

Moderating a Session in Zoom

Tips & Tricks

Things to do at the start of a session/general tips:

- Make presenter the meeting co-host
- Keep your name as FOCUS Training
- Set sharing settings so that only one person can share at a time
- When screens/slides are being shared, make sure that annotation options are removed for anybody but the host
- In participants bar, select “automatically mute participants on entry” (This is especially helpful when groups come back from breakout sessions)
- If you are doing breakout sessions at some point, be sure to enable the option for participants to un-mute themselves
- You may need to manually mute people if they forget to do so themselves- if you hear background noise that’s not coming from the presenter, scroll through the list and see if any participant’s microphones are on. If they are, manually mute them.
- Do not select “mute all participants.” Even if the presenter is set as a co-host, it still mutes them as well.
- Find the presenter’s video square, hover over the “...” and select “highlight video.” This will make the presenter’s video the largest, main video for all participants. Participants can still adjust their own configurations of who else they see, but the presenter’s video should always remain the most prominent unless you remove it. You can also use this function when you have people share out their ideas, so their video shows up during that time. Note: you should confirm that the presenter video is still highlighted when returning from breakout sessions.

Things to know for breakout sessions:

- If you are recording the session, nothing in the breakouts will be recorded
- If you are recording the session and you do not pause the recording during breakout sessions, it will just record you and whoever else is in the main room until the whole group comes back. You can pause the recording during this time, just be sure to resume recording when the group comes back.
- You can manually or automatically create rooms. Even if you create rooms automatically, you can still rearrange individuals to go to different breakouts as needed. You can even put them into a new room in the middle of a breakout.
- If somebody does not select the button to put them into the breakout, they will stay in the main room. Be sure participants click the button to move them into their rooms.
- Co-hosts (aka the presenters) will automatically be sorted into breakout rooms as well. If you want to avoid them going into a breakout, just make sure they don’t select the option that pushes them into the room.
- As a moderator, you can go in and out of the breakout rooms. Co-hosts cannot.
- Participants can use the chat within their own group or to send messages to the host. Chats will not be recorded in the main chat area.
- You can broadcast messages to all groups at once. Know that these messages are character restricted and disappear pretty quickly.
- Set the timer for the groups. The countdown will appear at the top of each person’s screen. This timer will not appear if they are in the browser version of Zoom.

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Tips & Tricks continued

Things to know for breakout sessions (continued):

- At the end of the breakout time, you will get a pop-up as the host asking if you would like to extend the time or close the rooms. When you select “close rooms,” participants will have 60 seconds to navigate back to the main room. At the end of 60 seconds, they will be pushed there.
- If you do multiple breakout sessions during your meeting time, it will ask if you would like to keep the same groups or remake them. If you choose to keep the same groups, know that: If any new people joined the session between breakouts, they will not be assigned to a group. You will need to assign people manually. Give other participants a heads up that they might have a new person join their room.
- If people left the session between breakouts, check to make sure there’s still enough people in each group so a group that should be 4 or 5 people isn’t just one person alone in their room. You may need to add an individual to a different group.
- When you come back from the breakout, make sure that:
 - The facilitator’s video is highlighted
 - All participant’s microphones are muted
 - To turn back on recording (if applicable)

Things to know for the chat:

- Pre-write the statements you know you will want to put into the chat ahead of time. It is much easier to copy/paste from a separate document than it is to type everything as it comes up. This will help you more easily manage participant conversations that come organically in the chat with the standard things you want people to know.
- Participants can chat with everybody or to individual participants. This is a function you can limit as well if you would like by selecting chat options.
- Encourage participants to share their takeaways from the general conversation or breakout sessions in the chat. Use breakout sessions as an opportunity to share comments from the chat with the facilitator so they can weave questions or stories into their facilitation.

Other things:

- If you would like to use polls in your meeting, you can set them up in advance. In your meeting’s section in Zoom, select your meeting and scroll to the bottom of the meeting details. There is a section that says “You have not created any polls yet.” Click “add” and create your polls. Please note that if you would like each question to show up individually, you will need to create a separate poll for each question.
- For the way we use zoom to facilitate, the desktop version is the best option. This will more easily allow people to receive documents, have better overall visuals and navigate the platform more effectively.