

Select Learning

Adult Education Using Zoom

The COVID-19 pandemic has motivated congregations and individuals to become more adept at using video conferencing. This document will refer to the use of Zoom as the video platform to be used, but other video conference tools can also be used. There are a number of links in this document to tutorials on using Zoom. Check out those tutorials if this document does not answer all your questions related to Zoom use: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Select Learnings resources come with study guides that makes them easy to use in person or on video conference. To share the video being used as the basis for the study you will either need to use one of our resources that comes in streaming form (found in the Store under [Streaming Resources](#)) or by using a computer that has a built in DVD player. Zoom will block the content from an attached DVD player.

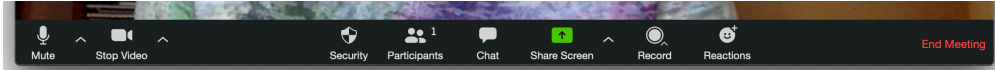
Before beginning:

- Send a Zoom invitation to those taking the class. To keep the class more secure, require a meeting password. If you desire you can also have each participant wait in a virtual waiting room until the facilitator invites them into the class. ([Here is a short tutorial for setting up a meeting.](#))
- Make sure that the class facilitator/teacher has the ability to share their screen. If the person leading class is also the person who manages the Zoom account, this will automatically be true. If the facilitator does not manage the Zoom account they will need permission.
- Facilitator should login early and make sure audio and video are working.
- The facilitator needs to have access to the video via streaming or a built-in DVD player on the computer being used. Have the video ready to go at the appropriate session.
- Facilitator has the study guide and the appropriate page of the study guide open on his or her computer.
- If you are expecting a larger group and want to have small group discussions, there is a breakout group tool available to the facilitator. You can have the software break your class up into groups by size or the facilitator can specifically put people into groups. [Click here for a brief tutorial.](#) This feature can only be used by the manager/host of the Zoom account. A co-host could be assigned by the host to do this but the host would have to present in the meeting for that to work.

Welcome and class orientation:

- As people filter into the class chat with them as you would if they were entering a classroom.

- Once people have arrived, instruct them to mute themselves to cut down on distracting background noise and microphone distortion. When they wish to speak they unmute. When done speaking, mute again. This will be particularly important while the video is being shared. On a computer screen the mute/unmute icon will be at the bottom left of the Zoom screen box. Right next to it will be the video on/video off icon.



Starting the Content

- Use the opening prayer provided in the study guide or one of your own.
- Have the people in the group introduce themselves. They will need to unmute and then mute again when they are done. Some of the study guides have short opening conversations in 2s or 3s. You could use that as part of the introduction or have the people introduce themselves and then use the break out tool to have them talk with one or two other people.
- To show the video the host will need to share their screen. All participants should mute their microphones. Here is a brief tutorial on doing that. Please practice this before trying to do it in class: <https://support.zoom.us/hc/en-us/articles/202954249-Optimizing-a-Shared-Video-Clip-in-Full-Screen>
- Once the video session is complete the facilitator quits sharing their screen.
- The study guides provide questions. Those can be read aloud or shared via a document on the screen by the facilitator. Read through the questions before the class. You may find there are too many questions and you want to pick a few to focus on. In that case you may want to type a document with just your chosen discussion questions. [Click here for further information on sharing your screen.](#)
- You can discuss as a large group or you can use the break out groups for smaller discussions. Those small group discussions can be brought back to the group as a whole, after a designated length of time, for large group sharing and a closing prayer, your own or one in the study guide.