

Required norms for Zoom sessions

- Stable WiFi connection
- Video AND audio connected and enabled for entire session
- Attendees must sign-in to the Zoom Chat with their first/last name and employee number
 - The instructor will save this chat at the end of the session and email the chat file to iCAAP staff
- Mute all attendees during the session so that you do not get competing sound during the session
- Each attendee must display their real name on their Zoom Session (it may not say “lauds_user” or initials. This is another way that we track attendance and is very helpful for us when we review Zoom sessions)

Getting started with Zoom

Scheduling a meeting

<https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>

Starting a meeting as a Host

<https://support.zoom.us/hc/en-us/articles/201362423-How-do-I-Start-or-Join-a-Scheduled-Meeting-as-the-Host->

Testing Audio/Microphone

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

Testing Video

<https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->

Mute ALL and Unmute ALL

<https://support.zoom.us/hc/en-us/articles/203435537-Mute-All-And-Unmute-All>

Screen Sharing

<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

Zoom Breakout Rooms

<https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>