



Facilitating Fun and Interactive Zoom Meetings

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This document accompanies a recording of a recorded training session delivered on April 1, 2020.

Link to recording: <https://vimeo.com/403984698>

Password: connection

Document sections

- 1) Features of Zoom and best practices
- 2) Tips for the start of a Zoom meeting
- 3) Agenda of the recorded call
- 4) Activities we used in the recorded session
- 5) How to contact us

1). Features of Zoom and best practices

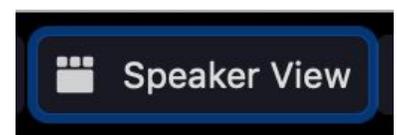
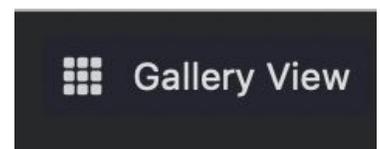
This section explains some things you can do in Zoom in order to make more engaging and interactive meetings. We share some best practices related to each of these features.

For more information about these features and for official guidance on how to explore all the options, consult:

https://support.zoom.us/hc/en-us?flash_digest=dfcfcfd86af5029393048f76fc90011767a2df2c

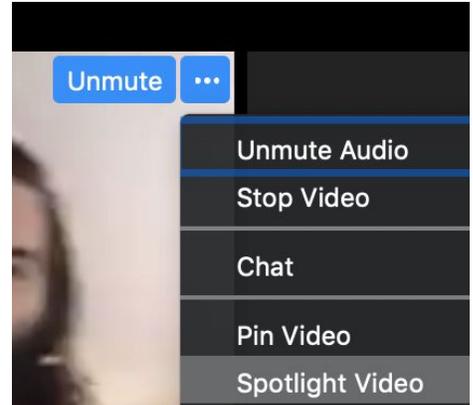
1. Gallery view vs. speaker view

- a. Each person can select “speaker view” or “gallery view.” Speaker view makes the screen of whoever is making the most sound big and puts it front and center. Gallery view allows the user to see more



people at once, with everyone's screen being equal size.

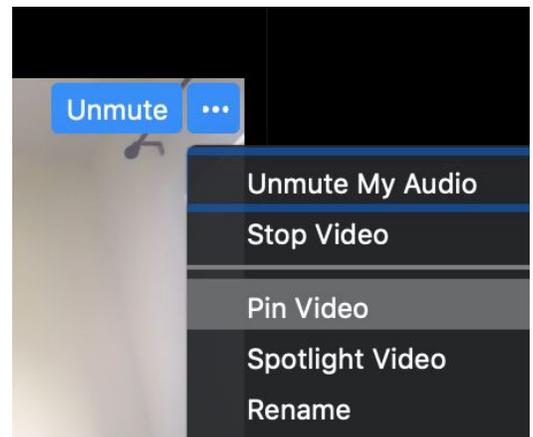
- b. **Spotlight Video:** The host can also "spotlight" a speaker (including themselves) to bring more focus to that person for everyone on the call.



- c. **Pin Video:** If you "pin" a video this only changes your view of the person speaking and doesn't affect others on the call.

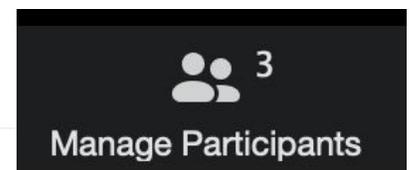
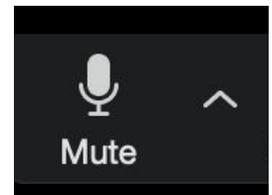
TIP: We have found gallery view most useful for interactive meetings.

TIP: Everyone sees a different order of participants in gallery view. So if you want to establish an order you can post a list of names in chat, rename people with numbers in front of their name, and/or use an activity to establish a speaking order (iel soundball)



2. Muting

- a. Each person can mute/unmute themselves.
- b. The host (or a co-host) can mute/unmute people (either on the main screen or by clicking Manage Participants).
- c. As a host, you can select to have everyone muted upon entry into a room (the main session or a breakout room).



