Practical Tips & Ideas
Being Equipped to Engage via zoom
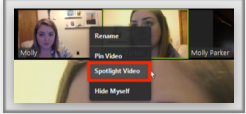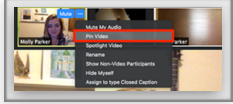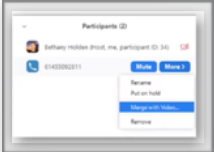
Focus	Practical Tips	Location in Zoom
	Use headphones to eliminate background distractions and fold-back. It significantly improves audio quality - for you and all other participants.	
	Before commencing, if you're pairing via a phone, check you're in the best available location to get good a good connection.	
	If you're connecting to a server via a VPN, be aware it will slow your speed. The recommendation is to log out of VPN (virtual private network) and connect via the internet source where you're located, (log off using lock icon in the system tray).	
	To enhance your capacity to stay focussed and engaged in an online forum, ensure your mobile is switched to silent, and activate the 'do not disturb' function on your mobile plus the device you log in on.	
	Audio options when joining a meeting: • Fast internet - select computer audio • Slow internet - use phone audio	First screen you're asked after clicking on meeting link
	Upon arrival in a meeting **check your audio** is working clearly: • To adjust, select the upward arrow. • Review your microphone and speaker settings then test. • For further info, select settings	Lower left of screen.
	Check your video is activated. Select 'start video button' to remove the red line if this appears. To adjust, select the upward arrow as per sound.	Lower left of screen.
	Activate participants window. A window will appear. Check how your name appears. If it is not obvious to everyone in the meeting who you are, (e.g. Laptop450698), hover your cursor over your name. A blue button will appear and offer 2 options, (or more if you're a host). 1. Option 1: **to change you name,** simply select 'rename' and type… 2. Option 2: **to mute your mic during a meeting.** When you're not speaking, this is a very helpful action to take. It reduces the level of background noise in the meeting caused by external or nearby sources, thereby improving the effectiveness of sound for everyone involved - crisp & clear is the aim.	Lower centre of your screen. Far right, top of your screen

Focus	Practical Tips	Location in Zoom
Chat	Select chat to open a dialogue box. It allows people to make comments, ask questions. You can select "to everyone", or you can select an individual logged in if you wish to send a private message. Hint: if you're asking a question directed to the meeting chair/trainer/presenter, start by writing "QUESTION: first. It makes it far easier for them to visually observe and respond to. Hint: be careful not to overuse this function to prevent a loss of collective thoughtfulness as a group (in decision making) or reduced processing or learning capacity (in an educational context). The purpose of chat is to enhance interactive engagement without losing focus on the task at hand.	Lower left of screen.
	Mute your audio when not speaking. As well as the option in the participants dialogue box, see button for this purpose. Hint: simply hold your space bar to unmute and other people will hear your contribution.	Lower left of screen.
Molly Parker raised hand	Participant Function: raise hand, lower hand to indicate to interject to comment or ask a question. The host is advised when a participant has selected 'raise hand', and has the capacity to allow to talk, disable talking, lower hand, and to select "lower all hands".	Far right, top of your screen
	Participant Function: contribute without interrupting the flow of the meeting/training by indicating a non-verbal response: yes , no, go slower, go faster, time for a coffee break…	Far right, top of your screen, under "more" *(once the 'manage participants' button is activated)*
	Participant Function: View Options View options can be adapted to the type and purpose of gathering, or personal preference to enable you to engage well. - **Speaker View:** in a formal meeting it may be helpful to use speaker view, where the person speaking is central and the other participant profiles viewed on the side or top (depending upon your settings) . In this mode, simply click on the arrow to see other participants. - **Gallery View**: in a robust debate amongst team members in a smaller context, or a board, or perhaps in a training session, the gallery view may be beneficial. This enables you to view all those present at the one time. The person speaking is simply highlighted. - You can also select to hide non-video participants. - A further option available is to disable the active speaker view (seen as a ring around the speaker in gallery mode, or highlighted centrally in speaker view) to 'pin' another user's video.	Info on changing the video layout

