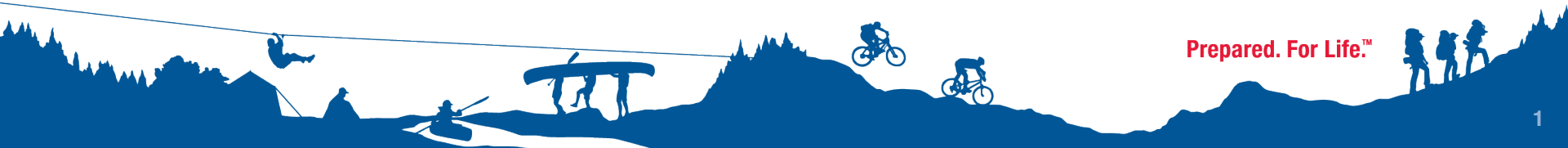




Advanced Zoom Host Course



Prepared. For Life.™



Basic Training Recap

- **In the previous module, we discussed**
 - How to Download Zoom
 - Preparing for and Joining Zoom meetings
 - Attending Zoom meetings
- **In this module, we will discuss**
 - How to Configure Zoom settings
 - How to schedule and communicate Zoom meetings
 - Hosting Zoom meetings





Purpose of Training

- **The goal of this training is to:**
 - Configure Advanced Settings
 - [*\(Quick Link\)*](#)
 - Expand on Basic Skills used for Zoom Meetings
 - [*\(Quick Link\)*](#)
 - Provide tips and tricks for successful Meetings and Meeting capabilities
 - [*\(Quick Link\)*](#)
 - Apply BSA Safe Practices to Online Meetings
 - [*\(Quick Link\)*](#)





Configuring Zoom Settings

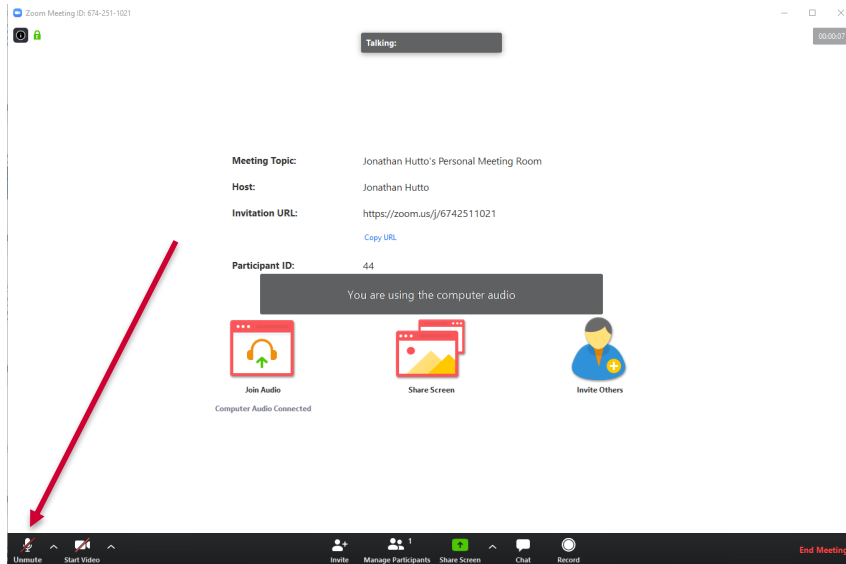
- **As a Host, it is critical to set the meeting up so the Participant does not have to work as hard.**
- **Ways to ensure it is easy:**
 - Have Screenshots handy of how to “audio in” to Zoom
 - Be understanding and respectful of those using Zoom for the first time
 - Set clear expectations at beginning of meeting and enforce
 - Set Microphones to “Mute on Entry”
 - Ask for “Hands” and manage Zoom mutes
 - Always have your “Participant List” in view



