

Session Plan: How to use Zoom

Delivery mode:

Face to face delivery

Session overview:

This session will provide learners with the knowledge and practical skills to be able to use Zoom for virtual meetings.

Learning objectives:

By the end of the session learners will be able to create a Zoom account, join virtual meetings/webinars and protect their privacy when using Zoom.

Suggested session length:

This session should run for approximately 90 minutes. The facilitator to schedule breaks as required.

Tip:

- Some learners may need more support than others in completing this course due to the instructional nature of the material. It is recommended a step by step approach be adopted to build the confidence and skills of the learners.
- We have collated the useful resources and links we suggest using in this session plan on our Good Things Learning website: <https://learning.goodthingsfoundation.org.au/subjects/parents-and-families>

Topic	Timing	Activity	Assessment	Resources
Introduction & welcome	5 mins	Facilitator to: <ul style="list-style-type: none"> ● introduce themselves ● acknowledgement of country ● confirm all learners have their devices set up ● remind learners to do as much as they can by themselves ● discuss the learning objectives ● discuss how the session will run 	All learners engage	Training venue Refreshments Laptop, PC, mobile phones, WiFi, cables Whiteboard / marker pens Notepads / Pens Whiteboard / marker pens
	10 mins	<p>Activity 1 - Icebreaker - Thumbs Up if</p> <p>Learners to introduce themselves.</p> <p>The facilitator commences the “Thumbs Up If” game. The game is a list of questions which the facilitator reads out.</p> <p>If the learner answers Yes to the question they give a virtual thumbs up. If they answer No they give a thumbs down. This can be done using the emoticon icons or physically using their hands.</p> <p>Facilitator to acknowledge the learners responses.</p>		<p>Activity Resource: Thumbs Up If - Icebreaker Activity.</p>
Be Connected Online Course -	35 mins	Facilitator to confirm all learners can access the online module - How to use Zoom.	Learners engage at their own pace.	Laptop, PC, mobile phone, WiFi, cables

Topic	Timing	Activity	Assessment	Resources
How to use Zoom		<p>Activity 2 - Online Module</p> <p>Learners to commence the online module and to work their way through the material at their own pace.</p> <p>Shared learning</p> <p>Facilitator to ask each learner to share 1 thing they have learnt from the online module.</p> <p>Facilitator to ask if the learners noted down any important points they learnt during the online course they wish to discuss.</p> <p>Facilitator to recap the following:</p> <ul style="list-style-type: none"> ● How to create a Zoom account ● Maintaining privacy on Zoom ● Using the Zoom toolbar ● Accessibility settings ● Connecting with others 	<p>Learners engage at their own pace.</p> <p>Check in with each learner as they move through the courses.</p> <p>Answer questions and offer support.</p>	<p>Notepad / pens</p> <p>Online module - How to use Zoom</p> <p>Printed Resource on How to use Zoom</p> <p>How to keep your Zoom videos safe and secure</p> <p>Other Zoom resources</p>
Break	10 mins	<p>Encourage learners to have a break, stretch their legs and have a drink if needed.</p>		

Topic	Timing	Activity	Assessment	Resources
Practice activity	20 mins	<p>Activity 3: Learners to practice</p> <p>Host a Zoom meeting and invite your learners.</p> <p>Ask learners to try:</p> <ul style="list-style-type: none"> ● blurring their background ● changing their background ● selecting the mute icon ● turning their camera on / off. 	All learners participate	<p>Laptop, PC, mobile phone, WiFi, cables</p> <p>Notepad / pens</p> <p>Zoom account</p>
Recap and Evaluation	10 mins	<p>Activity 4 - Evaluation & Wrap-up</p> <p>Facilitator to summarise the topics covered and address questions that arise.</p> <p>Ask the learners;</p> <ul style="list-style-type: none"> ● How do they feel now about using Zoom? ● What did they enjoy the most from today's session? <p>Ask the learners to complete and return an online evaluation form.</p>	Learners all engage and feel more confident in using Zoom to connect with others.	Feedback form: if this is the end of your digital skills support, ask your learners to complete the digital skills assessment progression/feedback survey.