



ZOOM: NL Trainer Guidelines & Best Practices

Zoom is a web conferencing system with full audio, video and screen sharing capabilities. It can be used on Windows, Mac, and Linux computer platforms, as well as on iOS and Android mobile devices.

Use your CCV Zoom account. Login email address is your Portal [userid@vsc.edu](mailto:user@vsc.edu).

Training participants do NOT need a Zoom account to participate, just a shared link to your Zoom meeting.

Schedule training ahead of time in Zoom:

- Recommended: If your training has multiple sessions, [schedule a recurring meeting](#) in Zoom so each training session has the same meeting link.
- For audio, make sure to select “computer audio” only.
- Select: Mute participants on entry.
- Send Zoom meeting links to participants. Share the ZOOM PARTICIPANT GUIDE.

Best Practices

[Tips and Tricks: Teachers Educating on Zoom:](#)

*This link is a ‘one stop shop’ for many quick tips boiled down into a 2-page document with links to instructions for polling, break out rooms, non-verbal feedback, virtual backgrounds, sharing a screen, white board and chat. **These tools can make your presentation more interactive** -- don’t be overwhelmed with all of the tools but try out a couple that might work best for your training.*

- Have a clear agenda, activities and goals for your scheduled Zoom meetings.
- Advance Planning -- practice before your scheduled Zoom meeting or recording. Test your audio/video. Need a practice buddy? Contact your resource advisor. NL staff can help you in a trial run.
- Open only applications that you plan to use during the Zoom meeting. This will help with bandwidth needed to operate Zoom.
- Consider sharing documents in Zoom instead of sharing your screen. If you plan to share your screen during a Zoom meeting, remember you will be sharing everything on your screen, including background photos, pop-up notifications, email if it is open, etc. Make sure your email or other applications with confidential information are closed on your computer before sharing in Zoom.
- At the start of a meeting, prepare participants for what to expect and how to conduct themselves.
- Recommend that students stay muted and turn on mics only when they are talking.
- Consider using the “Raise Hand” feature to indicate when participants want to speak.
- Consider an icebreaker activity that will allow each participant a chance to practice using Zoom tools that will be used during the meeting. In your first meeting, this may be as simple as responding to a prompt and practicing turning on and off their microphones.
- Confidentiality and FERPA. Do NOT record discussion-based Zoom meetings with participants.
- If a participant is having audio issues due to bandwidth, ask the participant to turn off her camera. This will sometimes help. If this does not solve the problem, ask all participants to turn off cameras. As a last resort, the participant can use the chat feature to add comments and feedback.
- Have fun and acknowledge this is a new experience for everyone!