



# How to run the EH Discipleship Course online with Zoom

## GETTING READY

- 1 **CREATE a PAID Zoom Account.** Your team and course participants can easily download the Zoom app to their computer at no cost.
- 2 **SELECT a TECH SAVVY Person** as your “behind the scenes” administrator granting them Zoom Co-Host functionality for meeting set-up and the ability to move participants to their assigned Breakout Rooms (Table Groups) during each session.
- 3 **WATCH TUTORIAL VIDEO** with your Tech Administrator on how to Set-up and Manage Zoom Breakout Rooms/Table Groups for the EHD Course [VIDEO](#).
- 4 **LEAD a BASIC ZOOM TRAINING for TABLE LEADERS** lead by your Tech Administrator to review Zoom functions including group chat vs. private chat, gallery view, etc.
- 5 **HAVE an INTRO-SESSION for PARTICIPANTS before** the start date to cover course expectations and Zoom “etiquette”.
- 6 **CREATE & SHARE YOUR MEETING ROOM LINK, DATE, TIME.** Use the same for the entire EHD Course.
- 7 **KEEP BREAKOUT/TABLE GROUPS to 6 PEOPLE** plus the Table Leader. We found it is better to keep the Table Groups smaller allowing for more discussion time during the Breakout sessions.
- 8 **PRE-ASSIGN PARTICIPANTS to BREAKOUT ROOMS IN ADVANCE** of the first session and email Breakout Room assignments to participants and Table Leaders. Your Zoom Tech Administrator will move participants to their Table Groups during each session.
- 9 **Have COUPLES & family members JOIN FROM SEPARATE COMPUTERS from SEPARATE SPACES** if they are in the course together. This facilitates individual sharing and allows Table Leaders to observe body language.