Guide for ACRES

Afterschool Coaching for Reflective Educators in STEM

**Login Credentials:**

Email:

Password:

*As you lead ACRES virtual coaching sessions on Zoom, consider some of the features compiled below that others have found valuable.*

1. **Schedule a Meeting in Advance**

Whether your virtual meeting is today or three weeks from now, you can schedule a meeting in advance by logging in to Zoom and clicking on the “schedule” icon. After you fill in the scheduling information, it will give you the link and connecting information to share with your participants.

1. **Orientation to Zoom Screen and Audio**

It may be helpful at the beginning of your session to orient participants to the interface. You may like to point out the following:

* When you are not speaking, mute your microphone. This will help the overall audio quality for all participants, by preventing background noise from interfering.
* You have the option of stopping your video and audio without leaving the meeting if you need to
* All participants can change their “name tag” by clicking on their name and choosing “rename”
1. **Screen Sharing and Video Sharing**

We recommend sharing videos on another platform with privacy features (Dropbox, YouTube, Google Drive, etc.) prior to your video sharing sessions. This allows participants to prepare feedback ahead of time and helps to avoid internet connection issues. During the session you can show the video for review by using the “Share Screen” option.

1. **Recording**

Please record your coaching sessions in “Gallery View” instead of “Speaker View.” This will allow all participants to be seen equally.

1. **Hosts**

You can assign a co-host for your meeting. Once in the meeting, right click the user and select *Make Co Host.* The Co-Host can now manage participants and more.

1. **Chat Box**

Use the chat box feature of Zoom to share discussion questions with your participants. You can have your participants type their questions without interrupting the current conversation. You can also save the chat box at the end of your session. These are not automatically recorded, so be sure to save them manually.

1. **Breakout Rooms**

A great feature to use when facilitating a virtual workshop is Breakout Rooms. These allow participants to talk in small groups where the host can drop in and out. You can automatically or manually assign participants to each breakout room after selecting the “Breakout Session” option in the menu bar. Participants will need to accept the Breakout Session Request before they can continue. Take note that the breakout rooms and their chat boxes cannot be recorded or saved.

For more information and troubleshooting tips go to

<https://support.zoom.us/hc/en-us/articles/206476313>

**Troubleshooting**

1. **Audio Feedback or Echo**

Generally, if you are hearing echo, it means that there is a device out there that is channeling your audio back.

To isolate the attendee:

* Host can mute the attendee one at a time
* Host can mute all, and unmute one at a time
* Attendee can mute him/herself

The source of echo can also be from:

* Speakers (such as TV or soundbar) that are too loud
* Echo cancellation has failed (device or performance issue)
* A bad microphone

Source: <https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting>

**Virtual Workshop Ideas**

1. **Stretch Breaks**

Consider offering a stretch break to your participants. In an in-person workshop, we would naturally pick up on this kinesthetic need, but it may not be as obvious in the virtual setting.

1. **Virtual Ice Breakers**

Zoom workshops are similar to in-person workshops in that it can be helpful for participants to break the ice and get to know one another. Here are a few ice breakers to try:

* Ten words to describe the room that they are in – Each participant writes in chat box or share one at a time. You may even consider giving participants a number, so that they can share out in order. The participants could also give a video tour of their space as they share.
* Take a picture of your shoes –Each participant takes a picture of their shoes, and one at a time, shares a story behind the shoes. For example, if they are wearing running shoes they could describe a race that they have run.
* Many icebreakers can be adapted to the virtual setting, as long as space, movement and interaction are considered.

Source: <https://www.mindtools.com/pages/article/virtual-ice-breakers.htm>