

Tips and Tricks for the Teacher's Toolbox

Zoom, Leo Email or Announcement

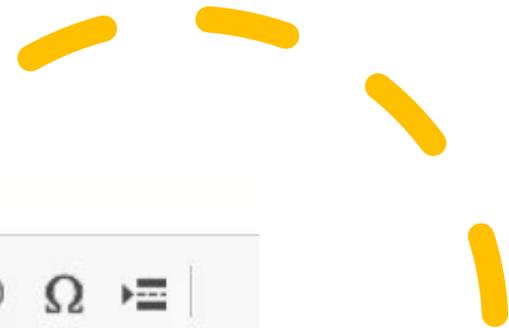


A YouTube video with great tips for Zoom!

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

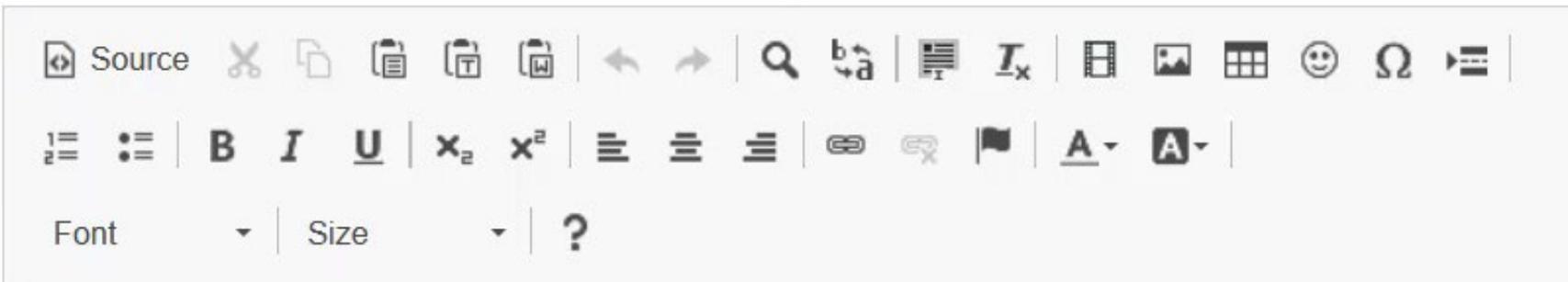


Video on Leo editor features!



Title: *

Instructions:

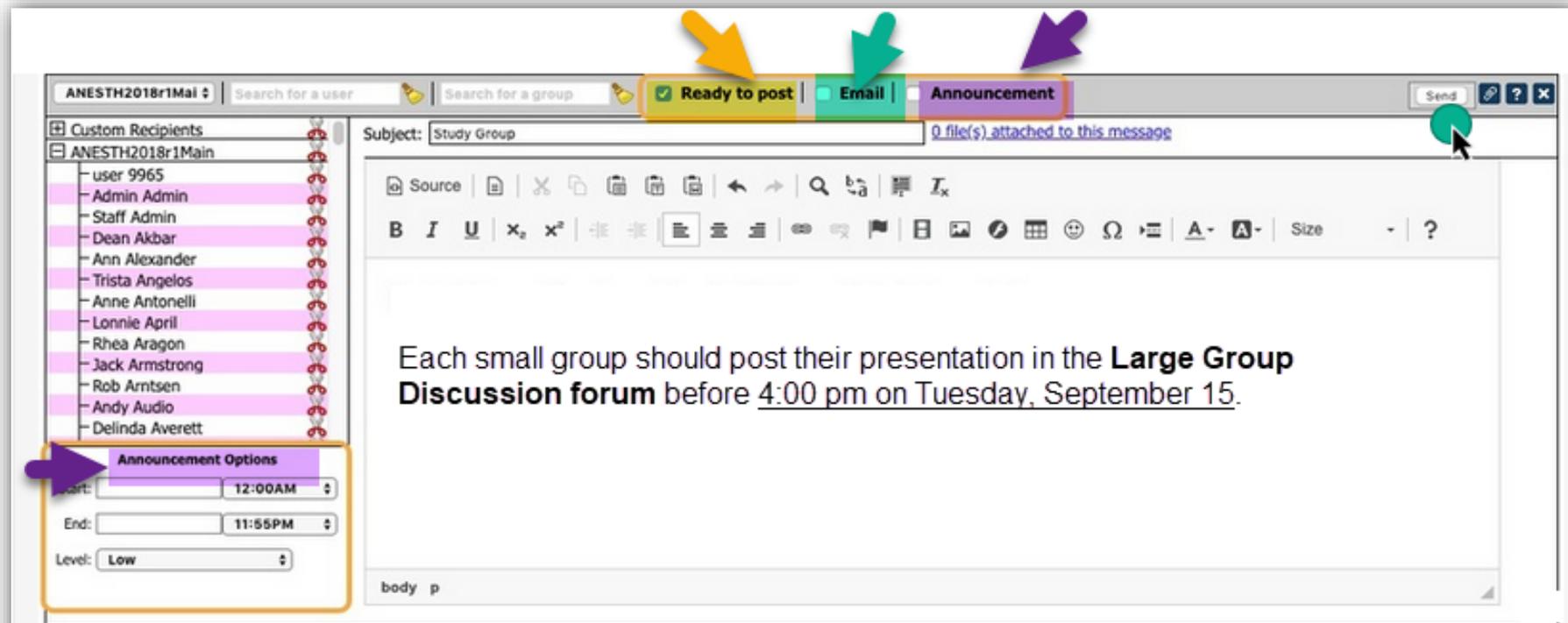


The toolbar contains the following icons and controls:

- Source (code icon)
- Cut (scissors icon)
- Copy (document icon)
- Paste (document icon)
- Undo (left arrow)
- Redo (right arrow)
- Find (magnifying glass)
- Replace (two arrows)
- Table (table icon)
- Image (picture icon)
- Grid (grid icon)
- Smiley (smiley face icon)
- Omega (Ω icon)
- Right arrow (right arrow icon)
- Numbered list (list icon)
- Bulleted list (list icon)
- Bold (B)
- Italic (I)
- Underline (U)
- Subscript (x₂)
- Superscript (x²)
- Text color (three horizontal lines)
- Background color (three horizontal lines)
- Link (chain icon)
- Unlink (chain icon)
- Flag (flag icon)
- Text color (A with underline)
- Background color (A with underline)
- Font (dropdown menu)
- Size (dropdown menu)
- Help (?)

body

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** | ? X