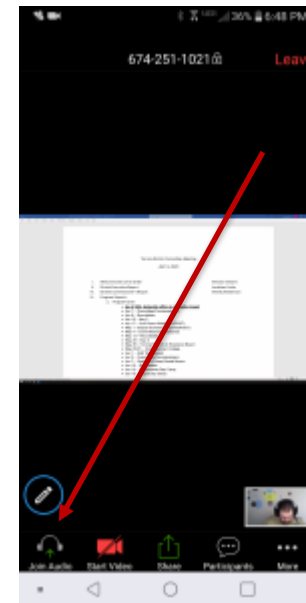


Don't forget to click Join Audio in the lower left hand of the zoom screen!

Computer App Audio



Mobile App Audio



Prepared. For Life.™



Configuring Zoom Settings



- **As a host, you must have an account, or be using an existing account**
 - If you need a Pro account, reach out to your District Executive!
- **Once you have an account, set up or check your meeting settings.**
 - View notes for all recommendations





Configuring Zoom Settings

- **Recording Settings**

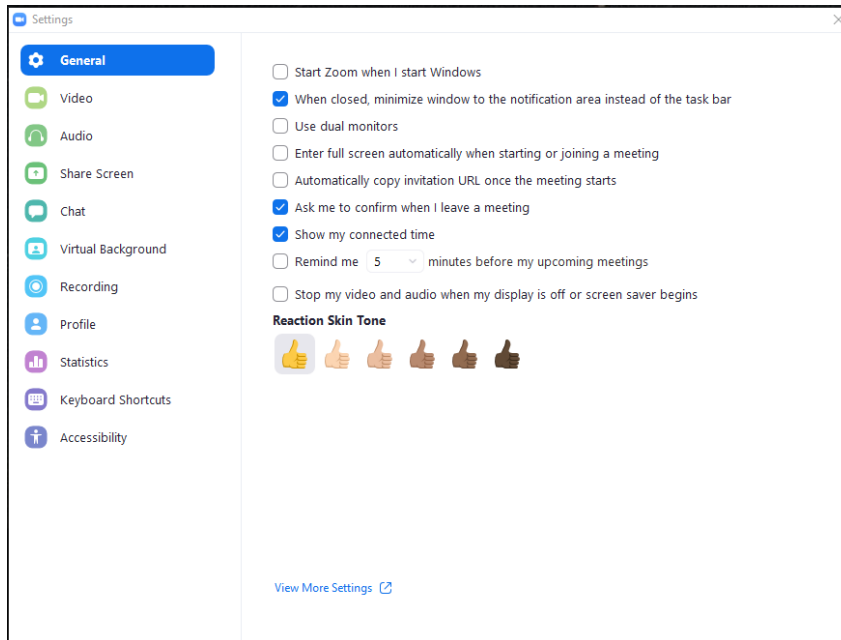
- If you choose to record your meetings, ensure that it is only shared within your organization and everyone knows they are being recorded.
- Ask before recording, and ensure that all medical release forms are up-to-date

zoom



Configuring Zoom Settings

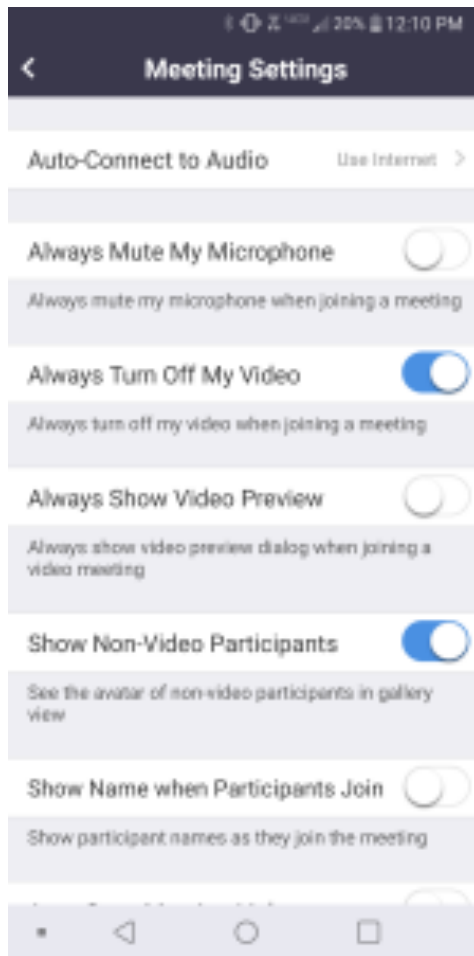
- On a computer, ensure your personal zoom meeting settings are correct



