



Team Lead Guide To Zoom

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**Your step-by-step guide for running smooth
Zoom LiveLabs as a Team Lead!**

Fall 2025 Edition

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Key

- **Figures** are labeled sequentially (e.g., *Figure 1a.*, *Figure 1b.*).
- **Letters** (*a*, *b*, *c*) show related figures and steps.
- **Inline references** appear in parentheses: (*1a*, *1b*).
- **Numbers** within a figure (*1*, *2*, etc.) indicate multiple actions in one screenshot.
- **Checks** (✓) = correct option; **X's** (✗) = incorrect option.
- **Color highlights:** ● = user action; other UI is shown only for context.



Before Pre-Game & LiveLab

Name

- Change your Zoom name to: First Name, Last Initial | Role (e.g., Allison T. | Team Lead).
- To do:** right-click yourself in Zoom → click **Rename (1a)** → type name → click **Change (1b)**.

Figure 1a.

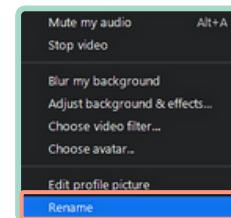


Figure 1b.

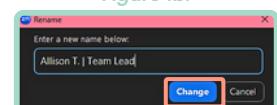
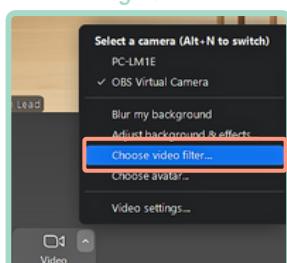


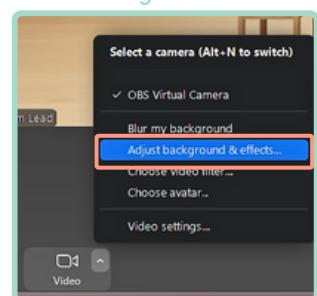
Figure 2.



Frame

- Each team member should use their designated role frame.
- Keep frame styles consistent (text alignment, position).
- To do:** click **Video** on the bottom menu → click **Choose video filter.... (2)**.

Figure 3.



Background

- Use a clean or blurred background; hide clutter/personal items.
- If needed, blur or select a provided company option.
- To do:** click **Video** on the bottom menu → click **Adjust background & effects... (3)**.

Figure 4.



Angle

- Avoid looking away or sitting too close/far (4).
- Face the camera, sit centered in frame, at eye level (5).

Figure 5.



Lighting

- Ensure balanced lighting (5).
- Avoid overly dark or bright setups.

Entering Pre-Game & LiveLab

Install and open Zoom

Download Zoom on your computer if you don't already have it (6). Launch the application.



Figure 6.

Open calendar invite

Go to your Google Calendar (while logged in to your company email), find the current date, and click the Pre-Game invite (7).

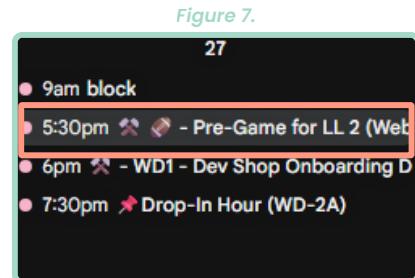


Figure 7.

Join the meeting

To do: click the Zoom link directly in the invite (8a) → click **Open Zoom Meetings** in the pop-up window (8b).

OR

To do: open Zoom application → on the Home screen, click **Join** (9a) → paste the copied link in the **Meeting ID or personal link name** box → click **Join** (9b).

*This link will be the same link used for LL.

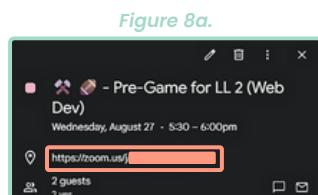


Figure 8a.



Figure 8b.



Figure 9a.

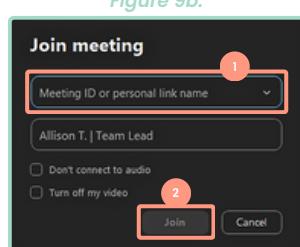


Figure 9b.

Pre-Game

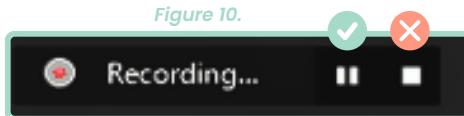
05

01.

Pause recording

- If you are the first to enter the Zoom room, pause the recording, **do not stop it**.

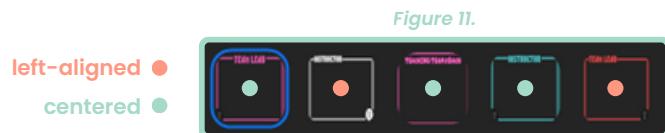
To do: in the top right, click the pause icon to toggle (10).



02.

