Interactivity Tool	Raise Hand	Chat Function	Poll	Break-out Rooms
Uses:	Order large group discussion Obtain key ideas / summary Use after breakout groups to hear about discussions	Allow for 'peer to peer', or 'peer to group' dialogue Gives 'everyone' a voice When microphone cannot be used (limited internet, working in shared space)	Conversation starter Ice-breaker activity Determine current level of knowledge	Way to get *everyone* involved To generate many ideas To deepen learning / discussion Practice learning, conduct case study, work through issue
Tips for Success:	Show question up on screen, where possible Give participants time to process, consider, and respond Set expectations for length of comment Control the process Acknowledge everyone's contributions, even those you don't have time to mention	Use sparingly to avoid distraction / cognitive overload Set expectations, when / how will be used, and when it wont be Acknowledge everyone's contributions, even those you don't have time to mention	Create questions ahead of time Create new polls if they are to be used at different times	Use small groups of 4-6 people (4 people for 10 minutes, 6 people for 12 minutes) Give very clear, simple to follow instructions including roles, outcomes & time allotted Send breakout activity (discussion question, etc.), in advance, or via chat just prior to the activity. Ask for someone to be the 'reporter' to share back once in large group again
Caution:	Not everyone will feel comfortable speaking up Keep topics non-threatening Allow time for participants to respond, & speak	Difficult to manage chat while presenting Repeated 'pop-ups' can be distracting to attendees	Ensure questions serve a purpose and contribute to learning / meeting	Technology may not work for everyone if internet is not strong connection

General Notes about using Zoom:
- Have a moderator where possible, running a meeting / learning session, as well as managing the technology can be challenging.
- Have a back-up person available to step in if the moderator's technology fails (running PPT, control breakout rooms, monitoring chat, etc.)