- Open the zoom app on your computer
- Click the gear in upper right (below the X) to access settings



Configuring Zoom Settings



- On a mobile device, ensure your personal zoom meeting settings are correct
 - Open the zoom app on your mobile app
 - Click the gear in lower right. Then choose “Meeting”

Prepared. For Life.™





Scheduling Zoom Meetings

- **You can schedule meetings multiple ways**
 - Via the website (recommended)
 - Using Outlook Plugin
 - With Chrome Extension

The screenshot shows the Zoom website's user interface. At the top, the Zoom logo is on the left, and navigation links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES' are on the right. Below the navigation is a 'PERSONAL' menu with options for 'Profile', 'Meetings' (highlighted in blue), 'Webinars', and 'Recordings'. To the right of the menu is a section titled 'Upcoming Meetings' with a prominent blue button labeled 'Schedule a New Meeting'. Below this button is a 'Start Time' dropdown menu. At the bottom of the page, there is a promotional banner that says 'Save time by scheduling your meetings directly from your calendar.' with two download links: 'Microsoft Outlook Plugin Download' and 'Chrome Extension Download', each accompanied by its respective logo.

Prepared. For Life.™



Scheduling Zoom Meetings

- **Set up your meeting title, time, duration, and date**

- Be mindful of time zones and AM/PM when scheduling

- Advanced settings in notes



Scheduling Zoom Meetings

- **Consider Meeting type when setting up/communicating meeting**
 - It is very easy to set up recurring meetings, take advantage!
- **Once set up, you can share link or calendar files!**

My Meetings > Manage "Terrora Roundtable"

Topic	Terrora Roundtable
Time	Apr 8, 2020 07:00 PM Eastern Time (US and Canada)
Add to	<input type="button" value="31 Google Calendar"/> <input type="button" value="Outlook Calendar (.ics)"/> <input type="button" value="Yahoo Calendar"/>
Meeting ID	674-251-1021
Meeting Password	<input type="checkbox"/> Require meeting password
Join URL:	https://zoom.us/j/6742511021
Video	Host <input type="checkbox"/> Off Participant <input type="checkbox"/> Off
Audio	Telephone and Computer Audio Dial from United States of America
Meeting Options	<input type="checkbox"/> Enable join before host <input checked="" type="checkbox"/> Mute participants upon entry <input type="checkbox"/> Enable waiting room <input type="checkbox"/> Only authenticated users can join <input type="checkbox"/> Record the meeting automatically

[Delete this Meeting](#)

You have not created any poll yet.

