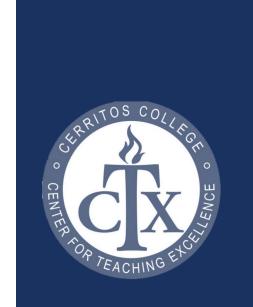# FACILITATING PROFESSIONAL DEVELOPMENT EVENTS ON ZOOM

A PRELIMINARY LIST OF BEST PRACTICES

COMPILED BY THE CENTER FOR TEACHING EXCELLENCE

PROFESSIONAL DEVELOPMENT DURING COVID-19

- Since our unexpected transition to remote teaching and learning in March 2020, most of our online professional-development events have been facilitated as *ConferZoom* meetings we have been referring to as "webinars."

- Often, the facilitators of these webinars have recorded the live events, so we can then post captioned recordings to our Center for Teaching Excellence webpage.

- Although this model is still new to most of us, we have worked with some of our first facilitators of webinars – as well as our distance education coordinators – to compile a preliminary list of best practices when facilitating professional-development events on *Zoom*.

BEST PRACTICES WHEN FACILITATING PROFESSIONAL-DEVELOPMENT EVENTS ON ZOOM

The best practices in this version of this presentation were contributed by:

- Lydia Alvarez – facilitator, CRTL Summer Institute

- David Betancourt – facilitator, CORE Summer Institute

- Chad Greene – CTX coordinator

- Janet Mitchell Lambert – DE coordinator

- Lynn Serwin – DE coordinator

- Monique Valencia – CTX program assistant

ZOOM OVERVIEW

Hosting a Zoom Meeting

- Scheduling a Meeting
- Enabling and adding a Co-host
- Invite Others to a Meeting
- Meeting Host Controls and Settings
- Screen Sharing
- Managing Breakout Rooms

Audio, Visual, and Recording

- Using Audio with Zoom
- Using Video with Zoom
- Side-by-side Mode for Screen Sharing
- Recording a Meeting

For more information, visit Zoom Video Tutorials.

BALANCING PRESENTATION AND DISCUSSION

- When planning your professional-development event, aim for a balance between presentation and discussion. Our rough rule of thumb for a 60-minute webinar is about 30-40 minutes for the presentation and about 20-30 minutes for the discussion.

- At the end of the discussion, consider leaving time for opening it up for a short question-and-answer session, tying together threads of the conversation, and/or addressing next steps.

TAKING ATTENDANCE

- Ask participants to write their names in the "Chat" to take attendance. Please note that late participants can not view previous comments in Chat.

- Before the end of the meeting, scan through the "Participants" list to double-check for latecomers.

- If you need assistance with taking attendance, you can request for support from the CTX staff.

MANAGING PARTICIPATION

- Ask participants to keep their microphones on "Mute" when they are not talking.

- Encourage participants to keep their videos on (by pressing "Start Video" on their ends), so you can read their facial expressions.

- At the start, state whether your preference is for participants to ask questions out loud or to write questions in the "Chat."

- If possible, have a co-facilitator to monitor the "Chat" for questions from participants.

MANAGING PARTICIPATION (CONTINUED)

- If you do not have a co-facilitator, try to build-in "pauses" in your presentation to scan through the "Chat" for questions or to allow participants to ask questions out loud.

- When you need a confirmation of understanding, consider having the participants use the "thumbs up" icon. (If the group is small enough that you can see all of the participants, they could also make a traditional "thumbs up" gesture with their hands.)

ADDING VISUALS TO PRESENTATION

- Use the "Share Screen" function to share slides you have prepared.

- Paste a link to your slides into the "Chat" so participants have access; alternatively, you could email the slides to the registered participants before your event starts.

- If your presentation includes a "how-to" related to a software application or a website, use "Share Screen" to demonstrate the steps in the process yourself.

- When demonstrating steps with "Share Screen," describe your cursor movement. This will help you with pacing and your participants with following the steps.

INCORPORATING SMALL GROUP DISCUSSION?

- Depending on the number of participants and the length of the event, consider using breakout rooms for small group discussion. (Our facilitators have found breakout groups of either two of three to be the "sweet spot" for engaged discussion.)

- Consider using a "Countdown Timer" in the breakout rooms. This provides participants with a warning that their time is almost up, so they can close the small group discussion before returning to the large group.

RECORDING THE WEBINAR

- Please record the webinar, so we can post a captioned recording for folks who were not able to attend in real time.

- For best captioning, articulate words and speak clearly.

- Consider providing the "Chat" notes to the participants after the webinar.

PREPARE FOR A ZOOM MEETING

Use this checklist to help prepare for your zoom meeting:

- Check your background and remove any distractions

- Avoid areas with large background noise or distractions

- Test your equipment:
  - Internet Connection
  - Camera
  - Microphone
  - Speakers

- Schedule a practice Zoom meeting with a co-host or colleague

CONTACT INFORMATION

For questions or concerns, please contact the CTX staff:

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