

LIVE Basic Zoom Training Outline

Before Zoom training starts

- Host sets up Preferences according to Zoom Room checklist
- For training purposes we'll only be using 2 or 3 Breakout Rooms during the session. So only the first 5 or Breakout Rooms need to be created.

First Prototype Zoom meeting

- Ask who has Windows / Chromebook / Linux and ask for feedback.
- Ask who has tablet/phone. We'll determine if tablet/phone needs to be a completely separate live training, depending on whether there is confusion in describing different platforms.

Training sequence

1. Invite students to ask questions any time.
2. Check for Zoom update is an explanation, not a demo. If you update from within a meeting, it knocks you off during install. Checking for updates guideline shows doing it in the window before joining the meeting.
3. Mute and Unmute via icon
4. Unmute via spacebar
5. Stop and Start Video
 - 5.1. Did your profile show, or your initials. If initials, we'll cover profile photo next.
6. Speaker View and Gallery View (out of sequence, but this is top 3 of most confusion)
7. Participants - include changing your profile photo (this is not in PDF).
 - 7.1. Get everyone to click and look
 - 7.2. Try to Rename yourself
8. Chat
 - 8.1. Get everyone to try chatting to everyone, then to an individual.
9. Share Screen (usually not used for attendees)
10. Reactions (purposely out of sequence)
11. End
12. Breakout Rooms (Private rooms don't have Breakout Rooms)
 - 12.1. Ask folks to get into one breakout room - the same one. Instructor goes in after the last student has moved.
 - 12.2. Describe the Help option, but they won't click it yet.
 - 12.3. Ask students to teleport into one of two other rooms (just recommend two) for a few minutes, but FIRST:
 - 12.3.1. Ask one person to request Help
 - 12.3.2. Ask everyone to go back to Leave Breakout Room (to get back to the Main Room)
 - 12.4. Instructor goes back to main room
 - 12.5. If everyone doesn't get back, instructor Closes all rooms.
13. Any last questions.
14. Thank you for attending!