

315 Remote: Writing Skills for Case Documentation: Zoom “Room” Set up

Large Group "Room"

All participants, instructor, moderators, and observers enter this "room" when joining the Zoom session, and enter and exit this "room" throughout the session as prompted by the instructor. Participants move as directed by the instructor and/or moderator. The majority of the session happens in this room, including the simulations.

Small Group "Rooms"

One "room" is created per small group. Only assigned team members, and instructors assigned as the "host" can enter and exit this room. The instructor "host" can add moderators and observers to the team rooms as needed. These "rooms" will be used for discussion and training activities as prompted by the instructors.

Moderator

Moderator acts as the host, ensuring all participants move in and out of "rooms" as needed, supports the instructor and troubleshoots technical difficulties. The moderator is the Tech liaison and contacts the Tech team for support, if needed.