Use the competency checklist to assess your knowledge and test your skill level, then use the practice guide to solidify existing skills—or develop new skills to reach full competency. Review the Zoom Essentials recording, slides, and guide as needed.

# Competency checklist

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| --- | --- |
|  | Goal: Prepare for meeting |
| c | Improve your Zoom Internet connection |
| c | Switch audio device |
|  | Goal: Manage meeting roles |
| c | Describe the host role |
| c | Join Bridges class session as host |
| c | Transfer host and assign co-hosts |
|  | Goal: Use polls |
| c | Use Bridges default Zoom polls |
|  | Goal: Use Humanize Zoom |
| c | Identify techniques to create a more connected and inclusive experience |
|  | Goal: Share content |
| c | Share computer sound |
| c | Share PowerPoint full screen |
| c | Share portion of screen |

# Practice guide

## Practice activity 1: Prepare for your meeting and manage meeting roles

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. As the host, turn on your Webcam camera and audio (switch audio and video camera if needed), and make sure that everything looks and sounds good as a participant (on your mobile device or second computer)
3. As the host, practice using the Zoom meeting controls, and make yourself co-host and host on your mobile device or second computer

## Practice activity 2: Use polls and breakout rooms, and share content

1. On your primary device or computer, create a practice Zoom meeting and add Zoom polls on the meeting settings page
2. Use 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
3. As host, set up breakout rooms, assign participants to the rooms, select room options, and manage the rooms by broadcasting messages
4. As host, join a breakout room, then share your Zoom polls and videos from YouTube
5. Use Zoom to create sample polls
6. Run your polls
7. Find a PowerPoint slide and share it full-screen, then share just a portion of your screen