Check your team

- Use the correct name format for all team members (e.g., Todd S. | Instructor) (1a-b).
- Keep frames visually consistent (e.g., align text the same way across everyone's frame) (2, 11).
- Check backgrounds, lighting, and angles for consistency as small details matter for students' focus and accessibility (4-5).



03.

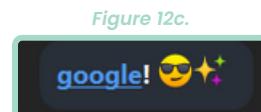
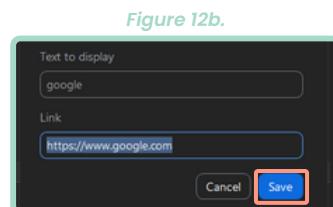
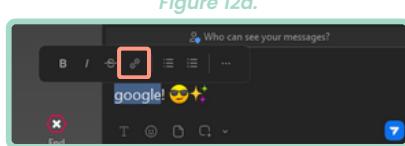
Sound check

- Have the Instructor test their volume for any songs or videos to be played.
- Ensure audio plays clearly and is at a good level for all participants.

04.

Style hyperlinks

- Gather links you'll share during the Live Lab (from slides, resources, etc.) and create hyperlinks to copy later for quick chat sharing.
To do: highlight the word in the chat area → click the hyperlink icon (12a) → paste the URL in the **Link** box → click **Save** (12b).
- Use styled links for clarity and ease. Plus, they look professional and fun (12c)!



Beginning of LiveLab

During introduction

- Mute yourself unless you and your team decide otherwise.
To do: click the mic icon on the bottom menu to toggle (13a-b).
- Spotlight the full teaching team (including Team Leads).
To do: right-click on a team member → click **Spotlight for Everyone** for the first member (14a), then **Add Spotlight** for subsequent members (14b).
- Admit students promptly as they enter using the Participants pane; keep checking for late arrivals.
To do: click **Participants** on the bottom menu (15a) → click either **Admit all** to let everyone in at once (15b) or **Admit** for each student (15c).
- Resume recording at the very beginning or after the welcome (10).
- Enable captions for accessibility.
To do: click **Captions** on the bottom menu (16a) → choose “English” from the dropdown → click **Save** (16b).
- Post a welcome message in the chat (17).

Figure 13a.

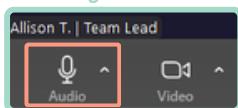


Figure 13b.

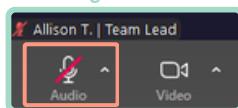


Figure 14a.



Figure 14b.

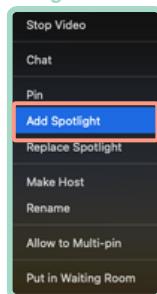


Figure 15a.



Figure 15b.

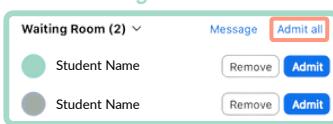


Figure 15c.

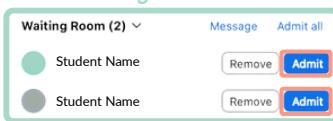


Figure 16a.



Figure 16b.

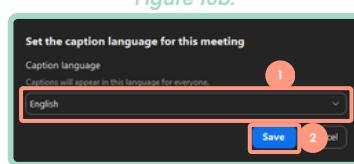
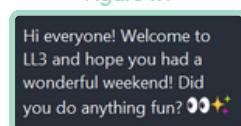


Figure 17.



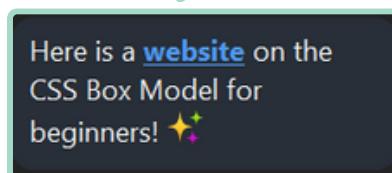


During LiveLab

During presentations & demos

- Monitor chat actively and respond, react, and escalate questions to the Instructor if needed.
 - Share helpful links from the slides or lesson plan (and any extras) (18).
-

Figure 18.



Right before breakout rooms

- Create breakout rooms closer to team time to account for late or disconnected students.
To do: click **Breakout Rooms** on the bottom menu (may be in the **More** section) (19a) → click **Assign automatically** → click the up arrow until there are between 4-6 students per room → click **Create** (19b).
 - Confirm room timing with the Instructor before opening breakout rooms.
 - Pause the recording (10) and open rooms.
To do: click **Open all rooms** from the Breakout Rooms pane (20).
-

Figure 19a.



Figure 19b.

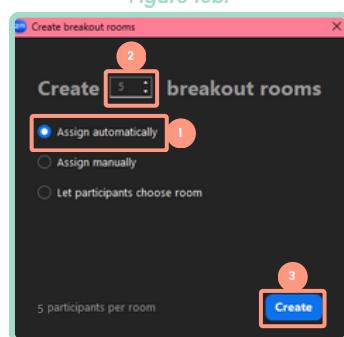
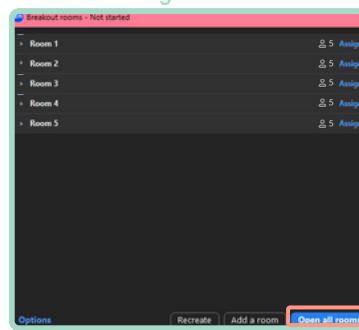


Figure 20.



