

## Facilitating Small Groups Via Zoom

- In order to facilitate a session via Zoom, you will need the following:
  - o A working microphone (a headset provides the best audio quality)
  - o A working webcam connected to your laptop
  - o A stable internet connection

### Submit your Personal Meeting ID to UME

- 1.) Go to <https://westernuniversity.zoom.us/>
- 2.) Click on “Sign in” to login to your account. You will need to login with your UWO username and password.



- 3.) This will take you to your settings page. Locate your Personal Meeting ID link. Submit this link to UME [by filling in this form](#). This will be shared with your ISGL small group.

**Danielle Dilkes**  
Department: Schulich School of Medicine & Dentistry  
Company: Schulich School of Medicine  
Account No. [Redacted]

Personal Meeting ID: 525-277-[Redacted]  
<https://westernuniversity.zoom.us/j/525277...>  
× Use this ID for instant meetings

### Start a meeting

- 1.) To start your ISGL meeting, use your Personal Meeting ID link or go to <https://westernuniversity.zoom.us/> and click “Host” (1). You will need to login with your UWO username and password.

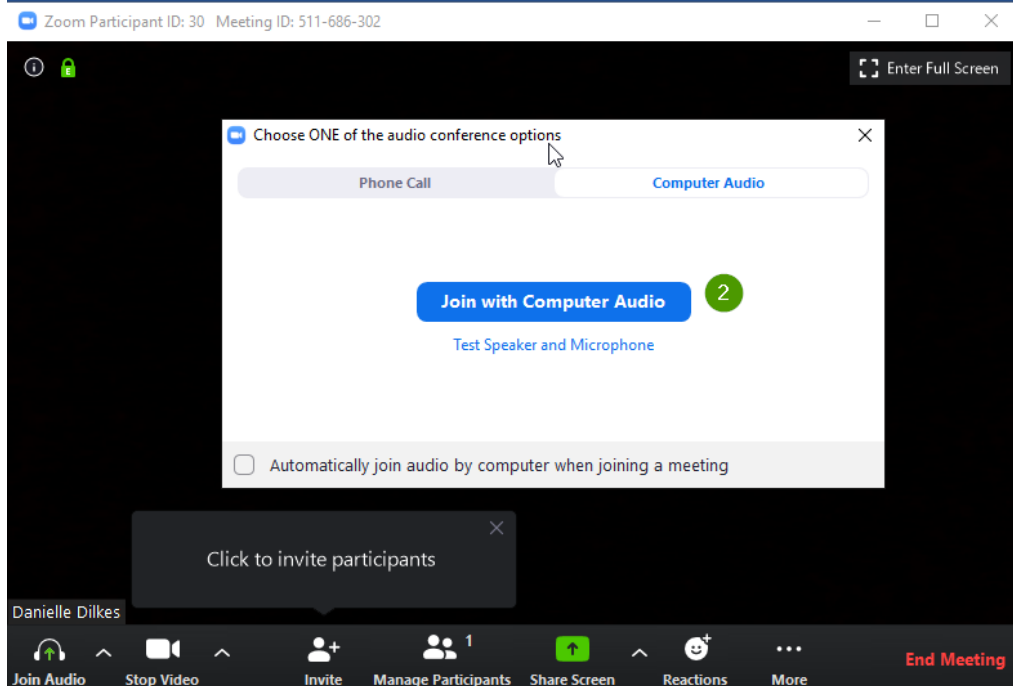
**Western UNIVERSITY · CANADA**

**Web Conferencing**

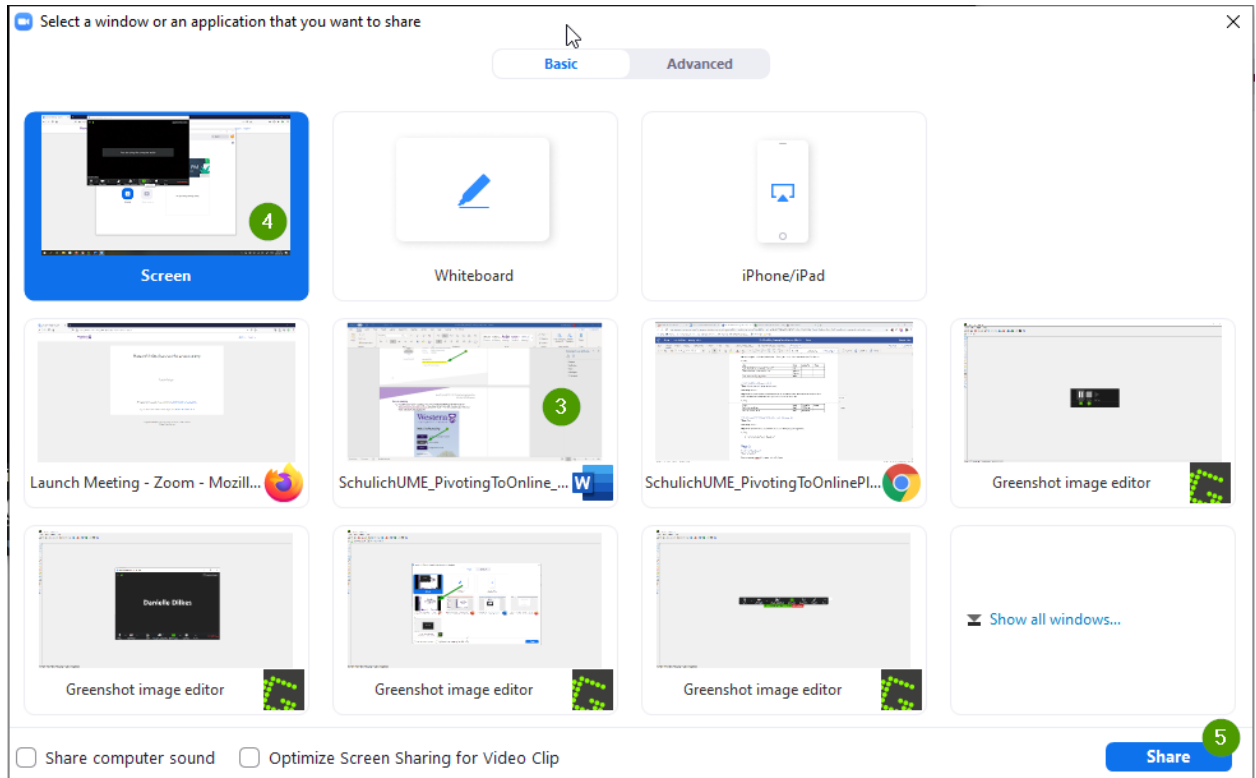
**Join** Connect to a meeting in progress  
**Host** Start a meeting  
**Sign in** Configure your account

Made with Zoom

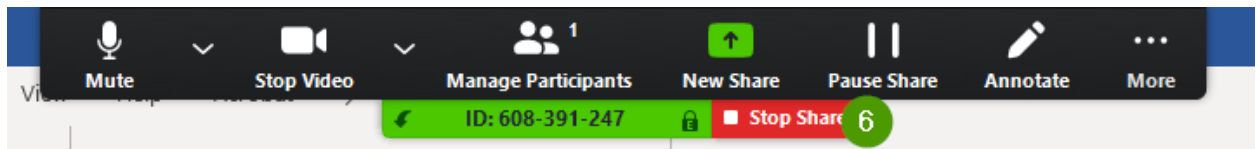
- 2.) If you are prompted to download Zoom, do so. Otherwise, the launcher should open Zoom on your device. Click to join with Computer Audio (2).