- d. As a host, if you click Manage Participants, you can click “mute all” or “unmute all.”

TIP: We have found it helpful to have people unmuted if they do not have distracting background noise; that way there is some audible vocal feedback during the session (in the form of laughter, or affirmative/negative responses).

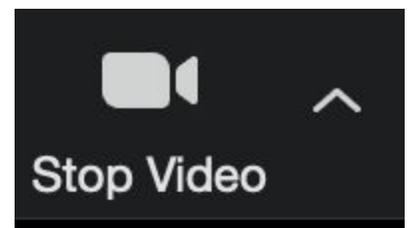
TIP: Be patient as people figure out how to unmute themselves. This is better in the long run than the host taking on this responsibility.

TIP: A green box appears around the person who is talking (or making noise). If you need to mute someone you can find them quickly by looking for the green box.

3. Video settings

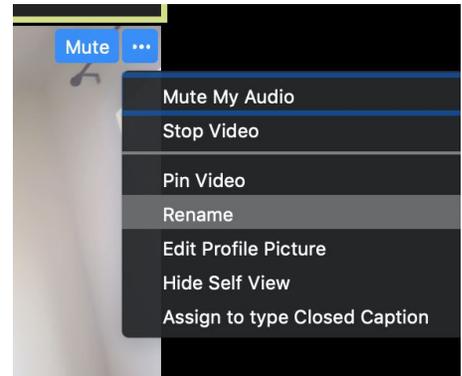
- a. Each person can turn their own video on or off by clicking on **Stop Video**.
- b. You can use a virtual background by clicking on the little up arrow next to the video icon and selecting **Choose Virtual Background**. Only relatively modern computers will be able to use this feature. You can also have a video playing in your background. You can change the virtual background to match topics in your agenda of the meeting.
- c. Displaying up to 49 people in Gallery View. Click on the up arrow by the Video icon and select Video Settings. In the Video menu select Display up to 49 participants. You can also “Touch up Appearance” in this menu.

- Meetings:**
- Always display participant name on their videos
 - Turn off my video when joining a meeting
 - Always show video preview dialog when joining a video meeting
 - Hide non-video participants
 - Spotlight my video when speaking
 - Display up to 49 participants per screen in Gallery View
-



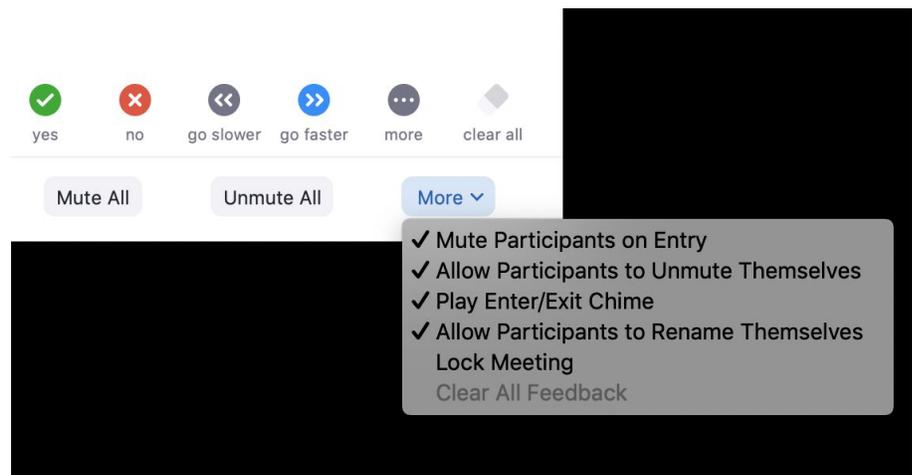
4. Renaming

- a. Each user can rename themselves by clicking on the three buttons at the top right of the screen with their own video image. Alternatively, they can do that by clicking on **“Manage Participants”** at the bottom of their screen and finding themselves in the list and clicking **“More.”**



5.

