

# Zoom Meeting/Webinar Participation Directions

**New to zoom?** Access these [resources](#)

## Before the Session Begins

*Before the Session Begins...*

Please Locate the Control Bar at the Bottom of the Screen.

If necessary, move your cursor arrow to the bottom of the screen to make the Control Bar appear.



Ensure that your microphone is muted.

Click the Microphone at the far left to Mute/Unmute your microphone.



## Sign in Directions

Open the Chat Window.

On the Control Bar at the bottom, click the Chat icon to open the Chat window at the right.



When you join the meeting, please put your name, position, and district/organization in the Chat Window for attendance purposes.

## Identify Yourself in the Participation List

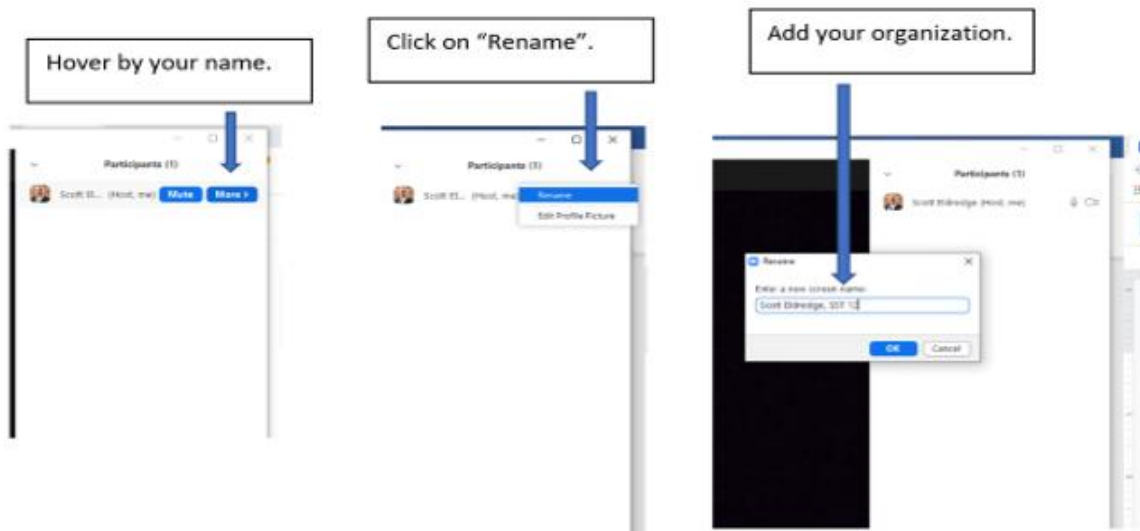
Open the Participants Window.

On the Control Bar at the bottom, click the Participants icon to open the Participants window at the right.



It is critical to add your first name, last name, and organization in the Participants Window for tracking attendance and assigning breakout rooms. To change your name after you have entered the Zoom meeting:

- Hover over your name in the participation window. Click Rename and change your name. For example, Jane Smith, Smithville Elem, or Lisa Jones, SST 12.



## Screen Should Look Like....



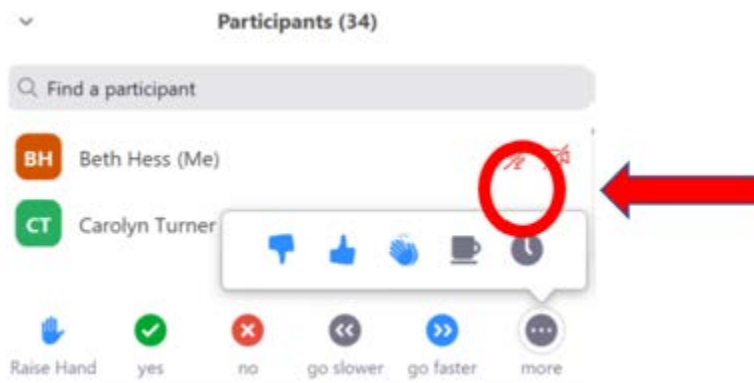
## Participation Expectations

### Communication Protocols in the Main Room

You are encouraged to use the Chat window to enrich the session's discussions. However, please keep your microphone muted unless called upon.

### Stepping Away

We understand that participants may have competing demands, such as children at home, during this session. Breaks have been built into the session but if you need to step away during other times, please mark yourself as away and **unmark** this when you return.



### Active Participation

Be prepared to use digital or print resources to track your learning during this training. The resources may be printed out or used digitally by typing directly in the forms. You can also replicate the handout on your own paper.

### **Breakout Room Discussion Norms**

- Assign a facilitator, notetaker, timekeeper.
- Stay on Mute when not talking.
- Grid is the way to go! If you can, use your webcam.
- Watch your airtime...allow others to contribute.
- If needed, the facilitator will use the “on-deck” strategy and designate who will share next.
- If you have an internet lag, use the chat window to contribute to the discussion. The Facilitator will read these discussions aloud. This should only be used as an alternative option.

### **Event Survey**

Be prepared to access the evaluation for the session with the Survey Monkey link provided at the end of the session. Once you complete the evaluation, you will be directed to a link to either print or save your attendance certificate for the event.