



Zoom Orientation

How to Interact Online Using Zoom

How to Interact in the Main Room (Large Group):

Preparation: Please have handouts available – either printed or on screen – before we begin.

Microphone:

1. Mute your mic when you are not speaking.
2. Unmute your mic to speak to the entire class. When you are done speaking, say, “I’m done” to make room for others to speak. We will usually use the ‘raise hand’ icon to ask to speak to the group.

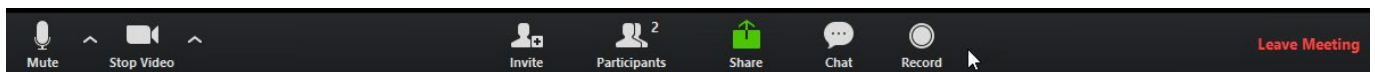
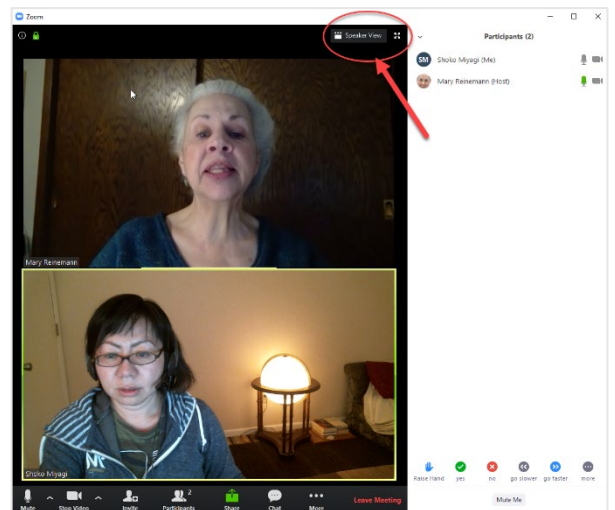
View: Don’t use the “full screen” view.

Comments & Questions:

1. Type comments/questions in the chat (the right pane for most).
2. Confidentiality – What’s shared in this space needs to stay but what’s learned can go out. Also, take responsibility for what you are willing to share in a group setting.
3. No judgement or advice.
4. In the case that participants’ questions cannot be addressed during class, the presenter will follow up by email.

Interaction & Engagement:

1. Self-introductions in breakout rooms.
2. Turn-taking – The host will moderate (we can use the raised-hand feature (under the Participants icon) and wait until you are unmuted to speak to the entire class. Or type your questions in the chat.



How to Interact in Breakout Rooms (Pairs & Small Groups):

Check-In Activity:

1. You will be paired up randomly.
2. The presentation slide will disappear.
3. Click on “Join” the Breakout Room when the window appears.
4. Unmute your audio so you can hear each other.
5. If you need help, send a request to a host via chat or use the ask for help button.
6. When your breakout room segment ends, you will be brought back to the main room. If you need to leave your breakout room early, click, “Leave Breakout Room.”