Prepared. For Life.™



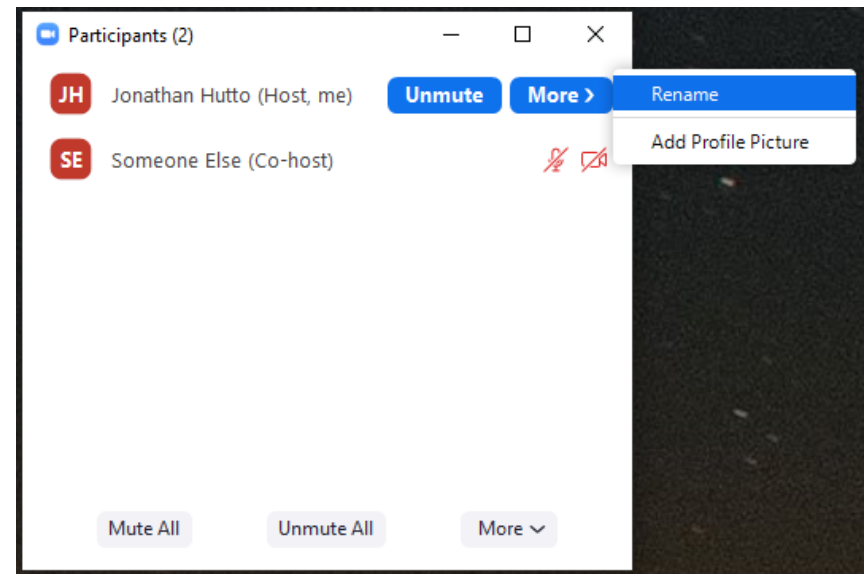
Hosting Meetings

- **Set clear leadership as hosts**
 - Always know who is leading
- **Depending on your meeting type, there are a multitude of settings, resources, and features a clever host can take advantage**
 - Breakout Rooms
 - Polls
 - Screen Sharing
 - Non-verbals



Hosting Meetings – Names

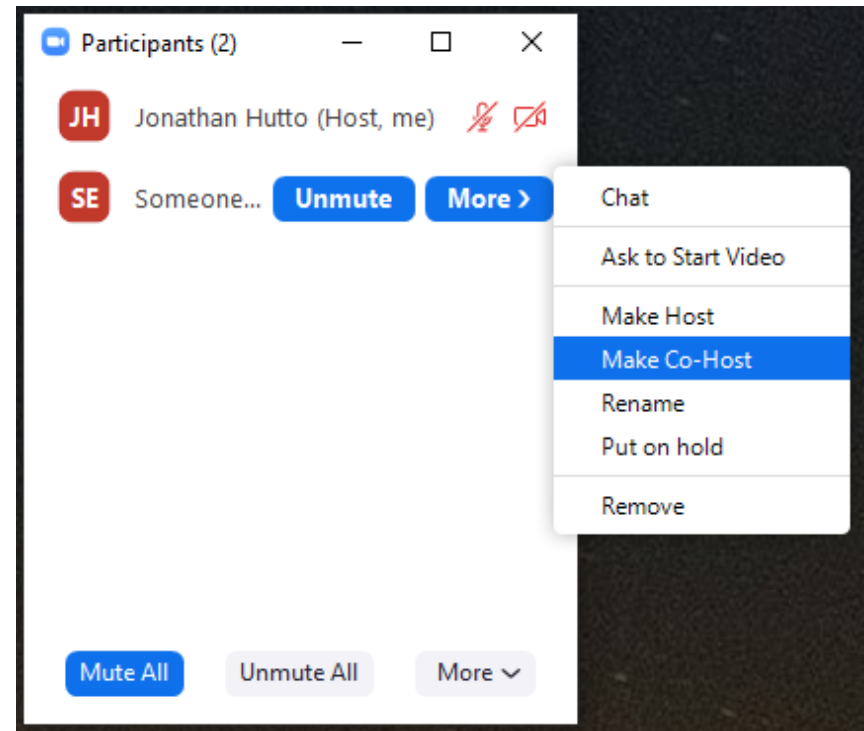
- Sometimes when joining, your name may appear as a device name, email address, or misspelled
 - Click more on the participants menu
 - Choose Rename





Hosting Meetings – Co-Hosts

- **Managing other participants**
 - Promoting to Co-Host
 - This enables some features for this leader
 - Renaming
 - Putting on hold
 - Can place participants into waiting room





Hosting Meetings – Setting Expectations

- **The most important person in every meeting are the Hosts.**
 - It is the Host's responsibility to start the meeting and keep everything on track.
 - Every meeting should start with expectations being set.
 - Mic/Camera Usage
 - Use of Non-Verbals
 - Agenda
- **Depending on type and size of the meeting different expectations should be set.**
- **Hosts and Co-Hosts should co-ordinate, so the meeting stays on track and moving forward.**





