

Adding Interactivity to Online Programs, AKA “Unmute”

Berkeley Judicial Institute

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Zoom Basics for Teaching

--BJI's Nathalie Coletta gives speakers these helpful guidelines about preparing for a Zoom program, and her good suggestions work cross-platform:

In preparing for your online session, some tips for an effective webinar presentation:

- Do give some attention to your camera angle, lighting, and background. Hokey but still helpful: <https://www.youtube.com/watch?v=ACNGhPKnmok>
- Virtual backgrounds often do not work well, especially if you tend to move around a lot.
- All speakers will have their cameras on, so be aware that the audience can see you

TIPS:

- If you aren't familiar with the technology, ask for a technical rehearsal. Try out the technology
- Belts and suspenders....let the organizers know if you plan to use PPs (even better if you share a copy ahead), whiteboard, poll questions.
- “Arrive” at least 10 minutes early.
- Know how organizers take questions---through chat, verbally, at set times or throughout
- Write down (or have handy) your meeting number and password in case you need to phone in

WIFI ISSUES:

If your Wi-Fi is unstable and affecting your audio or video quality you may be asked to:

1. dial-in to the meeting and use your phone for audio
2. turn off your video
3. both

--From Hamilton College:

[Tips & Guides - Presenting Via Zoom](#)

--Zooming Into Remote Law Practice by Judge Emily Miskel;

<https://appealsplus.com/zooming-into-remote-law-practice-judge-emily-miskel/>

(**TIP:** if you don't follow Judge Miskel on twitter, her twitter site is full of intelligence and humor, and includes some great ZOOM tips)

Articles on Adding Interactivity:

<https://hbr.org/2020/11/yes-virtual-presenting-is-weird> by Sarah Gershman, Harvard Business Review (Nov. 4, 2020)

1. Use the chat, especially when you start
2. Even when the audience can't respond, keep it conversational
3. Empathize.

<https://www.law360.com/articles/1273945/7-steps-to-romancing-the-virtual-classroom> by James Wagstaffe (May 20, 2020)

1. Fill the emotional void (use emotional language, facial expressions, hand gestures and voice)
2. Never go it alone – use hosts and facilitators
3. Teach in smaller chunks and for shorter time periods (multiple breaks and/or smaller chunks)
4. Motivate your listeners to learn (why should the students want to learn what you are teaching)
5. Involve your listeners on a constant basis (facilitate feedback/questions; regularly get informational playbacks and give quizzes; be interactive; use the breakout function;
6. Do fun things (prizes, add music, use Jeopardy format, polls – not necessary to be topic-specific)
7. Romance the virtual classroom visually (awareness of your image, background, master the teaching visuals, rehearse, virtual chalkboard)

Law360 is providing free access to its coronavirus coverage to make sure all members of the legal community have accurate information in this time of uncertainty and change

Favorite Interactive devices, techniques

- **Conference calls**

Using conference calls as a platform, judges have “met” regularly to talk about legal and physical challenges the pandemic brought on. Agenda circulated in advance, additional topic ideas welcomed. Topics included dealing with stress, operating remotely, key legal issues. (**TIP:** minimal barriers to participation, maximum opportunities for participants to share experiences.)

- **Games**

<https://kahoot.com/> (TIP: rave reviews from speakers and participants!)
<https://quizlet.com/>

(LOOKING FOR IDEAS? UNC Professor Sara Warf polled colleagues on twitter and they provided a list of virtual games:

<https://twitter.com/sarabwarf/status/1340747728993792000?s=21>)

- **Polls**

- Mentimeter, <https://www.mentimeter.com/>

Use live polls, quizzes, word clouds, Q&As and more to get real-time input - regardless if you're remote, hybrid or face-to-face.

- Poll Everywhere, <https://www.polleverywhere.com/screen-share-zoom>

- Vevox, <https://www.vevox.com/resources/videos/live-polling-with-vevox>

- **Recorded presentation, followed by live Q&A with speakers**

For example:

- Library of Congress Book Festival:

<https://www.loc.gov/events/2020-national-book-festival/schedule/>

- Tiny chats, recorded sessions that can stand alone or serve as a discussion prompt

<https://www.ncsc.org/newsroom/public-health-emergency/tiny-chats>

- **Word Clouds**

<https://www.wordclouds.com/>

- **Zoom tips (many can be used elsewhere, too!)**

--Zoom polls, <https://www.youtube.com/watch?v=erz4xtQHoVs>

--Zoom break out rooms, <https://www.youtube.com/watch?v=jbPpdyn16sY>

(From Beth Kanter, some tips on how to best use ZOOM breakouts:

