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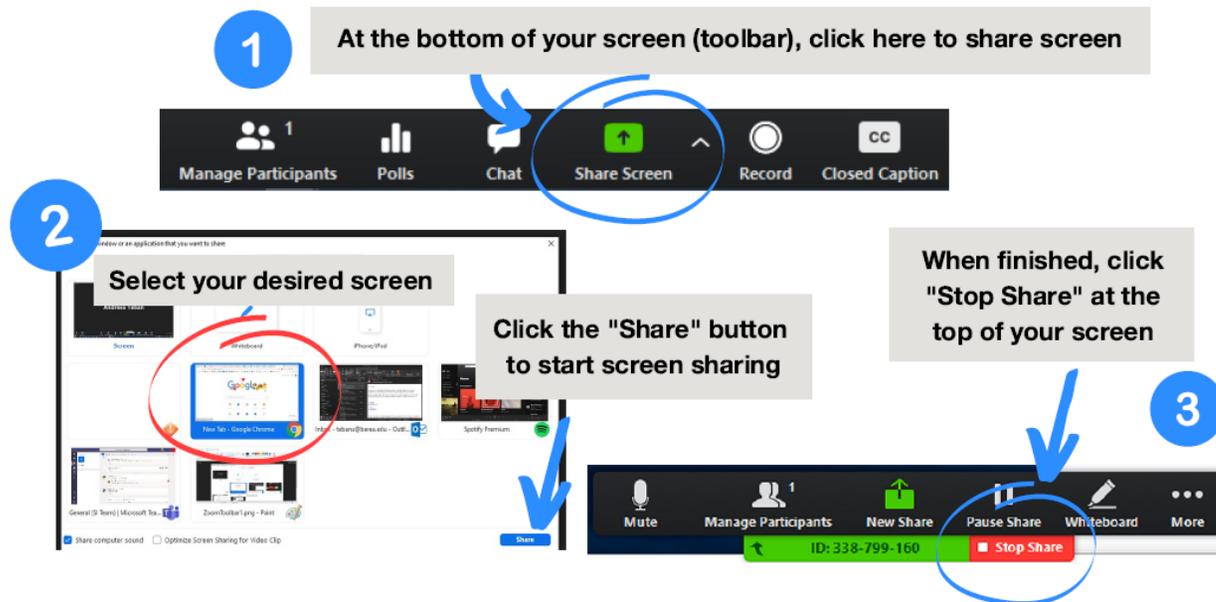
A STRATEGIC INITIATIVE OF BEREA COLLEGE

Facilitating Meetings in Zoom

As necessity leads to having more online meetings, Zoom has become a household word and a way for people to connect, plan, share, and accomplish their work remotely. This handout shares a few pointers and tools for hosting a Zoom meeting.

Prior to hosting a meeting in Zoom, consider the following:

- **BARRIERS:** Identify any barriers that exist for attendees to be able to participate in a Zoom meeting. Consider that people using smart devices will have a different interface than those using computers. Some people may need to dial in by phone and will not have the same experience.
- **FREE VS. PRO ACCOUNT:** If you are meeting for longer than 40 minutes with more than two people, you will need a Zoom Pro license. Learn about Zoom's various licenses, features, and pricing [here](#).
- **SETTING UP:** View this step-by-step guide for [setting up a Zoom meeting](#).
- **SECURITY:** Review [these tips on enhancing Zoom security](#) by enabling a waiting room and password for Zoom meetings.
- **DESKTOP CLIENT:** Download the [Zoom desktop client](#).
- **WEBINAR:** Watch this [webinar](#) hosted by Brushy Fork which includes tips for using facilitation techniques and Zoom features for online meetings. If you have questions about Zoom, please contact Brushy Fork Program Coordinator, Jacqueline Corum, at corumj@berea.edu.



Screen Sharing & Whiteboard <i>Tools for Sharing Visual Information</i>		
How to use this feature?	When to use it?	What is the meeting host's role?
<p>The screen sharing icon is in the toolbar. When you click on it, you will be prompted to select which screen or content you would like to share.</p> <p>Meeting hosts can use this feature to show their own screen or allow participants to share their screen.</p> <p>The Whiteboard feature can be used to collaborate with attendees on a blank document. This feature can also be used to show attendees a meeting agenda, resource, or video clip during the meeting.</p>	<p>As host, sharing your screen is helpful when asking attendees to give feedback on a visual, or to respond to a specific prompt.</p> <p>If conducting a Straw Poll during a decision-making process, the host can allow participants to annotate on the Whiteboard and use the stamp tool to add their votes to items of choice.</p>	<ul style="list-style-type: none"> • Be prepared to coach participants in using these tools. • To allow attendees to share their screen, navigate to “Security” on your toolbar, and select “Allow all participants to share screen”. To allow attendees to collaborate in Whiteboard, select “Allow participants to annotate on shared content”. • Instruct attendees to select the icon that looks like a green arrow in a box that says “Share Screen” in their toolbar. • Then, they will be prompted to select which tab or screen they want to share from their device. Attendees select the correct screen, then click on the blue “Share” button. Screen sharers will see a green highlight around their screen when successfully sharing, and “(name) is screensharing” will appear at the top of their screen.