Hosting Meetings – Breakout Rooms

- **The Host can determine who goes into what group, how long they are open, and when they are opened.**
 - The Host can even set up breakout rooms before they are needed, and don't "open" them until they are needed.
 - The Host (and any Co-Hosts) can then bounce in and out of these rooms without the participants knowing anything (unless they see you in the participants list).
 - The Host can close them when they want, or the participants can choose to exit the rooms and rejoin main.



Hosting Meetings – Breakout Rooms

- **Example for 40-minute Scouts BSA meeting:**
 - Everyone together for 10 minutes
 - Breakout Rooms for 15 minutes
 - Patrols meet individually
 - Everyone back together for 5 minutes

The screenshot shows a Zoom interface for a meeting titled "Breakout Rooms - Not Started". It displays a list of breakout rooms and their participants:

Room Name	Participant Count
Den 1	3
Participants: Bridget, bridget, Laurie	
Troop 1	5
Participants: adamc, Don, John Lampley, Mike and Melissa, ronaldkuebler	
Just Wendy	2
Participants: wendy, Wendy's iPhone	
Breakout Room 4	Assign
Breakout Room 5	Assign

At the bottom of the interface, there are controls: "Recreate" (dropdown), "Options" (dropdown), "Add a Room" (button), and "Open All Rooms" (button).

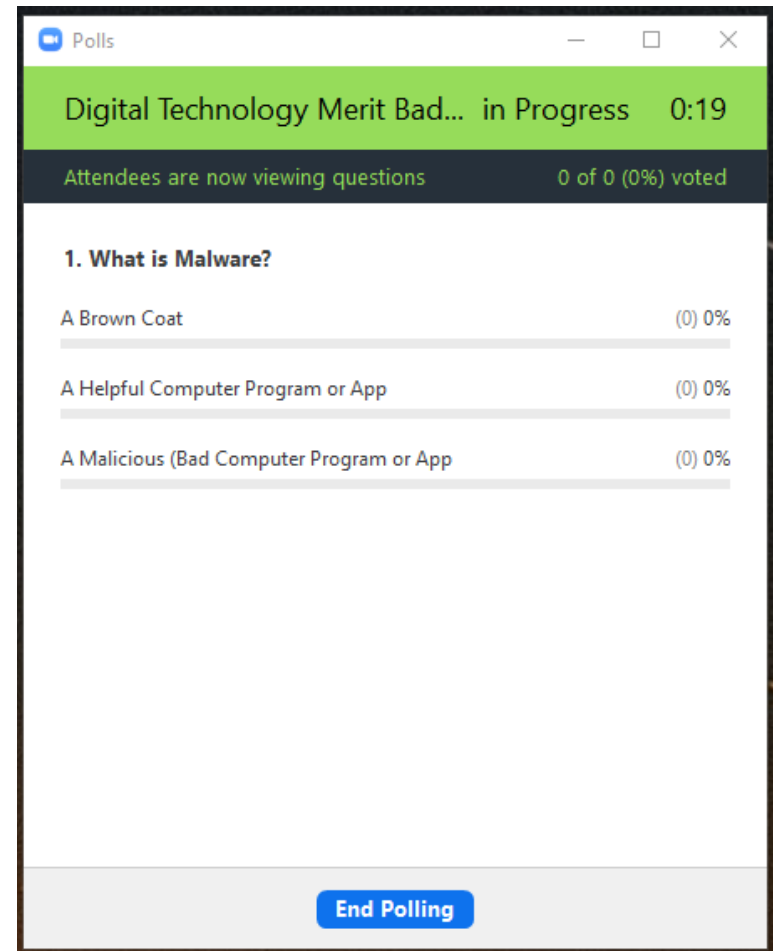
Prepared. For Life.™





Hosting Meetings – Polls

- **Polls are best used to ask closed ended questions**
 - Perfect for merit badges and achievements



