

Zoom for Teachers Tutorial

Cheat Sheet

You can view the “ZOOM for Teachers Tutorial” on YouTube here:

<https://youtu.be/uHd4Cff4Ha8>

View the LOGISTICS & SET UP

- **Logging on**
 1. If you’ve used zoom before, you may have to log out & re-enter info.
 2. Make *double sure* you enter as host
 3. Start your video & audio. Double check the system is using the right hardware.
 4. Change your name in the “Participants Window” to “[Your Name] – Facilitator”
- **Web Cam**
 - For all remote classes, the web cam should be *always on*.
 - Higher is better
 - Lighting from both sides or directly in front
- **The background must be “professional”** – no kitchens, bathrooms, kids running around, etc.
- **Before you log on:**
 - Clear your desktop (or put everything in one folder)
 - Connect all hardware before starting the meeting
 - Turn off all unnecessary open software – especially things that connect to the internet (google drive, etc.)
 - A dual monitor makes it much easier to manage all of the windows
 - Teach from a quiet environment
 - Dress code: Map to the client’s culture. If unknown or the class is public: business casual.

THE BIG 4 POINTS FOR SUCCESSFUL REMOTE TRAINING

- **THEIR CAMERA:** Get people to turn on their camera. The camera is your #1 engagement tool.
- **YOUR CAMERA:** Keep your camera on you as much as possible. Only screenshare when *absolutely necessary*. No one wants to stare at a PowerPoint or Excel while you’re talking. Look directly into the lens when you’re speaking.
- **GET ENGAGEMENT BY CALLING ON PEOPLE:** Call *directly* on students for opinions much more than in an in-person class – DON’T call on people for questions that have a right or wrong answer or one that might be sensitive.
- **USE BREAKOUT ROOMS:** Get people to engage with each other. Use breakout rooms for pair share, practice, group discussions, brainstorming, “How will I use this” discussions, etc.

TEACHING & TECHNICAL

CAMERA

- **Talk TO the web cam** – look right in the camera.

SCREENSHARE

- **Screenshare should be used sparingly** – Only have it on when users must look at your
 - Shut off screenshare during introductions, discussions, and **ALL** other “people centric” moments. The screen should be shared **ONLY** when necessary.
 - If attendees share their screen, the host can “request control”. This can be very useful for teaching software.

ENGAGEMENT

- **It takes people a little be more to answer questions.** You might need to wait a bit longer than normal. Call on people if you don’t get an answer.
- **Call *directly* on students for opinions much** more than in an in-person class – **DON’T** call on people for questions that have a right or wrong answer.
- **Encourage *voice* response.** Get them to identify themselves “Hi, this is David...”
- Engage with the audience *more* than normal: example “Type ‘yes’ in the chat if you can relate to this.”
- **Chat:**
 - Use the chat room for fun interaction where everyone can speak at the same time
 - Use the chat window to do written exercises or to get everyone’s opinion.
 - Do writing exercises in the chat
- **USE BREAKOUT ROOMS:**

Use breakouts to get students to work with each other. (pair share, group work, ect)

 - Students in breakouts won’t see the slide or you. Have them write things down or “open the manual to page XX”
 - Students won’t see a timer. You **CAN** set a countdown when you close the rooms. Use the “send a message to all” feature to let them know how much time is left.
 - Students who join with a phone may show up as two different “students” (phone join and video join.) Make sure they’re in the same room.
 - Read names outloud (to a point... ~12 students)
 - For larger workshops, make sure people don’t get stuck in a room with non-participatory people.
 - Instruct users to click on the “help” button on the zoom tool bar to send a message if they get stuck in a room with non-participatory people (click on help)

STARTING THE WORKSHOP/CLASS

- **Stop “screenshare” and focus on video as soon as you start talking**

- **Hook the audience *before* housekeeping.** Tell them a story, sell the class, etc., *then* do the agenda, etc.
- **Introduce Zoom to Participants (Pre-Flight)**
 - **Let them know that you'll be asking them to turn their cameras on in a few minutes.**
 - **Set expected behavior** "Stay engaged. Participate *more* than you would in an in-person workshop."
 - **Let them know you might call on them** and to use their mics
 - **If you're in a noisy environment, mute your mics when not using** (if you're clicked on the zoom window you can hold "space" to temporarily unmute)
 - **Participants can change their names** in the participant window
 - **Test the chat window:** Get them to type in there!
 - Tell them: "If you need to step away, please let us know in chat and leave your camera on".
 - **Allude to interactive features ahead**
(pdf workbooks, breakout rooms, polls, whiteboard, surveys). Say "*if we use those later on, we will explain how to do them*". Reassure them that it is easy.
 - **Upload sample files / manuals in the chat window.**
Consider reuploading samples later *as you need them*.
 - **Show them how to switch from speaker mode to gallery view** (in the upper right corner)
- **Don't skip introductions and icebreakers**
 - **Go ahead and turn your camera on.** (in the lower left of the window)