

Practice Session with Students

The purpose of the practice session is to familiarize your students with the mechanics and features of Zoom, as many of them are new to the experience.

- Introduce yourself and your co-host.
- Ask students if they experienced any issues getting into the Zoom classroom. Review as needed.
- Review the Zoom Classroom Protocol and Etiquette guide.
- Explain your class structure – lecture with breaks for Q&A or fully interactive, when students can expect breaks, what to do in case of technical issues, etc.
- If you plan to use PowerPoints and/or video clips, consider running through a simple presentation (1-2 pages) so students know what to expect.
- If your class is primarily lecture with discussion, practice your on-camera presence and interaction.

Practice:

- Muting all participants, except instructor and co-host
- Changing on-screen “name tags”
- Settings for camera (eye level), audio, video
- Changing screen view options
- Raising and lowering hands using the Zoom feature (not actual hands)
- Chat feature is used for student and co-host interaction only
- Scrolling through “pages” of attendees in class
- Muting and unmuting; starting and stopping video
- Leaving the meeting

Remind Students:

- Keep email invitations with the link to your Zoom class. It will be used to get into your class sessions each week. It also contains the classroom telephone number.
- If students are enrolled in more than one class, they will have different Zoom links for each class.
- Do not share Zoom links with others.
- The “Raise Hand” feature is for Q&A. Keep a pen and notepad handy to write down questions you want to ask during Q&A.
- The “Chat” feature is only for messaging the co-host with technical issues.
- Whatever is in view of each person’s camera can be seen by everyone.
- Mute oneself when not talking.
- Keep backgrounds and distractions at a minimum.