



# ASALH

ASSOCIATION for the STUDY of AFRICAN AMERICAN LIFE and HISTORY



## 2020 ASALH Virtual Teacher Workshop Participants' Guide to Zoom

SEPTEMBER, 2020

### Teacher Workshop Schedule

Date	Day of the Week	Time & Length of Session
September, 5 <sup>th</sup> , 2020	Saturday	12:30-2pm EST. (1.5h)
September 12 <sup>th</sup> , 2020	Saturday	12:30-2pm EST. (1.5h)
September 19 <sup>th</sup> , 2020	Saturday	12:30-2pm EST. (1.5h)
September 26 <sup>th</sup> , 2020	Saturday	12:30-2pm EST. (1.5h)

### General Instructions

#### ***What's zoom like?***

If you've ever done a google hangout or met up with more than one person on any platform (Skype, FaceTime, etc.) then that's pretty much what it's like. It has some different functionality (like sharing your screen and annotation) but it's very similar to other conference call platforms. Poke around -- you won't break it!

#### ***What should I do before the first day of training to have the best experience on zoom?***

1. Go to <https://zoom.us/download> and download the app to your laptop, phone, or whatever device you plan to use. Zoom has a web-based version, but there's more functionality in the app.
2. Sign up and enter the information requested (date of birth and preferred email). The email you use to sign up must be the same email you include in your registration for the 2020 ASALH Teacher Workshop.

➔ **By signing up you will be able to create meetings on your own, which could be helpful to stay connected with facilitators, fellow participants, etc. Please contact us if you have any questions!**

3. Remember to sign in every week using your registration email. You won't be able to access some of the "breakout room" options with facilitators if you don't download Zoom app and sign in using your email.

#### ***What information do I need to connect to the 2020 ASALH Virtual Teacher Workshop?***

Dr. La Vonne Neal and Dr. Alicia Moore are inviting you to a scheduled Zoom meeting.  
 Topic: 2020 ASALH Virtual Teacher Workshop  
 Time: Sep 5, 2020 12:30 PM Eastern Time (US and Canada)  
 Every week on Sat, 4 occurrence(s)  
 Sep 5, 2020 12:30 PM (EST)  
 Sep 12, 2020 12:30 PM (EST)  
 Sep 19, 2020 12:30 PM (EST)  
 Sep 26, 2020 12:30 PM (EST)

Join Zoom Meeting

<https://zoom.us/j/92007952596?pwd=aEY3VjY4dXFPbzkyMHdxRnNiTU6QT09>

Meeting ID: 920 0795 2596

Passcode: Asalh2020T



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One tap mobile  
+12532158782,,92007952596# US (Tacoma)  
+13462487799,,92007952596# US (Houston)

Dial by your location  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)  
+1 301 715 8592 US (Germantown)  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)

Meeting ID: 920 0795 2596  
Find your local number: <https://zoom.us/j/92007952596>

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**Set your name, picture, and add pronoun or pronunciation if you want.**

Once you download the app and sign in using the information provided above, you can go to your “profile” and change your name and upload your picture. Use the first and last name you prefer, along with your preferred gender pronouns. For example, “Fahin Benson (he, him, his)”. If you have enough space, consider if you want to add a phonetic pronunciation. For example, “Kale (Kay-lee) Smith (they, them, theirs).”

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**Once in the meeting room, what should I do?**

Plan to arrive early and you can test your audio and video. If you expect your internet connection to be spotty, you can dial in on your phone for audio. The meeting request will give you a meeting ID number and password, and a phone number to dial in, if needed. Once in, you should mute yourself (note that others can see if you have muted yourself). This training will have the default set to mute at entry. You will be able to unmute yourself for questions and/or discussions. Please consider having the video on. Studies show that people communicate better with faces visible and this will be particularly important during this workshop.

