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BerkeleyHaas

TEACHING TIP OF THE WEEK

Online Teaching Strategies

Tip of the week: Annotate on Zoom shared screens.

You can use the annotation tools included in the Shared Screen feature on zoom to annotate on your slides and to create a whiteboard in which you and other participants can write and draw on.

Whiteboard feature:

- Creating a whiteboard is very simple: Click on your “Share Screen” icon in the bottom center of your screen and choose the “Whiteboard” option. This creates a virtual whiteboard on which you can draw, type, and annotate.
- You can allow students to join to add their input directly into your dashboard. Follow [these steps](#) to enable annotation for other participants.
- Use the Draw, insert text, stamp, and spotlight and arrow features. See this 5-minute [video](#) of how it works!

Annotate on your slides or your shared screen:

- When you share a screen, click on the Annotate icon.
- Annotating on your projected screen works just like using a whiteboard.
- Use the spotlight tool to highlight your content as you speak

Make sure to enable the saving option so your annotations on Whiteboards and shared screens are automatically saved to your computer. This enables you to share that content with students.

If you plan to write by hand or draw, consider using a stylus or your finger on a touchscreen device.

You can use your iphone or ipad to annotate by using the [Zoom mobile app](#) and joining your own meeting as a participant. To do this, you need to allow participants to annotate

on your shared screen or whiteboard (because you are a “participant” on your secondary device).. See [here](#) all the options for using a secondary device to annotate.

Do a dry run! You can test these features on your own, with a colleague, or with your GSI.

Want to go beyond the features that Zoom offers? Check out the [Mhmm app](#) and consider signing up as a tester.

TELL US WHAT TEACHING TIP TOPICS YOU WOULD LIKE TO LEARN MORE ABOUT: Follow this [link](#) to let us know what topics you would like us to cover.

The Online Teaching Tip of the Week is a series produced for Haas Faculty by the Associate Dean for Learning Strategies' Online Teaching Tips Team.