Prepared. For Life.™



Hosting Meetings – Polls

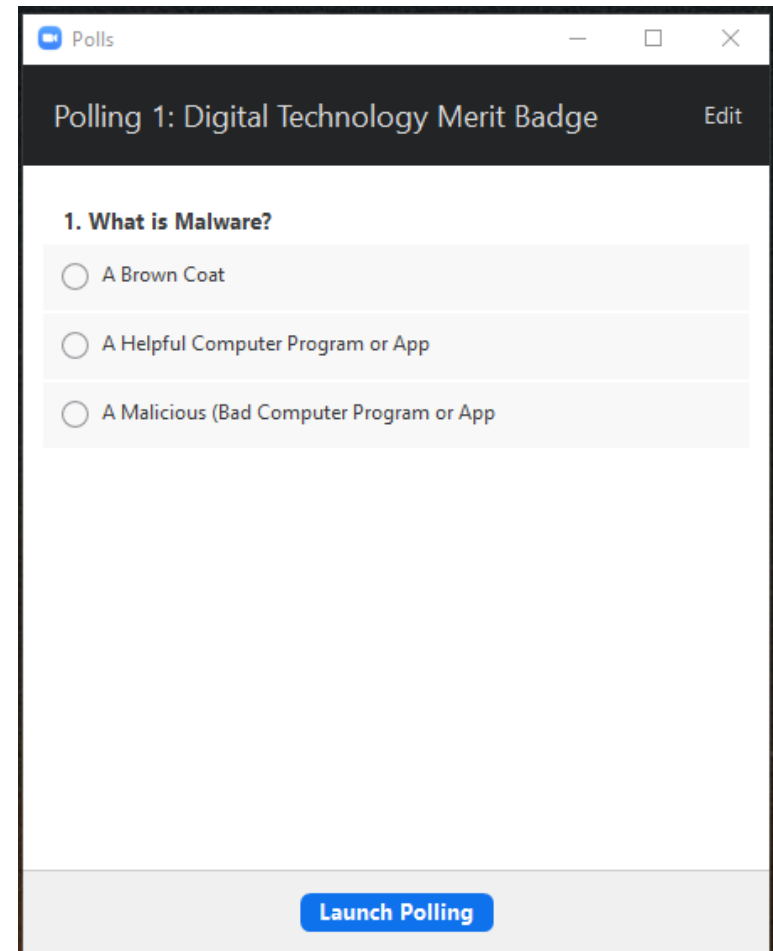
- Use the web portal to set them up
 - Before the meeting, Host can choose “Add” in Poll Section
 - Once the meeting starts, Host can click button on Zoom bar

A screenshot of a web portal interface for editing a poll. The window title is "Edit Poll 1" with a close button (X) in the top right corner. At the top, there is a text input field containing "Digital Technology Merit Badge". Below it is a checkbox labeled "Anonymous?" with a help icon (i). The main content area is titled "1." and contains a question "What is Malware?" in a light blue box. Below the question are two radio buttons: "Single Choice" (selected) and "Multiple Choice". Underneath are ten answer options, each in a light blue box: "A Brown Coat", "A Helpful Computer Program or App", "A Malicious (Bad Computer Program or App)", "Answer 4 (Optional)", "Answer 5 (Optional)", "Answer 6 (Optional)", "Answer 7 (Optional)", "Answer 8 (Optional)", "Answer 9 (Optional)", and "Answer 10 (Optional)". A "Delete" button is located at the bottom right of the answer options. Below the entire poll configuration area is a "+ Add a Question" button. At the bottom right of the window are "Save" and "Cancel" buttons.



