> • Randomly assign vs. Manually assign • Move from one breakout room to another • Broadcast a message to all • Close all rooms • Investigate customization options 			

Helpful external guides:

- [Zoom User Guide](#) from UC San Diego
- [Zoom Conferencing Guide](#) from University of Delaware