- 3.) If you want to share materials with the group, click on the green “Share Screen” button. You will be able to select a specific application (3) to share with the students or you can share your whole screen (4). Sharing your whole screen will allow you to flip between documents or applications while sharing. Once you’ve selected an option, click “Share” (5).



To stop sharing at any time, click on the red “Stop Sharing” button that will appear in the tool bar (6).

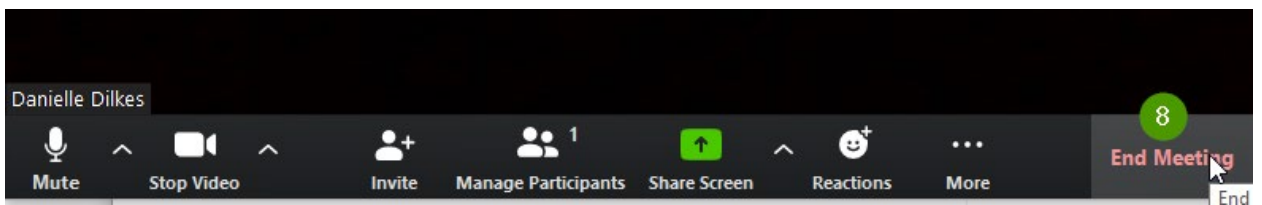


4.) By default, your Zoom session will be in “Speaker View”. This means that you will see whoever is currently speaking. To view all students in the group, you can switch to “Gallery View”. Click on the “Gallery View” button on the top right.

# Faculty Guide to Facilitating Virtual Small Groups Schulich MD Program



5.) When you are finished, click “End Meeting” (8).



## Tips for Online Facilitation

- 1.) Use your webcam and encourage your students to do the same. This increases Social Presence and helps engage participants.
- 2.) If there is a lot of ambient noise, encourage participants to mute themselves when not speaking.
- 3.) Don't multitask. When you're online, it's easy to "quickly" scan your email or get distracted by something else. Your students will notice and might do the same. Stay present in the discussion and set an example.
- 4.) Get comfortable with silence. Often, responses to questions take more time in an online environment as student consider their responses and unmute themselves. Try counting to 5 before prompting further after asking a question.