Breakout Rooms | *Tool for Encouraging Online Conversation*

<u>How to use this feature?</u>	When to use it?	What is the meeting host's role?
<p>The meeting host has the option to pre-assign participants to breakout rooms when scheduling a Zoom meeting OR to assign participants to breakout rooms during the meeting.</p> <p>To pre-assign rooms, navigate to “Manage Meeting”, then “Pre-Assign Breakout Rooms”. Then upload a csv file containing a column with the breakout room titles (i.e. Room 1, Room 2...) and a column for the attendees’ email addresses (must match the email address associated with the Zoom account with which they join the meeting).</p>	<p>When you want to create an opportunity for group members to feel heard and explore ideas, but there isn’t enough time for everyone to share their ideas with the whole group, allot some time for small group conversations. Online conversations are most effective with smaller numbers of people, so planning breakout rooms with four to ten participants can be more conversation-friendly!</p>	<ul style="list-style-type: none"> • Determine whether to assign rooms randomly or place people based on criteria. • Click on the four-square icon labeled “breakout rooms” in the toolbar at the bottom of your screen. • Select the number of breakout rooms to create, and how to assign your participants to those rooms: <ul style="list-style-type: none"> ○ Automatically: Zoom divides participants evenly based on the number of rooms. ○ Manually: Choose which participants you would like to place in each room. • Next, select "Create Rooms". • Beside each room is the word "Assign". After selecting “Assign” a list of all un-assigned attendees appears. You can manually move them to breakout rooms, or if "Automatically assign" was selected, the participants will be divided among the breakout sessions, but you still have the option to move people. • Set the length of time for breakout sessions. • Select “Open all rooms” when you are ready to send attendees to the small group conversations.

The screenshot shows the Zoom breakout room configuration interface. On the left, there are settings for 'Assign 1 participants into 1 Rooms' with radio buttons for 'Automatically' (selected) and 'Manually'. Below this is a '1 participants per room' label and a 'Create Rooms' button. On the right, there are checkboxes for 'Move all participants into breakout rooms automatically' (checked), 'Allow participants to return to the main session at any time', and 'Breakout rooms close automatically after: 30 minutes'. Below these settings is a list of breakout rooms: 'Breakout Room 1' with 1 participant (Eren Yaeger) and 'Breakout Room 2' with 1 participant (Jack Barker). A 'Move to' button is visible next to Eren Yaeger's name. A callout box highlights 'Breakout Room 2' with the name 'Jack Barker' listed below it. To the right of the interface, a text box states: 'After creating the breakout rooms, assign participants to them. Select “Open all rooms” to move participants to their assigned locations.'

Live Polling | Tool for Collecting Real-Time Information

How to use this feature?	When to use it?	What is the meeting host's role?
<p>The polling feature allows the meeting host to create single choice or multiple-choice polling questions. The meeting host can launch the poll during the meeting to gather immediate responses.</p> <p>Polls can be anonymous, or the host can collect participant information with the results. Polls can be created after a meeting is scheduled by scrolling to the bottom of the meeting management page to find the poll option. Select "Add" to create the poll.</p> <p>Host can download a polling data report after the meeting.</p>	<p>Use Polls in Zoom to engage attendees, gather input, and share results with the whole group. Polls can be used to check for consensus around a decision, to gather information on participants, or to gauge reaction to ideas.</p>	<ul style="list-style-type: none"> • Explain the purpose of conducting the poll and whether or not it will be anonymous. • Select "Launch Poll" in toolbar. • Let attendees know how many options they can select (one or multiple). • Instruct attendees to hit "Submit" once they are finished selecting. • Host will select "End poll" when all (or most) attendees have submitted their responses. • Select "Share Results" to show attendees a graph of how the group responded.

Polling 1: Polling Questions Edit

1. What is your favorite color?

Red

Green

Blue

Launch Poll

Polling Questions in Progress 00:00:19

Attendees are now viewing questions 1 of 1 voted

1. What is your favorite color?

Red (0) 0%

Green (0) 0%

Blue (1) 100%

End Poll

After participants have responded, select:

1. End Poll
2. Share Results
3. Stop sharing

Share Results

Stop Sharing