1) **Zoom Leads and meeting creation**
   - One member from each group will serve as the Zoom Lead for the semester
   - Zoom Leads will create a reoccurring meeting for their group so that the meeting credentials remain the same week after week for all team-based class sessions

2) **Etiquette for virtual roleplay**
   - Be punctual; join your team’s meeting on time (not too early, and **never** late)
   - Confirm your video cell is labeled with your name so that coaches and SCs can address you directly
   - Unless it is impossible for your context, keep your video turned on during peer discussions
   - During roleplay, learners who are not actively interviewing the SC should turn off their video and mute their microphones to allow the active learner and SC to see and hear one another clearly
   - All participants should use **Speaker View** during roleplay and **Gallery View** during group discussion (e.g., pre brief, debrief, etc.)
     - **Speaker View** illustration >

3) **Video recordings**
   - Zoom meetings will be preset to record in their entirety (including SC roleplay and debrief sessions)
     - Both in-person and virtual class sessions will be recorded and shared using an identical process
   - After each class, Zoom Leads will send a group email containing a link to the videorecording of that day’s class
   - Open the email, click the link, and download the video to complete the self-reflection exercise (see course website for more details)

Technology-related questions and/or challenges that cannot be resolved using the instructions provided on the course website ([LINK](#)) should be addressed to SBE’s IT specialist Stacy @ [stacy.schauls@wsu.edu](mailto:stacy.schauls@wsu.edu)