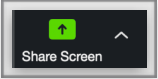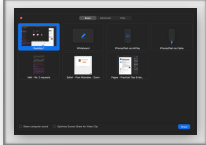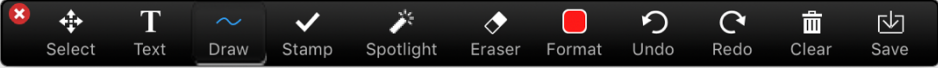| Focus	Practical Tips	Location in Zoom
	Host Function Overview[1]: • Set the permissions, e.g. you can lock the meeting, set a password for entry... (check settings for an extensive list of options). • Assess how many people are in the session. • Rename individuals so that people can be called upon by name. • Merge audio (essential for breakout rooms). • Quickly see who is muted/unmuted. • Capacity to mute/unmute the audio of host, an individual participant, or the entire group. 'Mute all' is a beneficial function! • Turn off the video, (e.g. if a participant moves away from their screen, and perhaps even does something in the background). It is a helpful step for the benefit of other people in the meeting (from a visual perspective), particularly where if there are a few in this category. Only those active then appear on screen in either gallery or speaker view. The participant can activate it again once they return. • Turn off the chimes - a practical step to action as it will prevent distracting sound effects where people enter or exit early. Change setting to only host can hear so you can note who is in and out of the meeting. • Allocate participants to breakout rooms. • Create a poll. • Spotlight a video: a useful feature to use to spotlight a keynote speaker or presenter in training, or to highlight your video when you speak, where you are recording locally rather than in the cloud. • Pin a video: a feature that allows you to disable active speaker view and only view a specific speaker. Only records the pinned video if you're recording locally (to your computer). Pinning another participant's video will only affect your local view and local recordings, not the view of other participants. It won't change the cloud recording.	Host & Co-Host Controls in a Meeting [10 mins] Zoom training webinar: host functions Spotlight Video Function Select appropriate instructions for your device / system Pin Video Function
	Host Preference: Some people find it helpful to log on with more than one device from the same meeting link. Identify using the icons (eg laptop & mobile). Select the option to merge the audio and video.	
BACK END OF zoom	Take the time to set up your preferred features, including "advanced features".	

---
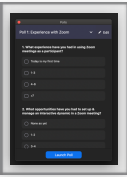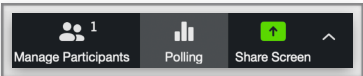
[1] Basic functions only listed, more available.

3

Creative Ideas To Enhance A Highly Engaged Culture

	### Invest Time To Prepare
	
	Identify in advance:
	    (i) Meeting purpose and desired outcomes
	    (ii) Culture of engagement you hope to create
	
	Generate an agenda that incorporates an engagement plan that enables you to achieve this intent.

	### Multiple Mode Communication Encourage participants to use the chat function to increase the level of active engagement. This feature is useful in helping to address one of the "losses" in not meeting face to face, i.e the reduction in informal moments in conversation as people gather, discrete aside comments expressing an observation or insight (particularly valuable in a meeting for those who process information externally along with those who are extroverts), and opportunities to network.
	### Hospitality Moments ☕ Schedule time for coffee upon arrival or conclusion to enable people to invest in relational building and fun light hearted moments together. ☕ Build in a coffee break to enable people time out to recharge and return with a refreshed / sharpened focus. As a facilitator, keep an eye on those who flag the need for a break with the symbol to the right. ☕ Church morning tea for those using this format could include rotating breakout rooms, enabling people to connect with a diverse array of other members (or visitors). People who don't use computers but who join by phone can still participate.
	Teams may not be able to gather in person over a meal break, but this can still be done remotely. Create a team building opportunity. Gather together first if a big team, then use the breakout function to connect in small groups for more in-depth conversation as people might if sitting in different groupings around a table. BYO hospitality! A great way to check in on one another pastorally and to pray together.