Hosting Meetings – Polls

- **Once set up using the web portal, launch the poll inside the meeting**
 - It will pop up on the participants' screens
- **Once participants have answered, close the poll and share the results.**





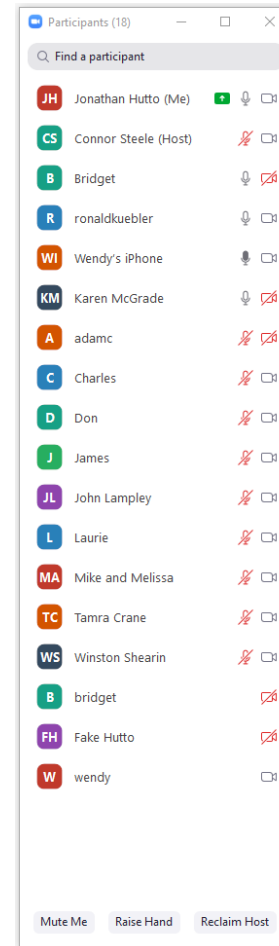
Hosting Meetings – Screen Sharing

- **This function can be used to share important content such as agendas, merit badge/achievement requirements, websites, videos, or documents in progress**
 - While this can be used on the mobile app, it is much more efficient to use on a computer. However, it can be viewed on all devices



Hosting Meetings – Non-Verbals

- **Participants Menu**
 - Raise Hands
- **Mobile App**
 - Thumbs up
 - Clap
- **Advanced Non-Verbals**
 - Yes/No/Faster/Slower
- **Chat Function**
 - Non-verbal participation



Prepared. For Life.™



Hosting Meetings – Meeting Types

- **Zoom can be used to accommodate a wide variety of meetings**
 - Individual Meetings
 - Remember two deep leadership! Never have a 1-on-1 with youth.
 - Unit Meetings
 - Use Breakout rooms to accommodate Dens and Patrols.
 - Committee Meetings
 - Join with your other Leaders to build rapport, accomplish goals, and plan outings (or virtual events).
 - Roundtable Meetings
 - Meet monthly with other District leaders to share and hear best practices.



Applying Zoom to Scouts BSA

- **Earn Merit Badges and Achievements**
 - Earn anything from Citizenship merit badges to Tiger Theatre!
 - Dozens of advancement opportunities!
 - *Pro Tip: Check out Facebook for Timely and Innovative ideas!*
- **Use Scoutbook to track advancement**
 - Parents can sign off on individual
 - Leaders approve once signed off by parents
 - Use zoom meetings to check completions!
 - *Pro Tip: Zoom polls are fantastic ways to ensure completion and knowledge!*



Applying Zoom to Scouts BSA

- **Remain Connected!**

- Birding
 - Count the birds outside your windows!
- Star Gazing
 - We are all under the same sky, even if different ceilings!
- Cook together
 - Hold competitions on who can cook the best meal as seen on shows like Chopped!
- Virtual tours
 - National Parks and Museums
 - Google Map “Hikes”
- Even movie nights!



Applying Zoom to Scouts BSA

- **Ensure meetings are not only fun, but safe.**
 - Two-deep leadership
 - *Pro Tip: Even in breakout rooms, always have another leader with you to ensure everyone's safety.*
 - Youth Led. Adult Guided.
 - Obtain Parent permission/guidance for every meeting.
 - *Pro Tip: Have cub parents in the room during the meetings for advancement and fun!*
 - Educate on home advancement and build plans for your units
 - *Pro Tip: Give your scouts a pleasant change from homework with scout work!*



Need more Ideas or Help with Meetings?

- **Dozens of Resources available!**
 - [Council Facebook](#)
 - [Cataloochee District](#)
 - [Nantahala District](#)
 - [Terrora District](#)
 - [Toe River District](#)
 - [SoQua District](#)
 - [Virtual Events on the Daniel Boone Site!](#)
 - [Bryan on Scouting](#)
- **Don't Suffer in Silence!**
 - Reach out to your District Executive or District Commissioners for more assistance!

