



## COMMUNITY EDUCATION AND DISEMINATION COUNCIL

Association of University Centers on Disabilities (AUCD)

[www.aucd.org/cedc](http://www.aucd.org/cedc)

### Tricks and Tips by CEDDC Members for Using Virtual Meeting Platforms

#### *AUCD Conference 2020 CEDDC Member Meeting*

- Using a virtual background that matches the program you are having a meeting for
- In Zoom, you can hold down the space bar when speaking for a short period of time.
- Using
- Using GoogleDrive for breakout groups
- Annotate feature in Zoom
- Turn yourself into a potato: <https://snapcamera.snapchat.com/>
- Be sure to share computer sound when you share a video on Zoom
- Keep your dog locked up with a treat so they don't interrupt your Zoom call
- If you have a Google account, can share your screen with someone if both people have gmail and are logged into Google
- In Zoom, pop out the chat box and participants box in order to effectively multi-task during the session.
- Use a virtual background! Also helps since we cannot travel.
- Provide visual description for blind or low vision folks during virtual video session
- Try to not use WebX...have had negative experiences
- Playing games while on video chat, use of [discord.com](https://discord.com)
- Remind people to rename themselves (for example: list pronouns, list group that they are affiliated with, where they are from, etc.)
- Have snacks with you!
- Automatic breakout rooms are easy to place participants randomly into rooms
- After verbally asking a question to participants, type the question into the chat so the group has multiple prompts
- Use polls and survey features in Zoom to get consensus of participants
- Get a great night's sleep every single night! When you wake up, you'll be staring at a screen, so need to be well-rested.

- Switch rooms in your house and feels like you're changing "offices"
- Using the mute button when your workspace is noisy
- Close your kitchen cupboards if you're going to be on Zoom in your kitchen
- Take a 10 minute break during a string of multiple Zoom meetings to prevent Zoom-fatigue
- Using follow-up emails for attendees from your Zoom session
- Use padlet to have all notes with you when leading Zoom session: <https://padlet.com/>
- Use the registration feature on Zoom
- Seeing how many are registered in Zoom session
- Use "CTRL +" or "CTRL -" to increase or decrease size of font in chat window
- Have someone in your household give you caffeine and food so you can keep going
- Don't learn anymore technology for 2021!
- Always expect the unexpected when working on Zoom!
- Log out and log back in....and try again
- Use chat feature – pose discussion question and set a timer to give people to think – and then call on people, good way to make a large training interactive
- Microsoft Teams – a must use! Good for daily communication, sharing files, live editing of files, share screen, record, etc.
- Download Zoom as a plug in to help with emails, it's a time saver
- When hosting on Zoom, make sure have check box checked to ensure people can copy and paste out of the chat box
- Make a list in a Word document of items and links to share in chat box as you are speaking. They will be easily accessible for you to copy and paste as you mention them.