

Zoom Protocol

A starting place for our conversation curated by Vicki Hesse on March 13, 2020

What would you add?

Zoom Best Practices:

1. Test your connection if you have never zoomed before! Zoom with a friend in advance!
2. Set up your space:
 - Be sure your face is well-lit (not back-lit from the window behind you)
 - Set up the camera from slightly above your eyes, so we are not looking up your nose 😊
 - Set up where you can minimize distractions from others
 - Use ear buds or headphones
3. Watch your zoom appearance – body language, facial expressions, appearance
4. Prepare yourself by centering, be early, no eating

Recommended group norms:

1. Use ear buds or headphones for clearer sound
2. Put your sound on mute when you are not talking
3. Limit eating when on zoom (might be distracting for others)
4. Arrange someone to be “on deck” to help with zoom tech challenges
5. Use the “Chat” feature to ask questions that can be answered later so that interruptions are limited
6. Use the “Grid” view to see everyone
7. Be aware of your airtime – who is speaking the most?
8. Send agendas in advance
9. Use the “share screen” to show others a page or screen you think will add to the learning

Creating Community while on zoom:

1. Introduce zoom, get people comfortable
2. Prepare before the first meeting to set expectations
3. At the beginning of the meeting, welcome folks, be sure to review any zoom features for the participants, have a starter question for a brief check-in, have a process to capture questions – use the chat box
4. Designate roles (timer, questioner, “on deck” for additional help)
5. Before closing, ask how the session went