Tips and Tricks for the Teacher's Toolbox
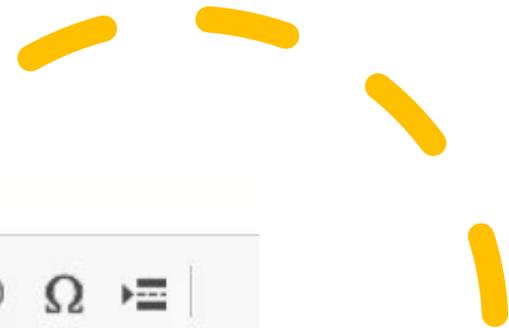
Zoom, Leo Email or Announcement

A YouTube video with great tips for Zoom!

- **Shortcut key for screen sharing**
- **Optimizing screen sharing for video**
- **Sharing part of a window**
- **Polling students anonymously on Zoom**
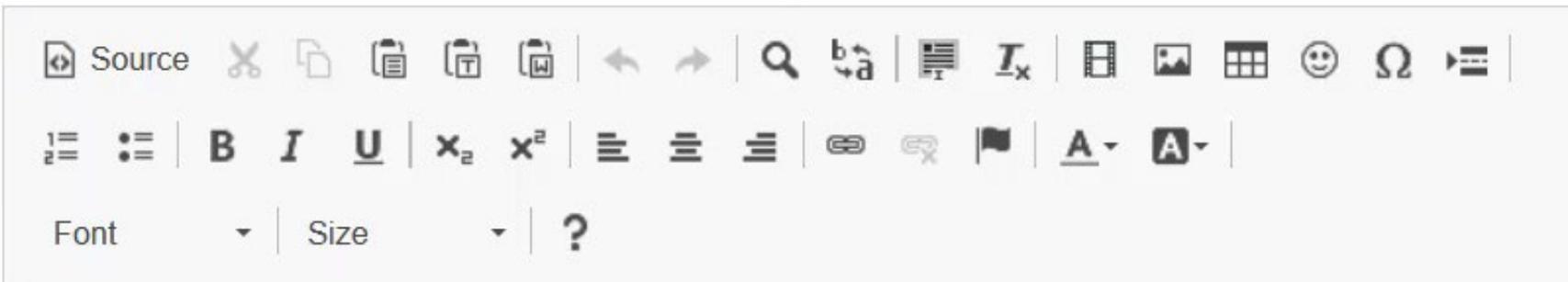- **Annotating the screen**
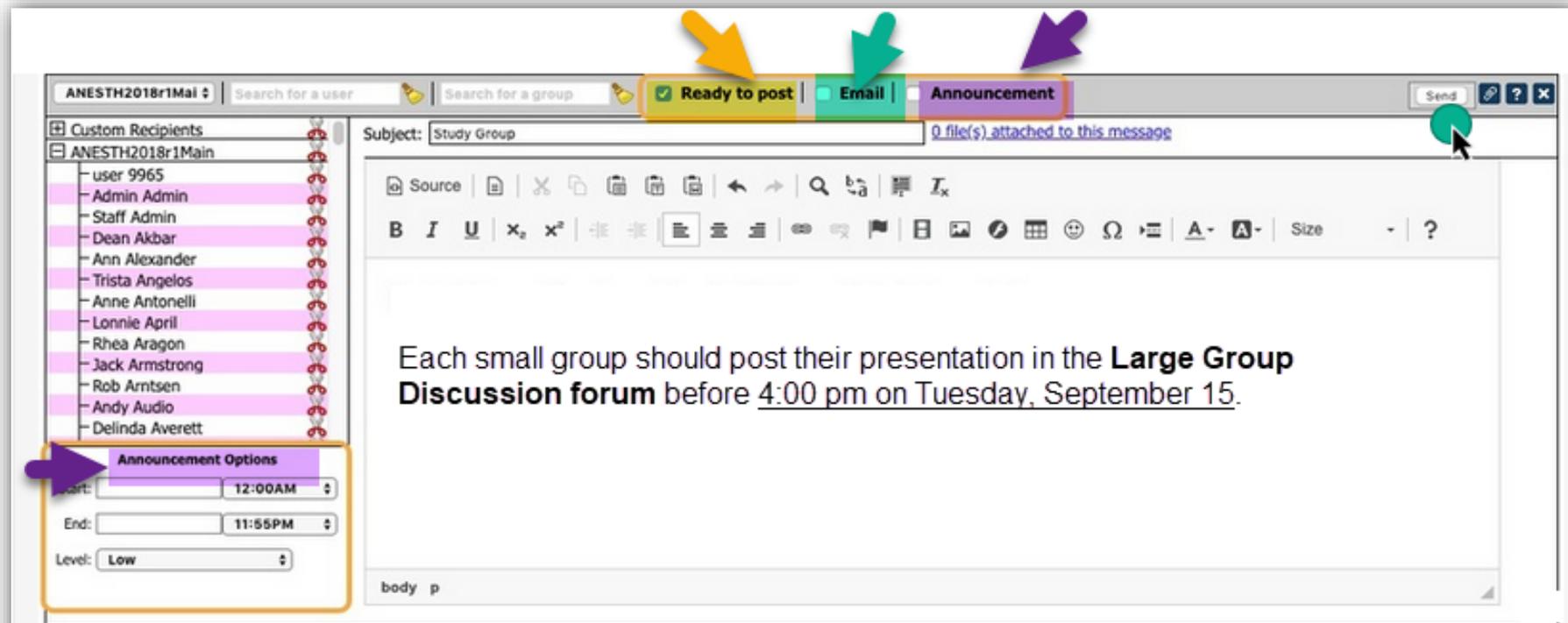
Video on Leo editor features!

Title: _____ *

Instructions:

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Leo Email or Announcement?

- **Ready to post** is the default setting for all emails and/or announcements. Uncheck the box if you are not ready to send the email.
- Emails will be sent immediately when the **Send** button is clicked.
- Announcements will be sent from within the time/date parameters set in the Announcement Options.

Leo Email or Announcement?

- If a message is selected as an Announcement only, the communication stays within Leo.

- If a message is selected as an Email only, it will be sent to the user's email address that is listed in their User Profile.

- If both options are selected, the recipient will receive an Email (at the Email address listed in their User Profile) and a copy (of the Announcement) will be in their Leo Inbox.

☐ **Ready to post** | ☐ **Email** | ☐ **Announcement** | **?** **✕**

Send