

F&C Curriculum Project: Zoom Guide

Facilitators must identify their roles before each class during their prep period. I.e., who opens the room, who facilitates, who handles the breakout rooms, who handles screen share and cueing audio/visuals.

- Facilitators log into Zoom 15 minutes ahead of class for brief pre-class prep.
- Set any necessary security parameters.
- If a waiting room is enabled, let participants in as they arrive.
- Make sure your background is appropriate.
- Change participant names if they don't know how.

Managing Breakout Rooms:

- Set your parameters for breakout rooms. The facilitator in charge of breakout rooms can create them automatically and then balance them by moving people around between rooms. Creating breakout rooms automatically for a large class is easier than creating them manually.
- At most 5 people per room.
- Make sure a facilitator stays in the main room at all times in case someone should have tech issues or needs to leave their breakout room – someone to land.
- Keep time with breakout rooms.
- Broadcast a message halfway indicating how much time is left and asking if everyone has had the chance to contribute to the discussion.
- CLOSE rooms (this will take 60 seconds from when you hit the Close button).
- Additional parameters for breakout rooms are available under the gear “settings” button on the left.

Chat Features:

- Via the “...” button in the screen’s lower right corner: **Please enable ‘Everyone’ to avoid background DMing.** The hosts will still be able to DM each other, and participants can DM the hosts but not each other.
- **The Chat Facilitator will manually have to SAVE the chat at the end of each class.** Do so again via the “...” button in the lower right-hand corner of your menu.
- Before sending out the chat to the class, **PLEASE REMEMBER TO REMOVE ALL DMs** sent by hosts to each other and by participants to hosts. This will only take about 10 minutes but is very important. You can edit the chat as a Doc once it’s saved to your computer (*The chat will download automatically to your Documents folder, under the subfolder “Zoom,” and then include the date of the Zoom call like this: “2023-10-04 21 or 11.03.2023”).

Share Screen:

- Make sure to share sound when you share a screen
- Share screen w/slide partition when desired
- Use gallery mode when desired