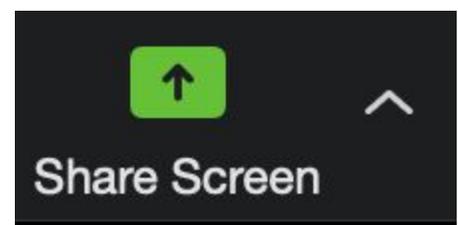
- a. A host or co-host can rename people by clicking **“Manage Participants”**. Renaming can be helpful if you want people to indicate their company / division or for identifying groups that you want to send into breakout sessions together.

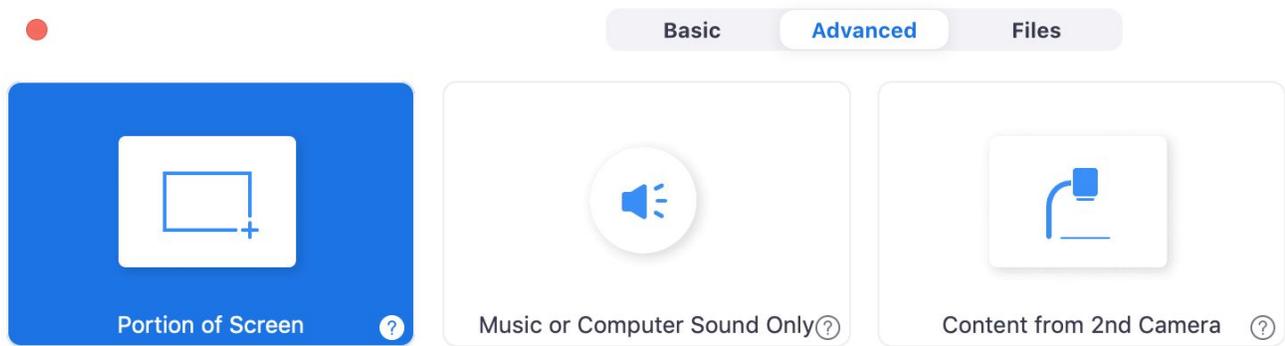


TIP: The name can only display so many characters. So if you are adding information to your name, you'll need to be economical.

6. Screen sharing

- a. Screen-sharing can be done by the host or a co-host or, depending on your settings, by any participant. It allows you to share your screen with everyone on the call. It is helpful for demonstrating something. It can be done to show slides or demonstrate how to use a feature of zoom.

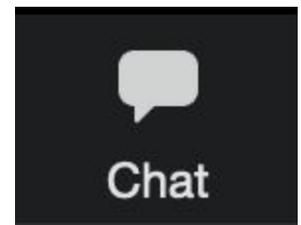




- b. It is possible to designate only a part of your screen for screen-share (Click **Share Screen** and then click **Advanced** and select **Portion of Screen**. You can also choose to share audio along with visual (this is good for broadcasting videos to the group); or you can simply share audio (helpful for having a group dance party!).

7. Chat

- a. The chat is a place where everyone on the call can communicate with each other, either all together or privately. It is possible to disable private chatting [in your zoom settings](#).
- b. You can also share files using the chat.

