

# Competency Checklist and Practice Guide

## TEE's Humanizing Remote Learning in Zoom

How to use this Checklist and Practice Guide:

- Review the Competency Checklist below to assess your knowledge and skills.
- Then, use the Practice Guide below to solidify existing skills or to develop new skills.
- Review the [Humanizing slides and guide](#) as needed.
- Need more practice? Look [here](#) for a training session coming soon.

Competency Checklist: What can you do?

	<b>Define “humanizing” in the remote learning context</b>
<input type="checkbox"/>	I can summarize what “humanizing” means
<input type="checkbox"/>	I can summarize why humanizing remote learning is important
	<b>Identify challenges of remote learning</b>
<input type="checkbox"/>	I can describe 1-2 examples of common challenges that participants experience
<input type="checkbox"/>	I can describe 1-2 examples of challenges learners experience
	<b>Describe ways that “humanizing” remote learning can help learners</b>
<input type="checkbox"/>	I can describe 1-2 ways that humanizing strategies will aid learners
	<b>Identify strategic approaches to nurture community and foster trust among learners</b>
<input type="checkbox"/>	I plan to set norms at the beginning of the session
<input type="checkbox"/>	I plan to use long pauses to get more learner feedback
<input type="checkbox"/>	I plan to employ wait time with the “raised hand” feature in Zoom
<input type="checkbox"/>	I realize that implicit biases exist and I plan to take actions to become bias-aware and act with less bias
	<b>Identify Zoom features that enhance and humanize the class experience</b>
<input type="checkbox"/>	I can re-name myself in Zoom
<input type="checkbox"/>	I can play music using Zoom
<input type="checkbox"/>	I can use reactions in Zoom
<input type="checkbox"/>	I can use the “raise hand” and other nonverbal response features in Zoom
<input type="checkbox"/>	I can manage the Participant window in Zoom
<input type="checkbox"/>	I can manage the Chat feature in Zoom
<input type="checkbox"/>	I can use private chat in Zoom
<input type="checkbox"/>	I can use the annotation feature in Zoom
<input type="checkbox"/>	I can share a “whiteboard”-type document in Zoom
<input type="checkbox"/>	I can use a collaborative document in Zoom breakout rooms
	<b>Identify common remote learning pitfalls and how to avoid them</b>
<input type="checkbox"/>	I can manage dominant voices that may overshadow more reserved ones
<input type="checkbox"/>	I can allow for slower pacing in a session to create an equitable learning environment
<input type="checkbox"/>	I know how to be a session facilitator rather than the sole expert

## Practice Guide: Try it out!

- For this session, we highly recommend reviewing the [Humanizing slides and guide](#) or attending [a live session](#).
- Try out this practice below for the relevant Zoom feature skills.

### Practice Activity

1. On your primary device or computer, create a practice Zoom meeting, then use the Zoom app on your mobile device or second computer to join your own meeting again as a participant so you can verify what you're doing as host on your primary device or computer
2. Practice re-naming yourself.
3. Find a YouTube video in your browser on your "host" computer, share a PowerPoint slide and play the music. Practice turning the music on and off. Explore the volume settings.
4. Try using a "thumbs up" reaction as a participant.
5. Try using the private Chat feature in Zoom as a participant. How does it work for you as the host?
6. Look at the Participant list and "raise" your hand. Lower your hand. View it from the host computer.
7. Share a PowerPoint slide and practice annotating the host screen.

### Resources

<https://differencesmatter.ucsf.edu/diversity-equity-and-inclusion-champion-training>