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**If you don't want to show your surroundings, go to the zoom choose a virtual background in settings/virtual background in the Zoom app).**

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**Zoom basics**

Once you are in the meeting, you will see the following buttons on your zoom window:

- a. Mute button (click on the caret/caron ^ to access the following functions):
    - Test speaker and microphone before the training starts
    - Audio settings: enable “Press and hold SPACE key to temporarily unmute yourself
    - Keep your microphone on MUTE when you are not talking; remember to unmute when it is your turn to speak
  - b. Stop video button
    - We are kindly asking you to keep your video on as much as possible during the training.
    - If available on your zoom account, you may access virtual backgrounds by clicking on the caret/caron ^ and selecting virtual background.
  - c. Participants button
    - List of participants and facilitators attending that meeting session
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- Hover over your name, click More, click Rename if needed (log in with your full name (pronouns). You can also edit profile picture if needed using this feature).
- Bottom of participant list: **Raise hand**, yes, no, go slower, go faster, thumbs up, thumbs down, etc.: please use these buttons in a respectful manner to make the session more interactive
- d. Share screen button
  - Facilitators may share ppt, materials, videos, etc.
  - Participants, when given permission, can share screen during team discussions, for example.
- e. Chat button
  - Message everyone or individual facilitators (hosts, moderator, and facilitators), as needed. Private chat feature will be disabled during this training.
  - **Please use this function to ask questions and engage in the discussion**
- f. Reaction button (clapping, thumbs up)
  - Used to engage in the discussion. Feel free to use them during discussions.
- g. Top right corner: Speaker view or gallery view. Please play around with it and find a mode that works for you!

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<b><i>How should I dress?</i></b>	We recommend comfortable clothing. Whatever you choose to wear, be mindful that others can see you, including when you stand up. Rule of thumb: If you would not wear it publicly, do not wear it on camera! 😊
<b><i>What if I have a question or comment?</i></b>	You can type up your comment or question in the chat box (preferred), and/or use the “raise your hand feature” in the participants window if you would like to speak up. Facilitators will keep track of participants willing to talk and you will be called on when it is your turn to speak up (make sure you unmute yourself at that time!).
<b><i>Is there a feedback channel?</i></b>	Yes. The chat window. You have the option to ask or talk to all members of the zoom meeting or chat with facilitators (hosts, co-hosts) privately. You can privately chat with a facilitator, host, or co-hosts to ask questions, if you prefer.
<b><i>What if my connection is glitchy?</i></b>	It happens. You can leave and re-join the meeting (using the same meeting ID and password) or try a different device. Sometimes momentarily turning off your video helps.
<b><i>Will we use break out rooms?</i></b>	Yes! Break out rooms are a place where the host can assign you to a smaller group to discuss. You will get instructions on what to do there and when finished you can leave and re-join the larger group or wait until the “host” brings you back. You can also <b>ask for help</b> by asking a host to join you if you are stuck on a problem in your breakout room.
<b><i>Will the facilitators know if I joined zoom? Can it be used for attendance?</i></b>	Yes, zoom will produce a daily list of participants that will be used to check attendance and participation. All participants are expected to attend all 4 days listed at the beginning of this document, from 12:30-2pm EST.

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***Is closed captioning available?***

Zoom is set up to create a transcript but does not have a closed captioning option. There are apps that can be downloaded to your phone and used with the computer. The closed captioning appears on the phone. We have tested “Live Transcribe-Voice to Text” and found it to be effective. Live Transcribe has a free 7-day trial available.

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***Zoom etiquette***

1. Please do NOT share any of the links, meeting IDs, or passwords to access the 2020 ASALH Virtual Teacher Workshop.
2. Be mindful of your surroundings while your video is on (privacy, quiet space, work-appropriate background). Feel free to use a virtual background if you'd like.
3. Be aware of your audio and video settings. Please keep your audio muted until you are called upon.
4. For best experience, consider eliminating distractions (phone, messaging apps, ringtones, etc.) as much as possible during the workshops. Also, please briefly stop your video anytime you need to disengage from the screen to avoid distractions.
5. Headphones might be useful, but are not required. Feel free to use them if you'd like.
6. Please engage in discussion by using the chat box and/or raise hand feature to request an opportunity to speak up. The reactions button (clapping, thumbs up, thumbs down) can also be used to “speak up”.

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***How do I leave?***

You can use the “leave the meeting” prompt on the bottom right corner on Zoom. You can log back in using the same meeting ID and password you were provided above for the main zoom meeting.

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**WE ARE LOOKING FORWARD TO LEARNING WITH YOU!**