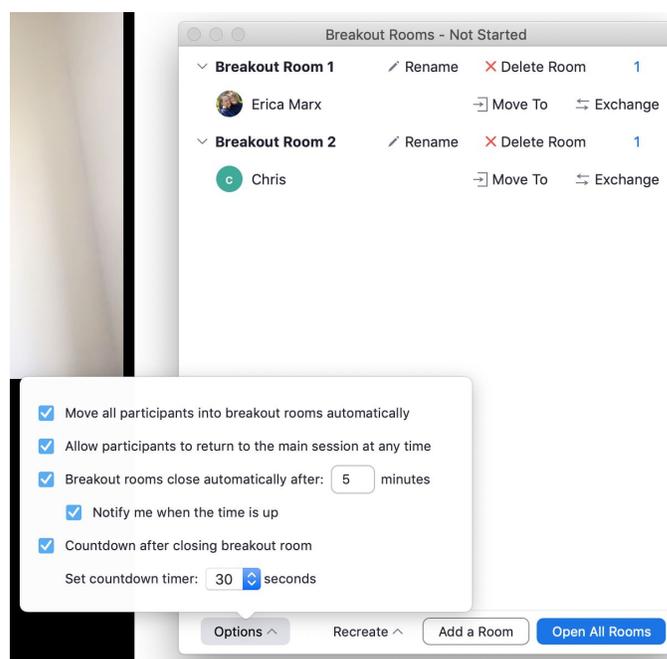
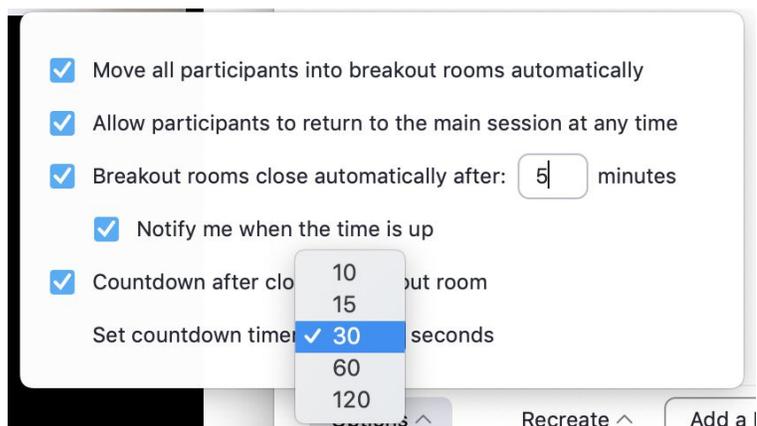


FYI: A given user will see in the chat only things that have been sent to everyone (or to them privately) in any room they've been in *as long as they've been there*. For example, a person will see the chat from the main session while they were in there and from their own breakout rooms, but they won't be able to see chats from other breakout rooms or from the main session before they arrived on the call.

TIP: Use the chat for interactivity. Ask a question and have people post answers in the chat. Even something as simple as "type in the chat where you located" as people are joining the call can be fun and promotes engagement,.

8. Breakout Rooms

- a. The ability to create breakout rooms is only available to the host of a call.
- b. The host can pass “host” control to a co-facilitator so one person can facilitate the meeting while the other person manages the creation and running of the breakout rooms.
- c. The host can assign people to breakout rooms and can control the number of rooms (and therefore the number of people in the rooms), the length of time of the breakout room, and who is in what room.
- d. The default setting is for zoom to randomly assign people to rooms. You can also choose to manually assign participants to rooms. In either setting you can move people from one room to another.
- e. Hosts and co-hosts can visit any breakout room.
- f. Members of a breakout room can request help from the host and the host can see that request and visit the room.



TIP: You can decide to have zoom automatically move people to the rooms, or to have it ask people to click to join the breakout room.

The former is helpful because it minimizes the amount of things a given person has to do. They simply are moved to the room automatically.

The latter is helpful if you want to filter out people who aren't currently engaged in the call. They won't click to join the breakout room and therefore will stay in the main session, where the host can still see them.

TIP: Use the chat to post instructions to people **before** they go into breakout sessions. Once participants are in breakout sessions the host can not send messages to people using chat.

TIP: Once you create breakout rooms, Zoom remembers these settings until you create them again. This can be useful to the host because you send people back into rooms with the same participants in each breakout session multiple times.

TIP: If you don't want your co-facilitator to join a breakout room, there are a couple options. If you are moving people to rooms automatically, click Add Room after you have created the rooms (but before you open the rooms) and move them into the extra room that you've created. Then open the rooms. If you have not checked the box to Move participants automatically, then anyone can simply not join a breakout room and they will stay in the main session.

Assign 3 participants into

2

Rooms:



Automatically



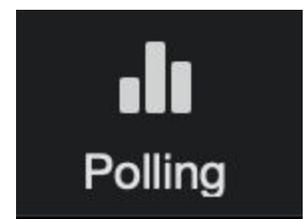
Manually

1-2 participants per room

Recreate All Rooms

9. Polling

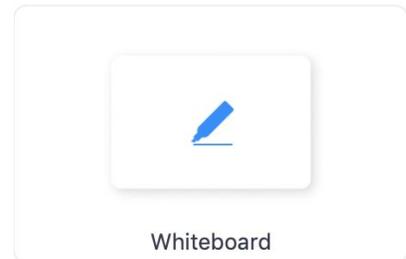
- Polling is only available in the pro account, and even in the pro account you may need to [enable it in settings](#).
- Polling can be done by the host or a co-host.



