

Setting up a Screen-Sharing Session

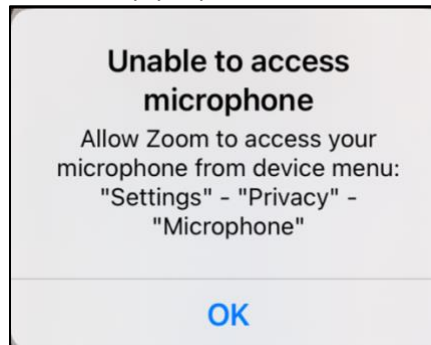
There are many screen-sharing apps you can select from, but for the purposes of this document we are going to use the Zoom application to answer common questions about setting up a screen-sharing session. While we do not endorse Zoom over other screen-sharing apps, we have found that Zoom interacts well with the NIH Toolbox app.

For guidance on how to initiate a Zoom meeting, please refer to Zoom's support article here: <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>. For information on how to share your screen with the participant, please refer to Zoom's support article here: <https://support.zoom.us/hc/en-us/articles/201379235>.

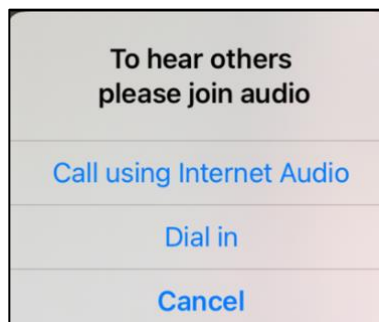
Important Considerations

- When using the screen-sharing method, the participant will only be able to view the remote administration of the NIH Toolbox through the Zoom meeting. The participant will need to relay responses to the examiner, who would then interact with the iPad accordingly.
- To ensure the participant sees the screenshare in a relatively appropriate size (i.e., as close as possible to the iPad) it is important that the participant joins via a tablet (NOT a phone).
- The free version of Zoom is limited to 45 minutes per session.
- When hosting a Zoom meeting, you may receive the following popups:

- "Unable to access microphone": Simply tap on 'OK'.



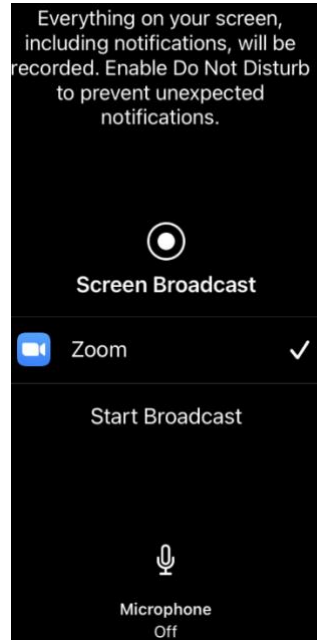
- "To hear others please join audio": We suggest selecting '**Call Using Internet Audio**', but depending on your internet capabilities, you may need to select '**Dial In**' and follow the instructions in the invite to dial in.



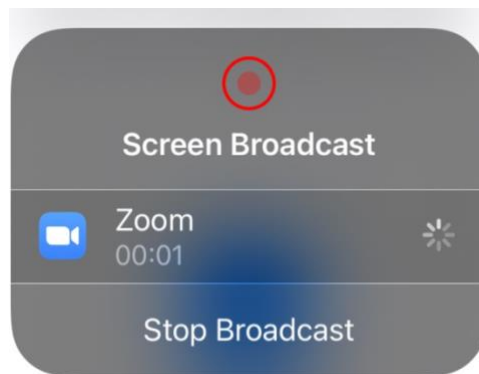
- To begin sharing your screen, at the top of the window is a menu bar, select the green '**Share Screen**' and then '**Screen**' in the pop-up window.



- The following pop-up appears. This can be misleading, as there is no actual recording taking place. Simply select 'Start Broadcast' to begin sharing your screen. If your participant has joined, there is no action required on their part.



- The pop-up will change to show a counter beneath the word Zoom. This again can be misleading and appear to be recording your session, but this is simply counting the amount of time you are sharing your screen. Tap anywhere on your screen to remove this pop-up.



- Now you can press the '**Home**' button on your device (iPad) and navigate to and launch the NIH Toolbox app as you normally would.