

# Zoom Guide for Facilitating a Small Group

Use this guide to conduct a synchronous Zoom meeting for small groups. In this use case, participants (students) can control their audio and video and the meeting will not be recorded. The host and participants are all in remote locations (i.e., no one is using an on-campus video conference room) and the Zoom “host” account is provided by TEE.

## Preparing for the Meeting

1. At least 10-15 minutes before the small group begins:
  - a. Login to **MyAccess** ([myaccess.ucsf.edu](http://myaccess.ucsf.edu)) through a browser
  - b. Click **Zoom**, then click **Login** in the upper-right
    - i. You must login so you will have hosting privileges in the meeting (if you just click the meeting link in the invitation, it won't recognize you as the host)
  - c. In the same browser, click on the link to join the meeting from your Calendar
  - d. Confirm that your video and audio are working
2. Share your screen by clicking **Share Screen** on the black Zoom toolbar at the bottom of the Zoom meeting window, then choose your desktop or browser window, then click **Share**:
  - a. Share a PowerPoint slide that welcomes participants and provides guidelines about what to expect while waiting for the meeting to start. For example:
    - i. Welcome! Your Small group leader is: \_\_\_\_\_. We will begin at 2 pm.
    - ii. Before this session begins, share a little about yourself in Chat -- What's your favorite comfort food for cold days?

## Starting the Meeting

1. Start your meeting off with an introduction and discuss group norms:
  - a. Will video be on?
    - i. If everyone has video on, the **Gallery View** lets you see everyone at once.
    - ii. Participants can turn off their video if you experience Internet bandwidth issues
  - b. Will audio be on for everyone at all times?
    - i. If background noise is a problem, everyone can stay muted until they need to speak
    - ii. If background noise is not an issue, each participant can leave their mic on so the natural flow of the group is easier to follow (e.g., laughter and similar communications)
    - iii. Find a balance between avoiding noisy distractions and a session that is too quiet
  - c. How will someone know when it's their turn to talk?
    - i. If video is on, consider asking participants to use a pre-determined signal when they want to talk (e.g., raise hand while showing their video)
    - ii. If video is off, consider another non-verbal Zoom cue (e.g., ask them to use the **Reactions** tool to **Raise Hand**)

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- d. If you haven't done a pre-session Chat icebreaker, consider using one at the start of the session to encourage participation (e.g., ask a question for all to respond to in Chat or prompt them as you start the session to verbally share)

### Running the Meeting

1. As host or co-host, you have the ability to utilize more Zoom features than a participant can. You can:
  - a. Mute and unmute all participants at once
  - b. Mute and unmute individual participants, or even remove them from the meeting if necessary
  - c. Record meetings (participants can also record if the host or a co-host gives them permission)
  - d. [Utilize breakout rooms to facilitate smaller group work.](#)
  - e. [Run a Zoom poll to engage and assess learning.](#)
  - f. Note: Only the host can assign host or co-host roles to others
2. Take advantage of other presentation tools in Zoom (practice in advance, if possible):
  - e. Zoom's default settings let any participant share their screen. Participants could be asked to lead part of the small group activity by sharing their screen with the group.
  - f. You can share a whiteboard (it's an option when you use the **Share Screen** tool). All participants can annotate on the whiteboard, or you can assign someone to take notes on behalf of the group.
  - g. Participants can annotate on any type of shared screen (slides, whiteboard, spreadsheet, etc.). This means you can display an image, for example, and ask participants to circle or highlight regions of the screen.
  - h. Consider using tools to help with engagement and collaboration, such as Poll Everywhere and shared Word docs.

### Ending the Meeting

1. Wrap up the meeting with a summary or closing remarks
  - a. Will you be following up with more information on a topic? What should participants do if they have questions or comments after the meeting ends?
  - b. Do a final check-in before signing off. Click **End** and then **End meeting for all** on the lower-right.

Please reach out to [iROCKET@ucsf.edu](mailto:iROCKET@ucsf.edu) with any questions.