- c. The poll can be set up ahead of time by editing the [Meeting settings online](#). Click on the meeting and scroll down to Poll at the bottom of the page.
- d. You can share the poll results to the participants within the call. Poll results are also saved by Zoom. You can access them by going to [Account Settings > Reports](#)

10. Whiteboard

- a. The whiteboard is part of the screen-sharing options. Click Share Screen and select Whiteboard.
- b. To allow people to draw and write on the whiteboard, they should click **"View Options"** next to the green bar at the top of their screen that reads "You are viewing _____'s screen." They can then click **"Annotate."**
- c. Everyone will be seeing your screen so make sure you move your menu controls and windows out of the way.



11. Annotation

- a. Anytime you share your screen people can use the same Whiteboard controls to annotate on whatever you are sharing on your screen. This is great for dot voting, putting points on a map, or giving live feedback to what is being shared.

2). Recommendations for the start of a Zoom meeting

- a. Remind people to close all other applications and internet tabs to help Zoom run better.
- b. Have everyone use gallery view, so that they can see each other. If running a large meeting, show participants how to see up to 49 participants per screen.
- c. Ask people to be mindful of their background noise and to mute themselves if they have a lot of background noise.
- d. Ask people to stop their video and mute themselves if they need to step away from the meeting temporarily.

- e. It can be helpful to have a co-facilitator or someone who you've made a co-host to take on responsibility for muting/unmuting people as needed, monitoring the chat, and helping people to trouble-shoot any technical issues.

3). Agenda of recorded training session

1. Introductions and check-in activity in pairs
2. Zoom basics and best practices for interactive programs
3. Use of renaming, chat, polls, whiteboard
4. Breakout rooms for activities in small groups & pairs
5. Creation of next steps in small groups
6. Closing

4). Activities from the call

This is a description of the activities that took place during the call. As you can see, breakout rooms were used to help people connect to each other in different ways, numbers, and configurations.

1. Opening Check-in [in two-person breakout rooms]

~~~~~ 1 min each ~~~~~

Share:

- a. Name
- b. Organization
- c. What is your goal for this call?

#### **2. Poll**

1. How confident are you in your ability to facilitate interactive online meetings?
2. How positive do you feel about facilitating online meetings?

#### **3. Communal Whiteboard**

Annotate the whiteboard:

- a. What's positive about being online?
- b. Draw your hopes for what's possible.

#### **4. Throwing an Invisible Ball** [in 6-7 person breakout rooms (works from groups of <15)]

[start with the person wearing the brightest colors]

- a. Call someone's name & throw the ball to them
- b. They catch the ball. Then they call another person's name & toss to them.
- c. Continue until each person has received the ball once.
- d. Last person throws the ball back to the first person.
- e. Remember who threw to you and who you threw to.
- f. Now you have an order established (a "circle")
- g. Keep passing the ball in that same order. The ball can change size / weight / material as it is passed around.

**NOTE:** This exercise can be helpful to foster connection, to engage some physical movement, and to establish an order or a "talking stick" to allow people to share within a group

#### **5. Magical Gifts** [in two-person breakout rooms]

[2 minutes]

- a. *Person 1:* Share your reflection - What is alive for you? What has been valuable about this call?
- b. *Person 2:* Give a magical gift related to their share
- c. *Person 1:* Receive and appreciate your gift
- d. Switch roles (2 minutes)

#### **6. Next Steps** [in 4-5 person breakout rooms]

Discuss

- a. What stands out to you?
- b. What did you learn?
- c. How will you apply this?

#### **7. Afterparty**

It can be helpful and generous to make space for people to connect and converse more informally after a call. Re-opening the breakout rooms at the end of the call can allow people to do this in small groups. Anyone who wants to can leave the call or return to the main session to ask questions or talk.

# Have questions? Would you like more trainings?

Check out our [website](#) or contact us directly.

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