

- Format:**
- Journal club, noon-conference, case-based discussions
- Internet:**
- Ensure sufficient bandwidth to host the Zoom meeting
 - Check speed at <https://www.speedtest.net/>
 - Check requirements here:
<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>
 - Connect with Ethernet cable for a more stable connection
- Preparation:**
- Request participants to download and install the Zoom app beforehand
 - Instruct them to test audio and video with a friend to familiarize them- selves if they are not already
- Placement of computer/camera:**
- Place laptop on eye level; elevate laptop if necessary using books or other support so that camera is on eye level in front of you—this helps with making eye contact by looking into the camera. Avoid having the camera from the side if you are using a second screen. This is as if you are talking to someone and she/he looks the other way.
- Screens:**
- If possible, use multiple screens to organize presentation, Zoom inter- face and faces of students—not required
 - Have a window with all faces of students so you see their reactions (click on gallery view so each participant is in a small window)
- Promoting Interaction:**
- Start course with an orientation to the Zoom environment
 - Use break out rooms and let participants introduce each other in small groups to create a positive learning environment and to encourage open dialogue
 - Always encourage students to interact, interrupt and ask questions
 - Use participants’ names and explicitly invite participants to respond--be very explicit with your instructions
 - When using break out rooms for small group discuss, you can re-share any trigger questions and also share time info
 - Consider polling with larger groups
 - o <https://support.zoom.us/hc/en-us/articles/213756303-Polling-%20for-Meetings>
 - Consider using Turning Point in your PowerPoint slides to pose potentially sensitive questions, activate prior knowledge, test knowledge of content you just presented
 - o Turning Point PDF:
 - <https://northwestern.box.com/s/v2krhng7co57xbpo1gw8oeowyzeybc26>
 - o Feinberg video with step-by-step instructions:
 - <https://feinberg-northwestern.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=d60bd46b-7556-4564-a25a-ab8f0173e3c3>
 - Use the annotate function
 - Use whiteboards (Share > Whiteboard) or Word documents to have people report out small group work
- Breaks:**
- If the session is 90 min or more, take breaks as you normally would. Encourage participants to stand up and walk around
- Presentations:**
- Presenting content can be frustrating because of limited participant feedback — this becomes easier. Consider sitting further back so participants can see you from the waist up and see your hand gestures. As you present, sit upright. Consider using your clicker to advance slides.

Privacy and Security:

- If you plan to use Zoom to discuss identifiable patient information, you will need to enable advanced settings. Please note the default Zoom setup is not sufficient. Please consult the following resources to determine if the advanced security features meet your needs.

Zoom and Advanced Security Settings:

<https://support.zoom.us/hc/en-us/articles/360034675592-Advanced-Security-Options>

Northwestern security recommendations:

<https://kb.northwestern.edu/99037>

Zoom and HIPAA Compliance:

<https://zoom.us/docs/doc/Zoom-hipaa.pdf>

"Zoombombing" - How to Protect Your Meetings and Respond to Disturbances:

<https://www.it.northwestern.edu/transitions/2020/zoombombing.html>

Additional Resources:

Summary documents about teaching using Zoom

- <https://zoom.us/docs/doc/Tips%20and%20Tricks%20for%20Teachers%20Educating%20on%20Zoom.pdf>
- <https://atg.fas.harvard.edu/using-zoom-teach-your-class-online>

Host and Co-Host Controls

Excellent instructional video from Zoom.

<https://support.zoom.us/hc/en-us/articles/201362603-Host-Controls-in-a-Meeting>

ZOOM Help Center

https://support.zoom.us/hc/en-us?flash_digest=5eb4b35eaea6889ca93753ebb3fd761e28bc2b12

ZOOM FAQs

<https://canvas.northwestern.edu/courses/1580/pages/zoom-frequently-asked-questions>