

How to Practice on Zoom

Zoom Performance Checklist

As you practice using Zoom, use the performance checklist to self-assess your mastery.

Zoom Skills	Low Mastery	Medium Mastery	High Mastery
Join session efficiently			
Test and enable/disable audio/video			
Create an effective Zoom workspace			
Toggle between Gallery/Speaker view			
Resize gallery and shared view when in side-by-side mode			
Use nonverbal cues in a timely manner to communicate effectively			
Provide responses using Chat			
Share screen a specific page in participant workbook or in form booklet			
Navigate page while in share screen			
Toggle between different pages or booklets in share screen			
Highlight text using annotation tools			
Take notes when in share screen			
Save, recall and share group work			
Ask for help when in group breakout room			
Join/leave breakout room			
Determine remaining time in breakout room using Zoom timer			