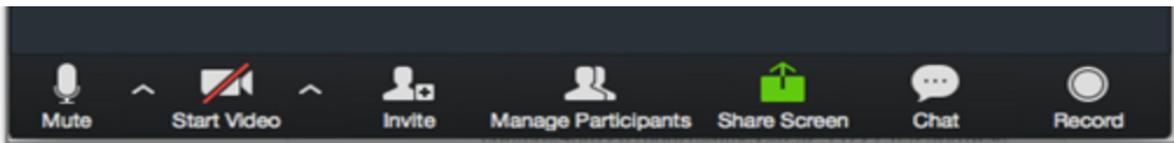


Tips for Hosting a Zoom Meeting (<https://zoom.us>)

Video & Audio

- Everyone will enter the Zoom meeting with video on and audio off. A lot of participants will want to turn off their video. Ask them to keep it on otherwise you will be talking to all black screens.
- Make sure everyone uploads an image to their profile. That way if anyone has to leave the meeting, rather than a black screen their photo will show.
- Typically, I leave participants muted unless it is a real small group because background noise makes speaking and hearing impossible. You have the ability to mute them at any time. Click “Manage Participants” on the control bar at the bottom of your screen to turn anyone’s video and/or audio off or on.
- The Mute and Share Video button on the bottom of the control bar controls your personal audio and video.

Zoom Meeting Control Bar at Bottom of Your Meeting Screen



Discussions During Your Meetings

- The goal is for the meeting to be interactive.
- Another goal is to build a community.
- The Chat box (available by clicking “Chat” on the control bar) is one effective way of insuring participation
- All participants also have the same control bar. Make sure you tell everyone to click the “Chat” button.
- Participants can chat with the whole group, individually, or just with you. You have the same options.
- Tell participants to place QUESTIONS and Comments in the chat box. KEEP YOUR CHAT BOX OPEN. By keeping the chat box open, you can address the questions as they are asked. This works well.
- Participants can also click on the “Raise their Hand” icon. If they do that, turn on their audio and let them talk. Don’t forget to turn it off when they are finished.
- End with a Q & A

Ending the Meeting

Just click on End Meeting. You will be given the opportunity to end meeting for all. Click Yes, unless you find a need to allow candidates to continue collaboration without.

Sharing Your Screen

- This is how you can share ATLAS (Awesome, right?!)
- You can also show any websites
- You can pull up WCTP 601 and show your candidates anything you want too
- You can share your PowerPoint. (I have a PowerPoint for every meeting I host. I include all my talking points on it and embed any link I want to share. This way, I don't forget anything. You always want to come to meeting prepared with something to share with candidates.)
- **IMPORTANT: Have anything you want to SHARE open already such as PowerPoint or websites. You will see a screen where you are given the option of choosing what you want to share.**
- You can practice sharing without candidates! Just go to Zoom and click "Host a Meeting" and you'll be all by yourself.
- When you are finished, just click "End Share" and the Zoom meeting will go back to you
- Candidates can also share their screen

