

Additional Zoom Tips for Presenters

Before your Zoom session:

1. Sign on early to test functionality
2. Provide time to practice moving through learning materials
3. Check how you look (enough light to see your face) and the background behind you (minimal objects to avoid distraction), and how you sound (clear and loud enough)
4. **Make eye contact:** Create a learning environment so you are looking directly at the screen at your learners and not to the side at your notes
5. Plan a backup co-host if you have technical issues
6. Determine who controls muting/unmuting of participants

During your session:

- **How are you doing?** Students are isolated and spread across the country, it is appreciated when faculty **acknowledge this challenge** and check in on how they're dealing with this physical distance.
- **Set guidelines and ground rules:**
 - Describe how the session will proceed and how they can participate
 - **Unmute** themselves to ask a question – they are **LEAST** likely to feel comfortable doing this as they don't want to interrupt. Unmute all and allow time for questions.
- Zoom has several ways for students to interact during a session:
 - Written **chat box** and **"raise your hand"** icon in chatbox
 - Consider having another person (faculty/staff) to monitor and consolidate comments/questions
 - Formally **insert 'pause' slides** into your presentation to remind yourself to check the chat and ask for questions
 - **Q&A:** Incorporate **cases and questions** into your slides (you can use Tophat, zoom polling or the chat for answers)

Ending your Zoom Session:

- Pay attention to the time
- Ask an assessment question to measure achieving learning objectives or their final key takeaway
- Provide links to additional resources
- **Close:** Thank the students for participating and give final directions

After your Zoom session:

- Provide time for students like to linger and ask questions outside of class. If you do this with your Zoom session, it may lead your session to run into the next, **please be aware of the schedule** and stop in time for them to stretch before joining the next session
- Hold **virtual office hours** in another zoom session or BBL)