

## Collaborative Learning – Using Zoom and tips for virtual meetings

### Using Zoom: online Zoom training and resources

- **YACVic** : this clip gives a quick run through of some of the key features of Zoom (11 mins)  
<https://www.youtube.com/watch?v=zmzoWKT91CE&feature=youtu.be>
- **Zoom** offer regular 30 minute live training sessions – to register:  
[https://www.zoom.us/webinar/register/WN\\_Qkc7KpkNSFOdITwpZkGFIQ?timezone\\_id=Australia%2FSydney](https://www.zoom.us/webinar/register/WN_Qkc7KpkNSFOdITwpZkGFIQ?timezone_id=Australia%2FSydney)  
Or you can watch the one I attended: **Getting Started with Zoom Meetings**.  
[https://livetraining.zoom.us/rec/share/vsZJHfLZ1VhOXJWR0X\\_vA7MIJLTleaa80Cic-vEOzUnT18J2XSvJYpf0zlhykc8X](https://livetraining.zoom.us/rec/share/vsZJHfLZ1VhOXJWR0X_vA7MIJLTleaa80Cic-vEOzUnT18J2XSvJYpf0zlhykc8X)
- Enabling breakout rooms: <https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>
- How to keep uninvited guests out of your meeting: <https://tinyurl.com/y7e2wj2k>
- Don't know where to start? See Frequently Asked Questions: <https://support.zoom.us/hc/en-us/articles/206175806>
- To learn more about Zoom services and features, visit <http://support.zoom.us>, where you can search articles, watch training videos, and contact Zoom for assistance with your questions.

### Tips for hosting virtual meetings

Virtual meetings are different and can be more challenging to facilitate than face-to-face. Some ideas:

- Hosting/ co-hosting – it's like 'stage management', easier if it's a team effort – to facilitate, monitor Chat, tech issues, Plan B if technology lets you down
- Have a plan or running sheet of what you want to cover including tech prompts (Share Screen with presentation, Ebony to organise breakout rooms)
- virtual meetings can be more intense for concentration if you are fully checked in – so aim shorter, have breaks, interactive activities and start/ finish on time
- social interaction is important part of the process, try to build it in eg via ice breakers, breakout rooms
- acknowledge that these are stressful times , people have other commitments/ distractions (kids, partners, pets!) - be kind and supportive
- mute your microphone unless you wish to speak to minimise background noise etc.
- use the Chat function to keep people engaged & to get comments, seek clarity, ask questions etc.
- use interactive tools such as Zoom whiteboard, Miro, Mentimeter, Slido and Kahoot
- if a large group, use the 'raise your hand' function to speak/ask questions
- security considerations for connecting with young people virtually – Child Wise presented a fantastic YACVic webinar on Child Safety during COVID. The webinar is available to watch on [Facebook here](#) or [YouTube here](#)

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### Fun ways for connecting virtually

- **Games:** lots available online including Scattergories, Yahtzee, Pictionary (using whiteboard and share screen on zoom), bingo, chess, charades etc...

<https://www.goodhousekeeping.com/life/entertainment/g32098665/best-games-to-play-on-zoom/>

<https://www.twoscotsabroad.com/zoom-video-conference-call-games/>

<https://triviamaker.com/>

<https://www.techrepublic.com/article/6-best-zoom-games-for-some-virtual-face-time-during-the-coronavirus-pandemic/>

- Online card games: <https://www.cardzmania.com/> - hearts, rummy, euchre, canasta etc
- **Karen's dance moves:** We use YouTube or Spotify to put together playlists for our very informal dance sessions. From the Zoom meeting that you invite your friends to, it's easy then to access your music using the Share Screen function. Make sure you click the button at the bottom that says 'optimize audio for shared screen'. If you go through YouTube you can search for video clips, via Spotify you just get the list of song info, but your Spotify playlists are easier to put together and will move between tracks really quickly. Have fun!

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