Use the competency checklist to assess your knowledge and skills, then use the practice guide to solidify existing skills—or develop new skills to reach full competency. Review the Zoom Polls and Breakouts (BRs) slides and guide as needed.

# Competency checklist

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| --- | --- |
|  | Goal: Set up BRs |
| c | Define breakout rooms |
| c | Join meeting as host |
| c | Describe BR host capabilities |
| c | Assign co-hosts |
| c | Enable BRs in your Zoom site |
|  |  |
|  | Goal: Run BRs |
| c | Run BRs |
|  |  |
|  | Goal: Identify BR good practices |
| c | List good practices for BRs |
|  |  |
|  | Goal: Practice hosting BRs |
| c | Host BRs |
|  |  |
|  | Goal: Create and Run Zoom polls |
| c | Describe instructional value of polls |
| c | **Identify Zoom poll types** |
| c | **Create Zoom polls** |
| c | **Use default Zoom polls** |
| c | **Launch Zoom polls** |
|  |  |
|  | Goal: Create and Run Poll Everywhere (PE) polls |
| c | **Access PE** |
| c | **Shorten your PE username** |
| c | **Install PE** |
| c | **Create PE polls** |
| c | **Run PE polls online** |
| c | **Stop accepting responses** |
| c | **Run PE polls in PowerPoint** |

# Practice guide

On your primary device or computer, create a practice Zoom meeting, then use the Zoom app on your mobile device or second computer (without signing in) to join your own meeting again as a participant so you can practice using BRs (you need at least one meeting participant). Or, consider completing the practice activities below with a colleague, TA, or student.

## Practice activity 1 (basic): Host BRs

1. On your primary device or computer, practice hosting breakout rooms
2. Once you can host a basic breakout room, try these challenge activities:
   1. **Add Room**, **Rename**, and **Delete Room**
   2. **Move**, **Exchange**, and **(Un)assign** participants to BRs
   3. Try BR host options
   4. Assign co-hosts in main session
   5. **Broadcast Message to All** participants
   6. **Join** BRs

## Practice activity 2: Create and run Zoom polls

1. As the host, add Zoom polls to your practice Zoom meeting, then launch a poll, stop a poll, show poll results, and re-launch a poll
2. As the participant on your mobile device or second computer, verify that you can complete a poll and see the poll results
3. As the host, edit and delete your practice Zoom polls

## Practice activity 3: Create and run PE polls

1. Log in to the PE site, install the PE app, and create some practice polls
2. As the Zoom meeting host, share your screen and use the PE site and PowerPoint to activate a practice poll, lock additional poll responses, show poll responses, and clear poll responses
3. As the participant on your mobile device or second computer, verify that you can see and complete the polls
4. As the host, use the PE site to delete your practice polls