How to_lead Positive Change online
Continue Budding with BUD
Facilitating using Zoom.us
### SESSION FLOW

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What is Zoom?
WHAT IS ZOOM

Zoom is a cloud based service which offers Meetings and Webinars and provides content sharing and video conferencing capability.

You do not need a Zoom account to attend a Zoom meeting, only the host is required to have an account to enable the scheduling of meetings.
What do people use it for?
WHAT PEOPLE USE IT FOR

Zoom users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all with one easy-to-use platform.

Zoom offers quality video, audio, and a wireless screen-sharing performance across multiple platforms, including Windows & Mac.
How much does it cost?
### HOW MUCH DOES IT COST

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<td><strong>Basic</strong></td>
<td>Personal Meeting&lt;br&gt;&lt;br&gt;<strong>Free</strong>&lt;br&gt;&lt;br&gt;Sign up. It's Free&lt;br&gt;&lt;br&gt;Host up to 100 participants&lt;br&gt;Unlimited 1:1 meetings&lt;br&gt;40 min limit on group meetings&lt;br&gt;Unlimited number of meetings&lt;br&gt;Ticket Support&lt;br&gt;Video Conferencing Features&lt;br&gt;Web Conferencing Features&lt;br&gt;Group Collaboration Features&lt;br&gt;Security</td>
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<td><strong>Pro</strong>&lt;br&gt;&lt;br&gt;Great for Small Teams&lt;br&gt;&lt;br&gt;<strong>£11.99/mo/host</strong>&lt;br&gt;&lt;br&gt;All Basic features +&lt;br&gt;Includes 100 participants&lt;br&gt;Need more participants?&lt;br&gt;Meeting duration limit is 24 hrs&lt;br&gt;User management&lt;br&gt;Admin role controls&lt;br&gt;Reporting&lt;br&gt;Custom Branding&lt;br&gt;Assign links&lt;br&gt;1GB of NVM4 or V4A cloud recordings&lt;br&gt;REST API&lt;br&gt;Skype for business (End to End) encryption&lt;br&gt;Optional Add-on plans</td>
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<td><strong>Business</strong>&lt;br&gt;&lt;br&gt;Small &amp; Medium Businesses&lt;br&gt;&lt;br&gt;<strong>£15.99/mo/host</strong>&lt;br&gt;&lt;br&gt;All Pro features +&lt;br&gt;Includes 100 participants&lt;br&gt;Need more participants?&lt;br&gt;Dedicated phone support&lt;br&gt;Admin dashboard&lt;br&gt;Vanity URI&lt;br&gt;Option for on-premise deployment&lt;br&gt;Managed admin&lt;br&gt;Single sign-on&lt;br&gt;Company branding&lt;br&gt;Custom emails&lt;br&gt;LTI Integration&lt;br&gt;Cloud Recording Transcripts&lt;br&gt;Optional Add-on plans</td>
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<td><strong>Enterprise</strong>&lt;br&gt;&lt;br&gt;Large Enterprise-Ready&lt;br&gt;&lt;br&gt;<strong>£15.99/mo/host</strong>&lt;br&gt;&lt;br&gt;All Business features +&lt;br&gt;Enterprise includes 100 participants&lt;br&gt;Enterprise Plus includes 1,000 participants&lt;br&gt;Unlimited Cloud Storage&lt;br&gt;Dedicated Customer Success Manager&lt;br&gt;Free mobile Business App&lt;br&gt;Framework for Webinars and Zoom Rooms</td>
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*Starting at 10 hosts for £199.90/mo*
Preparation

How to use it as a facilitator
PREPARATION

• Purpose
• Tools (break out rooms, polls, etc?)
• How many people? Co-hosts
• Session plan: time, who, purpose etc
• Questions / links prepared on a separate doc ready to be copied into chat box
• Will you record the session?
Questions?
Settings

How to use it as a facilitator
Using in Session

How to use it as a facilitator
SETTING UP JUST BEFORE STARTING THE SESSION

1. Set up your work station: Check the lighting is sufficient, have drinks/snacks available and paper/pen
2. Open Zoom, start the meeting
3. Rename your avatar
4. Make sure your camera is ON
5. Change laptop view to Gallery View (next slides)
6. Open all relevant/needed files
7. Add and rename all Rooms. Click Manually when first opening the Breakout Rooms menu
8. Prepare polls if needed
9. As each participant joins, send them the first personal written chat message, asking them to check their camera & audio are on and their name is displayed correctly
SCREEN LAYOUT

As a participant, you initially have 2 options for screen layout: “Gallery view” or “Speaker view”. Test them out and see which one works best for you.

But once one of the facilitators start sharing their screen, we recommend you click on “View Options” at the top of your screen and select **side-by-side mode**.
USING IN SESSION

1. During presentations, when the time for questions arrives, share the question instructions on the chat to everyone as a reminder.

2. Keep an eye out for ‘raised hands’. They appear on each Participant’s individual video box.

3. They also appear on the Participants list box.

4. Keep an eye out on Chat, always have the box open.
USING IN SESSION

• **Catching up with Chat.** When a Participant joins the Zoom meeting or a new Breakout room, they cannot see the Everyone Chat text that has preceded

• **Messaging everyone.** There is an option to message everyone via Chat when in the same room. But if Participants are in different rooms, you can Broadcast a message to all. Keep in mind that Broadcast is a message that appears on the top and goes away, no way for them to re-access it

• **Muting.** There is an option to mute/un-mute all. If they have muted themselves, you cannot un-mute them
SHARING YOUR SCREEN

As a facilitator, you might want to share your screen during your section.

At the bottom-of-the-screen menu, select “Share” and from the options appearing, choose your screen.
Post Session

How to use it as a facilitator
POST SESSION

Send follow up message to attendees with slides if they are made available and the recording (save on google and share link)
Breakout exercise
How to use it as a facilitator
BREAKOUT EXERCISE

1. What are the key things standing out to you about Zoom?

2. How will you use this in your work?
Reflections and any other questions

How to use it as a facilitator
Check Out
How to use it as a facilitator