

Tips and Tricks for the Teacher's Toolbox

zoom Help Center

Hot keys and keyboard shortcuts



Windows



macOS

[Shortcut keys](#) in Zoom to mute and unmute, share screen and stop sharing screen, and many more. For smoother sailing in Zoom, write down these shortcuts on bright yellow paper and place by your computer.

Leo Tips

LEO

Calendar Courses Search

April 13-17, 2020

Today Day Week Month List

Filter Add Event More

Leo
POWERED BY DaVinci

W15	Mon 4/8	Tue 4/9	Thu 4/11	Fri 4/12
Long Events				
7am				
8am	8:00 - 9:00 M D Introduction to Pediatrics	8:00 - 9:15 D Inpatient Rounds with Attendings	8:30 - 9:30 M D Pediatric Immunizations	8:15 - 9:35 D Morning Case Conference
9am				
10am	9:30 - 10:55 D The Newborn Exam	9:30 - 10:55 C D The Newborn		
11am		10:30 - 11:40 C M D		
12pm			12:00 - 12:55 D Pediatric Critical Care	
1pm		1:00 - 2:00 M D Infant Nutrition		12:30 - 2:15 C M D Culturally 1:15 - 2:30 C M

Related Materials

- Clinical Overview of PEDS
- PEDS_Guide to Outpatient Services
- List of required reading
- NEJM Resources
- ERAS residency programs
- Adolescent brain cells
- Pediatric MRI image

The Newborn Exam

- Culturally Responsive Medical Care

Leo Tip 1: Email or Announcement?

The screenshot shows a web-based email composition window. At the top, there are three radio buttons: "Ready to post" (checked), "Email", and "Announcement". A yellow arrow points to the "Ready to post" button, a green arrow points to the "Email" button, and a purple arrow points to the "Announcement" button. To the right of these buttons is a "Send" button. Below the buttons is a search bar for users and groups. The main content area contains a subject line "Study Group" and a text area with the message: "Each small group should post their presentation in the **Large Group Discussion forum** before 4:00 pm on Tuesday, September 15.". A green circle highlights the "Send" button. On the left side, there is a list of recipients under "ANESTH2018r1Main". Below this list is an "Announcement Options" section with fields for "Start" (12:00AM), "End" (11:55PM), and "Level" (Low). A purple arrow points to the "Announcement Options" section.

- **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 Tip 2 : 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





Camtasia



Interested in using Camtasia to capture your screen or record your webcam video, or to edit audio or video?

We have an institutional license for Camtasia.
Contact CSOM-IT to get the software installed on your computer.





Hesitant about sharing your personal number with students or other people?
Try using a virtual number that comes with several features including screening for callers.



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* I am not affiliated with the company. I do not receive incentives for promoting the product. I am a satisfied consumer who has used the product for 10 years.

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Free Conference Call



I have referred many of my student working in groups, to register for the free no-frills package – a free conference call number for group meetings. The company asks for a donation, but they also offer the free package to those who “need to keep it free for now.”