	### Small Group Work
	
	Select the breakout rooms icon. Choose automatic or manual allocation:
	Assign people to from using the assign function:
	
	Click on 'Options' and configure to suit your session. Once ready, select "open all rooms".
	
	Breakout rooms function as multiple small offices. Practically, this offers an opportunity to process information, discuss live scenarios in reflecting on principles/theory, practice skills in a safe smaller learning context, explore personal implications, lots of voices to engage in prayer together where you only. have a short window of time….
	
	Allocation options:
	    (i) automated allocation by simply selecting the number of rooms or number of people per room
	    (ii) assign people by project work or affinity, the number per room can vary

Creative Ideas To Enhance A Highly Engaged Culture

Share Screen	## Share Screen Select share screen. You have access 3 options: basic, advanced and files. Zoom training webinar: sharing your screen (1.12 mins) Zoom training webinar: Keynote presentation (article)
Whiteboard	## Brainstorm Mode Select share to use the interactive white board function. This can be opened up to allow participants to use it together, or solely by the host. It can be prepared in advance of the meeting. Select annotate for this menu: Select · Text · Draw · Stamp · Spotlight · Eraser · Format · Undo · Redo · Clear · Save The result produced can be saved in the system, or alternatively, take a screenshot. You can also select share to switch to another screen with a presentation (e.g. keynote, powerpoint…). Presenters in a training session can also log in with 2 devices, with the 2nd device focused on a paper whiteboard (i.e. hard copy). Simply share this screen.
d decisions	## Collaborative Decisions Where your practice is to take decisions 'on the nod' or to informally or formally vote, you could explore the use of buttons to actively engage people in the decision process. **Advantages:** It helps people feel engaged and know that everyone can see their perspective. It also supports the person in the chair role by ensuring they don't unintentionally overlook those who may be reserved and slow to take the initiative to voice any concerns that you would normally pick up in an 'in person context' where it is easier to read body language. *For example:* • select the like/dislike function This option could also be used to ask people if they've had sufficient discussion time and info to feel confident/comfortable to proceed in making a collective decision. As people get used to a new way of relating, this may be a helpful step to occasionally use. • using the chat function ask people to respond with agree/disagree (yes/no) • using the chat function uncertain need for info/time • active a poll that you set up before the meeting commences. You have the option to share results or simply to gain a sense as team leader/chair/educator if people are ready to make a decision. If you have a co-host, they could set this up quickly during the meeting. Remember you can email them privately to request they take this action. It's wise to discuss this option in your pre-meeting planning. • in major decisions or in crisis mode moments, it's often helpful to assign people to a chat room before the final vote. Allocate for a few mins in groups of 2 or 3 to highlight any unresolved questions, risk or pastoral implications, or priorities yet to be considered. Advantages: it involves everyone in the discussion, ensures blind spots in collective decision making are minimised, contribute to sustaining an overall efficiency and effectiveness in decision making in adjusting to doing so in a new format.
	## Create a Poll Fun, interactive option for meetings or virtual classroom. Maximum of 25 polls per meeting. Manage Participants · Polling · Share Screen Zoom training webinar (2.15 mins):
	## Sustain Engagement Plan for breaks. When you stop, clearly communicate how long and use a radial countdown clock so everyone knows at any given point the length of time until the meeting/training will recommence. *Examples:* https://www.youtube.com/watch?v=tGFV1P7OL6E 5 min radial timer (digital) https://youtu.be/ap-JvvU0xV4?t=31 10 min radial timer (digital) https://youtu.be/cRHKbv-1Luc 20 min radial timer (digital)
Q&A	## Pause For Questions Build in regular checks throughout a meeting to see whether people have any questions. Helpful to allocate time when planning meeting agenda / lesson plan.
We always give thanks to God for all of you and mention you in our prayers, constantly remembering before our God and Father your work of faith and labour of love and steadfastness of hope in our Lord Jesus Christ. 1 Thessalonians 1:2-3	Build in time to pray together in the larger forum or in breakout rooms to enhance your sense of community and partnership in the gospel.