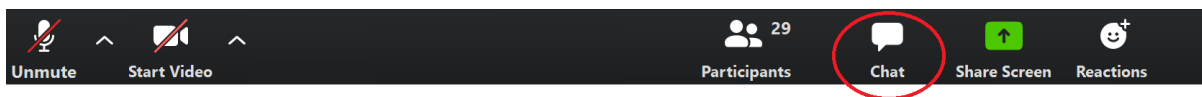




# Zoom Facilitator Techniques:

## 1) Chat Box

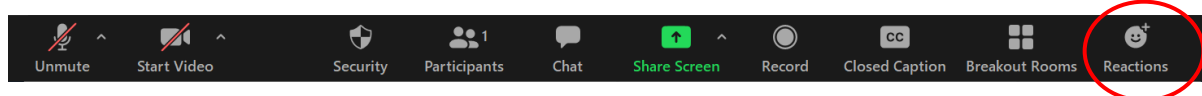
Using the Chat Box feature is a great way to keep participants engaged! Drop a prompt in the Chat Box several times throughout the meeting to keep the conversation going.



## 2) Reactions

Reactions can be used by facilitators in a variety of ways!

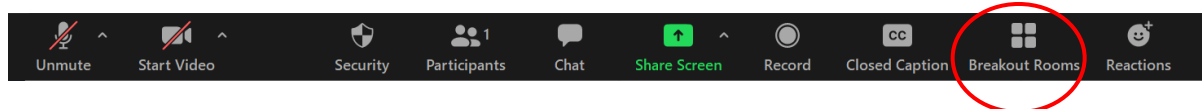
- To indicate one answer versus another (“Clapping reaction for dogs, thumbs up reaction for cats”)
- To indicate understanding and enable facilitator to continue (“Use the reaction feature if you are ready to move on”)
- On the participant side, reactions can be a great way to show encouragement, agreement etc for the speakers without unmuting



## 3) Breakout Rooms

Breakout rooms can be used to facilitate smaller conversations and break up longer meetings. Examples:

- Introduce an activity in the main session, then break into smaller groups to complete
- Introduce a conversation topic, then break into smaller groups to discuss (this allows for everyone to have a chance to speak, which can be difficult in a larger group setting)
- Use breakout rooms to brainstorm! Give each group a different topic to discuss and then report back on in the main session



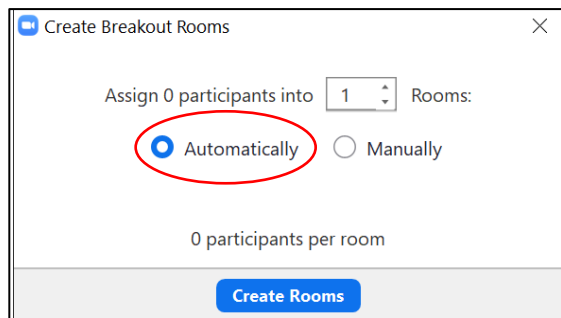


## Setting up Breakout Rooms:

Breakout rooms can be set up during the meeting, but note that if you are sorting manually it takes some time, so it is helpful to have someone helping if you are the presenter!

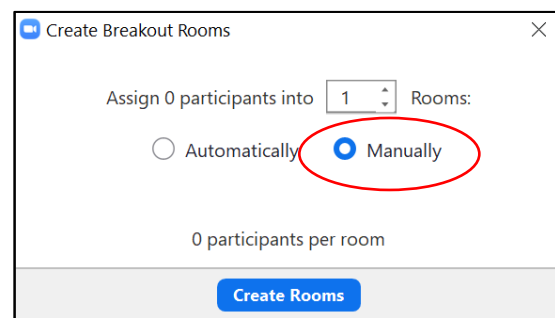
### Option 1: Sort Automatically

With this option, you simply choose the number of rooms and hit "Create Rooms"



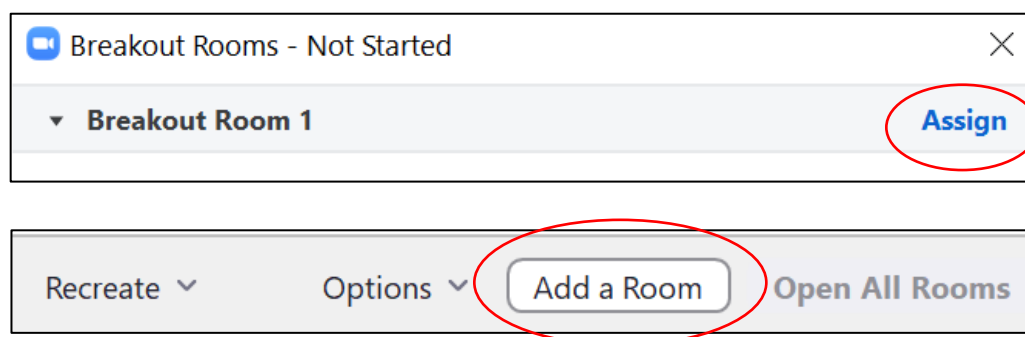
### Option 2: Sort Manually

With this option, you choose the number of rooms AND decide who goes into which room



## Directions for sorting manually:

Once you select "Manually" click Create Rooms. That will bring you to the below image that gives you the option to assign participants to each Breakout Room. To add rooms, click "Add a Room" at the bottom.



