



EDUCATORS 4 CONSENT CULTURE

Zoom Facilitation Tips & Tricks

Welcome!

Thank you for leading or participating in a Consent Culture Inquiry Series! Below, you'll find ECC's two cents about how you can make the most out of Zoom to facilitate meaningful interactions and build community. This resource was created to help you feel comfortable *and excited* about holding discussions virtually. There is so much magic that can happen when we're meeting on the screen. So for folks feeling any bit of dread or resignation thinking about yet another meeting in virtual lands, we see you, *and* we invite you to experiment with letting that feeling go...at least, for a few moments while you read through this ;)

Also, we know that you may be using another digital meeting platform. If so, take the learnings but you may need to look up the how-tos as Google Hangouts functions a little differently than Zoom, for example.

General Reminders

1. You may not have time/capacity to read this whole document! That is ok. It is here for you to come to if/as you need it. We have taken the time to write some tips, how-tos, and games out so that you don't have to.
2. Facilitating on Zoom is weird! It is useful to re-examine your markers of success. You may not be able to get as in depth a conversation as you could in person, for example, but if most folks participate, that can be a huge win.
 - a. Silence feels so much worse on the internet but often folks just need the time. Breathe through it!
3. Participation looks a lot of ways - the chat, turning on your camera, unmuting yourself with a comment, even a PM to the moderator to further conversation.
4. Develop norms about cameras and mics on and off, so that everyone knows what to expect and how they can show up.
5. You are an educator working with educators! Asking them what has worked for them, and taking some time in the first meeting (and in all meetings) to talk about the process can be useful for buy-in and to build community.

How to: Useful Zoom Functions

1. Hosts and co-hosts
 - a. If you schedule the link and start the meetings, you are the "host." In Zoom, hosts have a variety of controls, such as: starting and ending breakout rooms, enabling screen sharing, muting all participants, ending the meeting for everyone, pinning/spotlighting participants, and recording.
 - b. If you want to share some of those controls with others in the room, you can make them a "co-host" by 1) clicking the arrow next to Share Screen and select Advanced Sharing Options, 2) select All Participants under "Who Can Share," and 3) press Save at the bottom.



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2. Screen and sound sharing
 - a. You can share your screen, which can be very helpful for group note taking, reading, or watching clips. To do that, click on the green “Screen Share” button at the bottom. Select either your whole desktop, or a specific window to share.
 - b. If you’re sharing a video, be sure to check the “Share Computer Sound” box on the bottom left
 - c. If you only want to share computer sound (i.e. a journaling song), click on the Advanced tab (top middle) and hit “Music or Computer Sound Only”
3. Renaming yourself
 - a. To rename yourself, 1) click on Participants at the bottom, 2) hover your mouse over your name, 3) click on More, and 4) select Rename.
 - b. This is really useful if you want to adjust your name or add your pronouns, your location, or how you’re feeling.
 - c. There are many games that use this property! (look up the vegetable game in [this doc](#))
4. View options, spotlights, & stage
 - a. There are two view options: Speaker view and Gallery view. Speaker view shows whomever is talking/making noise, and Gallery view shows everyone together in smaller boxes.
 - b. To toggle between Speaker view and Gallery view, hover your mouse in the top right of the screen where it says “Speaker view” or “Gallery View” and click
 - c. If you want everyone to see one person in Speaker View, you can “pin” or “spotlight” them by hovering your mouse over their face, clicking the three dots, and tapping “Pin or Spotlight Video”
 - d. To make a “stage”, you can invite folks to turn off their videos and then right click anywhere, and select “Show only video participants”. You can also “allow multi-pin” in the participant menu and pin whomever you want to be on the stage
5. Breakout Rooms
 - a. To create Breakout Rooms (small groups), 1) click on the Breakout Room on the bottom menu tab, 2) adjust the number of rooms depending on the number of people you want in each room, 3) select automatically for random groups, or manual if you want to select who goes with who, and 4) create breakout rooms
 - b. In the next screen, you’ll see who’s where. If you want to change the time limit for the rooms, click “Options” and adjust there. Select “Open All Rooms” when you’re ready to go
 - c. During Breakout rooms, you can “Make an Announcement” (such as time left, questions, etc.) to all the groups. You can also hop in and out of rooms, or move other people around using the menu.



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6. Mute functions
 - a. As a host, you can mute or unmute all participants by going to the Participant Menu and hitting “Mute All” or “Unmute All”
 - b. Muting is helpful when there’s a big group, so you don’t get messy feedback
 - c. However, laughter and reacts are really fun if you’re playing a game or doing a warm up
7. React buttons
 - a. At the bottom of your screen, you’ll see a Reactions button (clapping hands, thumbs up, thumbs down). This can be a great way to gauge interest and come to consensus.

