Liaison Step-by-Step

1. Check your internet speed at speedtest.net: if your speed is under 50 Mpbs, restart your router
2. Go to the Activity Schedule (Google Doc) for your Strand or Workshop
3. On the first tab, make sure your email and cell number are listed
4. Find the Zoom Account for the session on the first or second tab
5. Open your Zoom app (program) on your computer
6. If you are logged in to the app already, log out
7. Log in, using the Zoom Account and Password located on the Activity Schedule
8. Click on the “Z” icon on the top right, and scroll down to “check for updates”: update app if necessary
9. Click on the icon again and select “Settings”
10. Check your audio and video to make sure they’re working correctly
11. Click on “Meetings” at the top of the app, which will bring up scheduled sessions for that Zoom account
12. Find the Strand or Workshop you are about to run, and click on it
13. Click “Start” to begin the session
14. Open the Participant List and Chat box, and arrange so they are easy for you to see
15. Rename your display name: “Liaison – NAME” (click “more” on your name on the Participant list, then “rename”)
16. On the Participant List, you will see when people arrive in the Waiting Room: when the Presenter(s) arrive, click “admit” on their name(s)
    1. If Presenters are late, use cell number listed on Activity Schedule to check and see if they are having technical trouble
17. Once they are in the main room, make the Presenter(s) co-host(s) by hovering over their names on the Participant List and clicking “more”, then “make co-host”
18. Ask the Presenter who will be sharing the presentation to open it and begin the share
19. Have them step through a few slides to make sure everything is running smoothly
20. Briefly review the Activity Schedule and discuss any breakouts for the session
21. When ready, click on “admit all” on anyone waiting in the waiting room
22. At the bottom of the Participant box, click on the … and uncheck “Enable Waiting Room”
23. Click “Record” on the Zoom toolbar – remember to Pause/Unpause during breakouts and breaks

## Once the Zoom has begun:

1. If someone becomes unmuted accidentally, mute them
2. Ask attendees to rename themselves with “School – Name”
   1. You or they can hover over their zoom window and click … and “rename”, or hover over their name on the Participant list and click “more’, then “rename”
   2. You can reference the Attendee tab on your Activity Schedule to match up names and schools
3. Post links and/or files in the Chat as requested
4. Keep an eye on Chat for questions, or direct messages to you requesting assistance
5. If the upcoming Breakout will be organized by School:
   1. Create needed number of rooms
   2. Rename rooms to Schools
   3. Assign attendees to the correct School breakout room
6. If the upcoming Breakout will be organized randomly:
   1. Check Activity Schedule for desired group size (ex: 3-4 people each)
   2. Create Breakout rooms: use “assign automatically” option – set appropriate number of rooms
   3. When rooms have been created:
      1. Unassign Presenters/cohosts from rooms
      2. Move people around to get desired balanced number per room
      3. If groups will be repeated, take screen shots so you know who is in each room, or note on Attendee tab of Activity School, in “Breakout Group #” column
7. Before opening/launching Breakouts, check Breakout options
   1. Uncheck “let participants choose room” (unless allowing them to do so)
   2. Uncheck “Automatically move participants to breakout rooms”
   3. Set time, if designated, for Breakout (ex: 20 minutes)
   4. Set room closing countdown timer (30 or 60 seconds)
8. Do not “Open” Breakout Rooms until it is time for them to start!
9. During Breakouts:
   1. If an attendee clicks the “ask for help” button, only YOU (the Host) will see it – keep an eye out, and let Presenters know if someone asks for help
   2. Keep an eye on time
   3. Send “Broadcast Messages” if requested by Presenter (co-hosts can also do this themselves)
   4. Close rooms when Presenters are ready
10. Keep an eye on time, and send Presenter a message in Zoom Chat when they have 10/5 minutes left