Once you have added all the rooms and assigned your participants to each room, click "Open All Rooms" and the breakout room session will begin!



## 4) Polls

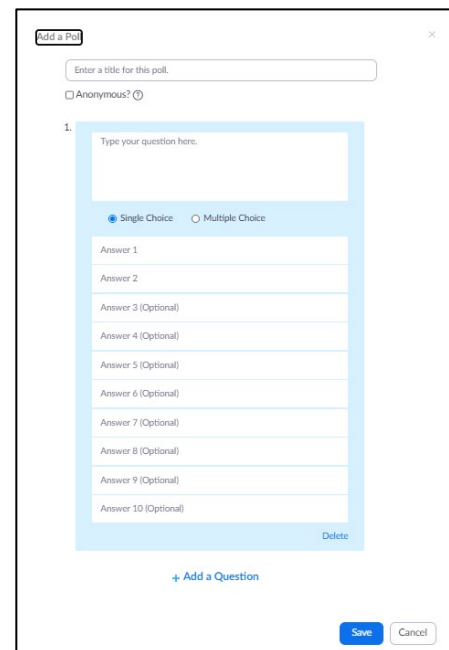
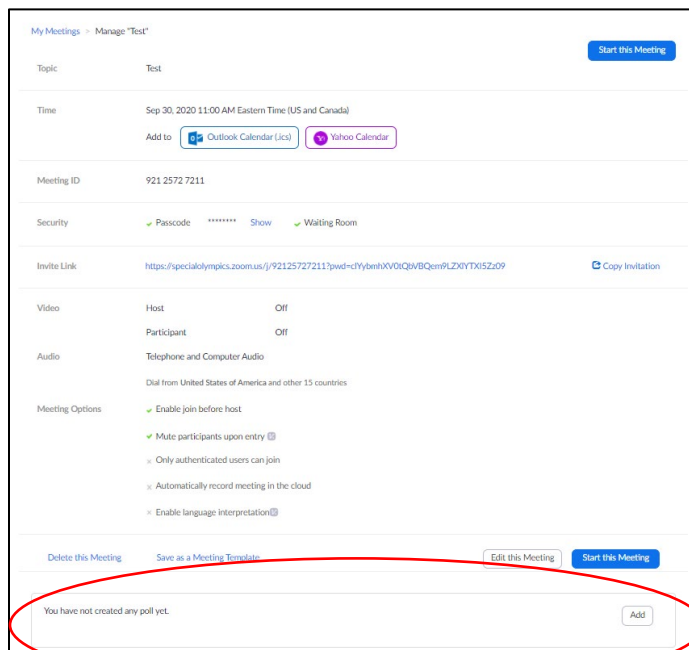
Polls are a great tool for facilitators and can be used to accomplish several things:

- Use polls to keep participants engaged (ex: How are you feeling? A) Excited B) Energetic C) Nervous)
- Use polls to test participant knowledge (of content covered before or during meeting)
- You can also use polls to get real time feedback, for example to schedule another meeting
- NOTE: Polls must be set up through the Zoom account **before** the meeting

### Setting up your Zoom Poll:

Access your Zoom account on your web browser. From there, find your meeting and scroll to the very bottom. There you will see a button to the right that says “Add”

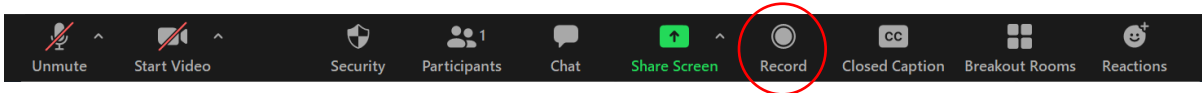
From there, you will be prompted to enter the title of your poll, your poll question(s), and poll answers. Click save, and you are ready! One your meeting starts, the host will have the option to “Launch Polls” at any point during the presentation.





## 5) Recording

Recording your meeting can be beneficial if you have participants who will be unable to attend your meeting live. This can be done through the Meeting Host's task bar.



**Note:** There are several views that can be recorded including

- Active speaker with shared screen
- Gallery view with shared screen
- Just active speaker
- Just gallery view
- Just shared screen

You can choose which of these you would like recorded from your Zoom account.

To do so, navigate to your Settings, Click "Recording" and from there, check off the boxes you would like recorded