<http://www.bethkanter.org/zoom-breakout-tips/>

https://drive.google.com/file/d/1AyQ37Vd_MKPUQhNwijyuMyEFXy-CcBmP/view)

TIP--Breakout rooms—after a plenary session, put participants into breakout rooms, about six per room, to discuss. Assign a facilitator in each room, and the organizers of the program can pop from room to room and listen in. Participants come back together at the end and one person from each breakout summarized the hottest topics of discussion. A group of six or eight is just enough to allow people to talk in an almost natural way, so it feels more like live interaction with just than sitting watching talking heads.

TIP--assign small group leader; have groups discuss and report back on a problem

- Questions (with pre-readings and plants)--Pick a topic, then throw open the session for questions. Accept oral questions and questions via chat, and alternate/incorporate both kinds of questions. Providing a written outline ahead of time prompts people to think of questions. (If you're concerned that a similar request will get crickets, plant some questioners in your audience, or start with your own and let others build from your question to yourself.)
 - --ZOOM screen-sharing--
 - [Sharing your screen, content, or second camera](#)
 - Here is a link to information regarding how to annotate either a white board or a shared screen.
 - --ZOOM whiteboards--

<https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>.

Tip sheets, cautions:

--**PowerPoint tips**, from Judge Cynthia Norton:

General Tips Re: Using PowerPoint for a Virtual Presentation

- The normal rules for creating a PowerPoint are even more important when presenting virtually
- Remember that some viewers may be watching on a tiny screen from a hand-held device
- Normal rules for effective use of PowerPoint include: minimizing the amount of text on the screen; being brief (no more than 6 bullets/points per slide) and using a minimum number of slides for your presentation; using clear and large font sizes and readable design templates; using appropriate colors (not too bright, high contrast, consistent); using more graphics/images than text; using

appropriate animations/transitions; adding short video or sound clips; incorporating interactivity such as polls, word clouds, etc.

- You will need to decide whether you will present and run the PowerPoint at the same time and if so, you will need to practice that with the particular presentation format beforehand to make sure you know how to advance the slides and that the platform works with the videos/animations and transitions you have incorporated into your slide deck. NOTE: it is strongly encouraged that someone else monitor the Q&A and chats if you are both presenting and running the PowerPoint; clicking to open the chat to see a question may cause your slide to advance without you knowing it
- Make sure you understand how the slides will appear to viewers, i.e., will the slides be partially obscured by your video and any tool bars? If so, you will need to leave appropriate margins on your slides.

--**ZOOM cheat sheet**, from Craig Ball at the University Of Texas School Of Law:

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HOW DO I:	Keyboard Shortcut - PC	Keyboard Shortcut - Mac
Mute All Students' Microphones	ALT+M	Command⌘+Control+M
Unmute All Students' Microphones	ALT+M	Command⌘+Control+U
Mute Instructor's Microphone	ALT+A	Command⌘+Shift⇧+A
Push to Talk When Muted	Spacebar	Spacebar
Pause or Resume Recording	ALT+P	Command⌘+Shift⇧+P

Begin Screen Sharing	ALT+Shift+S	Command⌘+Shift⇧+S
Pause or Resume Screen Sharing	ALT+T	Command⌘+Shift⇧+T
Toggle Instructor's Video On/Off	ALT+V	Command⌘+Shift⇧+V
Switch to Gallery View	ALT+F2	Command⌘+Shift⇧+W
Previous/Next Group in Gallery View	PageUp/PageDown	Control+P/Control+N
End or Leave a Zoom Meeting	ALT+Q	Command⌘+W
Switch Between Open Applications	ALT+Tab	Command⌘+Tab
<p>Switching between open applications with the last shortcut (above) is a quick way to get your bearings.</p> <p>For a complete list of shortcuts, click your profile picture in Zoom, then Settings>Keyboard Shortcuts.</p> <p>NOTE: Zoom Shortcuts work when a Zoom screen is in focus. To enable a shortcut to work globally (from <i>any</i> application screen), check the box "Enable Global Shortcut" alongside that shortcut in Keyboard Shortcuts.</p>		

TIP: stuff happens. In the world, there are bigger issues than a technology failure (although it may not feel like it at the time).

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