



TRAINING PROTOCOL USING ZOOM TO TEACH

Overview

Develop a protocol to train ikebana teachers the various elements and knowledge required to use Zoom to teach ikebana classes, give workshops and do demonstrations.

Technology Requirements

1. Sign up for a Zoom Account: Free Basic (40 min limit) or Paid (unlimited time) (see <https://zoom.us> for Plans and Pricing)

[How to Sign Up & Download Zoom - YouTube](#)

(look for “Zoom coupons” in your browser search field)

2. Scheduling a Meeting and Emailing the Link to participants

[How to Schedule a Zoom Meeting - YouTube](#)

To schedule a Zoom Meeting:

- a) Click on the blue button “Schedule”
- b) Enter name of meeting, date, time and duration
- c) Click the blue button “Save”

Windows users can select “Copy to Clipboard” which appears automatically to save a copy of the invitation and then paste it in the email to invitees.

Apple device users need to open the options button on the Zoom Home Screen (three small dots on the right next to your meeting name) and select “Copy Invitation.” Then paste it in the email to invitees.

3. Basic Skills: Watch Meeting Controls Overview tutorial video/s

[Zoom video tutorials – Zoom Help Center](#)

- a) Mute (only host may Mute everyone, individual must Unmute)
- b) Start/Stop Video (Turn camera on or off)
- c) Disable/Enable a Waiting Room
- d) View (Speaker only or Gallery View to see everyone)
- e) Screen Sharing (share your desktop, unavailable on tablet Pin instead)

Advanced Skills:

- a. Pinning (give primary screen focus to an individual)
 - b. Spotlight (highlight a speaker, only meeting host/cohost may do this)
 - c. Chat & Q and A (leave a message or ask a question)
 - d. Recording the Session (save to computer/cloud or upload to YouTube)
 - e. Find your Recording in your Documents File under Zoom
 - f. Break Out Rooms (split up into smaller groups)
 - g. Virtual Background (set in Zoom Video Settings)
4. YouTube Search - type your question into YouTube's search box for multiple options and teachers

YouTube

Teacher's Basic Equipment and Materials (items in parentheses are nice to have)

1. Device/s - Desk/laptop computer, tablet, or phone (device stand)
2. Cables/cords - Power/charging cables, extension cord or surge strip (USB lightning cable)
3. Table (tablecloth or covering)
4. Clean Background - Blank wall (seamless paper, shoji or folding screen, curtain/blind, ironed sheet hung up.
5. Lighting - Bright light or window behind device aimed at teacher *avoid windows or lights behind you (pro light set up, aimed track lights)
6. Clothing - plain neutral colors
7. Give Students Equipment and Materials list
8. Teach Participants Zoom Etiquette

Advanced Equipment (bonus after comfortable with basics)

Methods for Close Ups

With a second device iPhone or iPad using Airplay on a Mac -

- a. Via a Lightning USB Cable - Select Screen Share, then click Enable iPhone/iPad via Cable (2nd device attached to main device via cable), click Share, then click on Camera app on device
- b. Wirelessly - Same steps as above except Click Enable iPhone/iPad via AirPlay. Then on iPhone/iPad scroll down from upper right corner and turn on Screen Mirroring, then select Location and tap on phone screen and then choose Camera app

- f) Whiteboard with Annotation for drawing - Select Screen Share, then click Whiteboard, then Share
- g) Switch between two cameras
 - [Blackmagic Design ATEM Mini HDMI Live Switcher](#)
- h) Microphone
 - https://www.amazon.com/dp/B07FQNBKDK/ref=cm_sw_em_r_mt_imm_awdb_9SY3GW7CN7VN63155H80?_encoding=UTF8&psc=1

Student's Equipment and Materials (items nice to have are in parentheses)

1. *Zoom application downloaded and installed on device
2. *Allow video and audio access during set up
3. Table for arrangement
4. Device - Laptop, tablet, or phone, charging cables (extension cord)
5. Device location - behind and off to one side aimed at arrangement (table or counter, rolling cart, ironing board, cat post, tripod, device stand)
6. Clean Background - Blank wall (trifold board, folding screen, ironed sheet)
7. Lighting - Bright *avoid aiming device at a window
8. (Lazy Susan) for smaller arrangements to show multiple views

*Teacher may need to assist students in these steps

Zoom Etiquette

There is no substitute for good manners in all of our daily interactions, and they are certainly appreciated more than ever in Ikebana classes, workshops, and programs. Below are standard guidelines which comprise good Zoom etiquette — being on time, maintaining eye contact, paying attention and these same principles apply to Zoom teaching and classes.

For the Host/Teacher

- Make sure to introduce guests and the program.
- Silence cell and house phones. (and the dog?! 😬)
- Ensure space is clean with appropriate background.
- Check lighting.
- Look into the camera when talking instead of looking at yourself.
- Use an agenda to stay focused and on time.
- Check the screen to watch the activity.
- Be aware of your audio and video settings.
- Wait until everyone else has left the program before leaving yourself.
- Be sure to go back to the Zoom account and "log out".

For Students/Participants

Joining a Class/Program

- Find a quiet space without interruptions or background noise. Silence cell and house phones.
- Have a plain background, avoid backlight from bright windows or stage your area.
- Position your camera as needed.
- Be on time or join early – up to 15 minutes before the start time. You will enter a waiting room and one of the host(s) will admit you.
- Have your video on and microphone off.

During the Class/Program

- Look at the camera and not yourself when talking.
- Tablet/Phone users should use the tablet in landscape not portrait mode.
- A cup of coffee is fine, but eating while in a program is not.
- Need to leave the room or opt to move your device to a different location, stop your video first.
- If you need to speak, unmute yourself first. When finished, mute yourself again!
- Raise your hand or use the Chat Box to ask a question, make a comment etc., just as you would in an in-person meeting. Do not interrupt the speaker.
- Wait to be called on before speaking.

Leaving the Class/Program

- Should your internet connection be lost during the meeting, try to rejoin if possible.
- If possible, try not to leave before the meeting is over. If you need to leave, then tell the host/teacher.
- Thank the host/teacher.

Practice Meetings or Mentorship

After practicing on one's own, if questions remain or further assistance is necessary, then one may sign up for a practice session or individual help with a mentor. See Sensei resources on the ikebananar.org website