Facilitation Tips

8. Structure and Flexibility
 - a. It’s okay to be flexible with your agenda. If the discussion is really rich, it’s okay to stay there instead of cutting it off to “stay on schedule.” Use your best judgment, and model imperfection.
 - b. Try alternating facilitators and leadership each meeting, to make the space more horizontal and also experience various facilitation styles
 - c. Build a habit of asking participants what they need (do they want to shake, do they want to do a check in, do they want to spend a lot of time on one scenario instead of moving on)
9. Coming into the space
 - a. Now more than ever it is important to check in to see where folks are at. This can be a poll, one word in the chat, or a verbal check in. Maybe alternate who creates the check in question for that day
 - i. *Doing personal check ins also allows folks to be more present for the rest of the meeting and access more learning
 - b. Maybe at the beginning of the series, spend time reflecting on this question with your group: What do you need to maximize your learning? What minimizes your learning?
 - i. Possible structure: Journal independently, then share in pair shares, then take collective group notes
 - c. It can be great to have music playing softly, or have a [collective coloring activity](#) going on



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10. Speaking Order

- a. Sometimes, it's harder to gauge a speaking order over Zoom. Two strategies are:
 - 1) have each person call on the next person to speak, and 2) use the chat to determine a speaking order. If someone wants to go next, they can put an asterisk * in the chat, and folks can all see who's up next

11. Use the chat!

- a. In Zoomland, the chat is your friend, not your foe. So much delicious interaction happens in the chat, maybe even more than through talking. We say, embrace that.
- b. Use the chat to post check in questions, links, reacts to comments, or discussion questions (especially before going into Breakout Rooms)
- c. If you want to take an anonymous poll from the room, you can invite everyone to name themselves *** and then post their answer in the chat
- d. In chat: using borders around facilitator prompts and links to make them easily found
 - i. =====
 - ii. Text
 - iii. =====

12. Using Breakout rooms

- a. We've also learned that as much as we love building community in a big group, on Zoom, you're likely to get a lot more out of breakout rooms.
- b. Before opening the rooms, give clear instructions about how much time people have in breakout rooms, and if there is a sharing component, how many minutes each person should share for
- c. For pair shares, you can create rooms of 2-3 people. For discussion groups, aim for 3-5. As time allows, try to hold longer breakout rooms so folks can really dig in.
- d. It can help to put people into the same breakout room over one session, so that they have a chance to build relationships and trust with a few people at a time
- e. After breakouts, you can use the full group to do a quick share out of ideas, feelings, notes, or insights

13. Other useful tech

- a. Websites like Mentimeter can help you make WordClouds collectively and anonymously.
- b. Google Hangouts has a JamBoard function for note taking, and you can also use the Whiteboard function in Zoom.
- c. Some folks love a Kahoot or other interactive game-like platforms for learning.

14. Everyone has a body

- a. Yes, we're only seeing each other's faces, but that does not mean we don't have bodies. We invite you to *as much as possible* incorporate embodied activities (e.g. dance breaks, bio breaks, stretch breaks, shaking and moaning breaks, meditation on physical sensations, interactive games, etc.)
- b. One of our favorite quotes: "A braced body cannot process"



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15. Closing Out

- a. A closing ritual can be super helpful to make the transition from one meeting to another, or Zoomland to in-person space. We recommend that y'all create a distinct bookend to your meeting.
 - i. Some examples: You could have everyone share how they are feeling in the chat, get 5 volunteers to share verbally, or use those reaction buttons to get a sense of how the group is ending the meeting. You could take a deep breath together, or try to clap at the same time.
- b. Zoom does not lend itself to informal follow up like in-person meetings do. So be intentional at the top about how you end sessions: Do you want to answer all the questions left in cyberspace before you finish? Do you want to come back together for closure and invite folks to stick around? Does this group need time to process together or have to run to their next thing? There aren't right answers, but we encourage you to be intentional.

Just for Fun

1. [Zoom games](#)
 - a. And some [more Zoom Games](#) (theatre focused)
2. Perks of being at home
 - c. Introduce each other to your home/ room
 - d. Play apples to apples by finding objects in your space
 - e. Get comfy
3. Collective coloring activity
 - a. Host: Share your screen with a blank mandala or other coloring page
 - b. Users: Click View Options, then Annotate, then Draw tool
4. Music!
 - a. If music is important or impactful to your group, you can create a Collaborative Playlist using a music streaming site like Spotify or Pandora. That way, everyone can contribute to the vibes.
 - i. Remember to check out the Screen & Sound Sharing bullet point to make sure folks can hear.
 - b. You can also try out using a cymbal/bell sound to close activities or journaling time.
5. Creating a Buddy system!
 - a. These meetings can be intense bursts of learning, so having a person to check in with on "off" weeks can help tie down learnings and process emotions. You might also share examples of how you've put things into practice in your classroom!