Zoom Cheat sheet(s)

Pre-session

Personal preparation
- Feeling comfortable (stretched / exercised)
- Watered & fed
- Water for session
- Brain clutter free

Tech preparation
- All non-used programmes off
- All bandwidth hogging devices off
- Cable to router in place
- Second device ready with files loaded
- Headphones and backup ready
- Desk set up correctly
- Phone ready and available

Content preparation
- List of participants on paper
- Delivery / production notes accessible
- Materials in accessible folder (desktop)
- .txt file for all messages / urls to be shared

- Consider running a tech test session with participants to allow them to test their set up and see how Zoom works
- Check Zoom set up appropriately: Waiting room, access to screenshare etc

Delivery

- Be available prior to the start
- If required do a rapid briefing of how to use zoom
- Interaction every 5 minutes or less → Create interaction as per design (polls, status, whiteboards, chat boxes, calling on people to talk)

Breakouts
- Remind people they can ask for help / message you
- Change room name to case study / scenario if using them
- Mix people up after sessions (re-do meeting room or move people)
- Visit if needed (move self between rooms)

Sharing instructions to breakouts:
1) Have exercise instructions in a workbook
2) Have as text messages ready to "broadcast" to all when break out has started
3) Use a platform to share and collaborate (MURAL or MIRO)

Annotation – Ask someone to work on a .txt / word file and share afterwards // Use a platform like MURAL or MIRO // Ask to make written notes and be prepared to share [trainer can annotate → Ideally to something easy to use i.e. text pad. Advanced would be scribe on a tablet]

If struggling with cursor disappearing etc then "tab" back to Zoom and click status bar

Links: Zoom Help Center Keyboard shortcuts Zoom YouTube channel Masters of Zoom FB group Created by Andi Roberts (cc-by-sa)

Zoom Visual Cheat Sheet by Kelvy Bird (website / twitter)

Switch between "Gallery View" and "Speaker View"

View participants

Messages might pop up during Break Outs

We will be recording the session

Zoom Meeting ID: 874-156-6254

Recording...

From Michelle Sampaio to everyone: You don't need to click the button, you have 60 seconds to finish your conversation.

Speaker View

Gallery View

Participants (2)

Kelvy Bird (me)

MS Michelle Sampaio (Host)

yes   no   go slower   go faster   more   clear all

Mute All   Unmute All   More

Raise hand to ask question

raise hand   yes   no   go slower   go faster   more

Other things to discover

Chat

From Michelle Sampaio to Everyone:
ok!
From Michelle Sampaio to Me: (Privately)
privately
From Me to Everyone:
Here is an area for chatting to all or 1-to-1

"Chat" window for questions and saying hello

See who is joining!

Reilly Dow

Kelvy Bird

All Breakout Rooms will close in 36 seconds.
You will be returned to the main session automatically.
Return to Main Session

Leave Meeting

To: Everyone

Type message here...

Chat with "Everyone" or with specific people

Unmute   Stop Video   Invite   Participants 2   Share   Chat   Record

If you need a break, or don't want to be seen (bad hair day?) you can "Stop Video"

Click to view the "Chat" window

Only hosts can record

During Break Outs this message will let you know your time is ending soon.

You will automatically be moved back into the main room.
(No need to click the blue button unless you really need to leave)

"Unmute" to speak,
"Mute" at all other times to help with sound quality

This is a private session, please do not invite others in - tx!

Open "Participant" window

Click if you are invited to share your screen

cc 2019 Kelvy Bird, created for the Systems Scribing Lab www.kelvybird.com