Breakout Rooms in LiveLab

During breakout rooms

- If there are students that do not join their room, call on mic and follow up in chat.

After 3 attempts with no response, politely explain you'll remove them due to presumed tech issues, encourage them to rejoin, then remove (do **not** report to Zoom). Note their assigned room.

To do: right-click the student → click **Remove** (21a) → in the pop-up window, do **not** check to Report to Zoom → click **Remove** (21b).

- If a group is smaller than expected, join their room and ask if they prefer to stay as a small team or be reassigned.

To do: in the Breakout Rooms pane, click **Join** of the respective room (22).

- Instructor and Team Lead(s) should split rooms to maximize support (wait ~5 minutes before entering to let students settle) and hop around as needed.
- While rooms are active, keep the Breakout Rooms pane open to monitor raised hands, dropouts, inactive rooms, or group size changes.
- When the slotted team time is up, close rooms with the Breakout Rooms pane and wait for the countdown to finish before resuming LL.

To do: in the Breakout Rooms pane, click **Close all rooms** (23a) → in the pop-up confirmation window, click **Close all rooms** to confirm (23b).

Figure 21a.

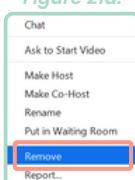


Figure 21b.

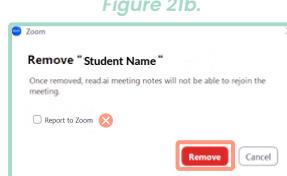


Figure 22.



Figure 23a.

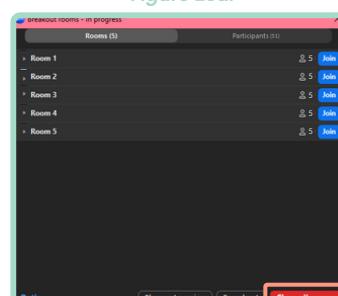
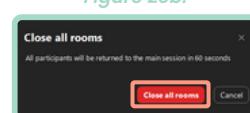


Figure 23b.



Ending LiveLab

Ending LL

- Once students are back, re-spotlight the entire team (14a-b) and resume the recording (10).
- Offer students to share their work; spotlight if helpful. Encourage presenters with a positive message after each share in chat (24) or verbally.
- Once presentations are done, the Instructor will pass the mic to you for Key Takeaways. This is your moment to briefly highlight the upcoming Project and the videos students should watch before the next LiveLab (see page 10 for guidance).
- After you finish, pass it back to the Instructor to officially close LiveLab. Send a quick farewell in the chat to commend students' effort and wish them well (25).
- Pause the recording (10).
- If you have extra time, stay and answer lingering questions.
- **Before any teaching team member leaves early**, confirm they're not Host. If they are, pass Host to someone staying to ensure the meeting stays open.
To do: current Host right-clicks desired Host → click **Make Host** (26).
 - When those that stayed over are finished, the final host **must** click **End Meeting for All**, not **Leave** (27), to ensure the room fully closes and the recording saves properly.
 - If you're at or over time, share the Drop-Ins link in chat and remind students they're welcome to join you there for help (28).

Figure 24.

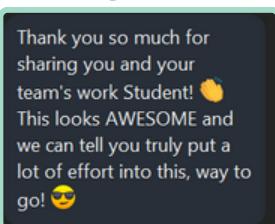


Figure 25.

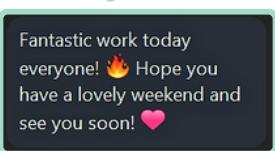


Figure 26.

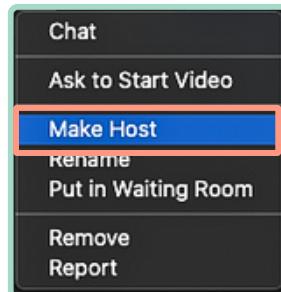


Figure 27.

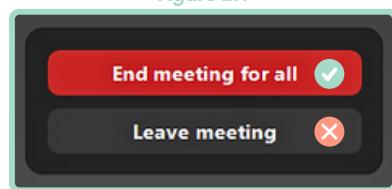
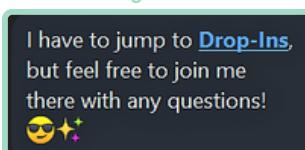


Figure 28.



Key Takeaways Do's and Don'ts

Do's

- ✓ Keep tabs in one window, ordered for presenting, and hide bookmarks along with personal tabs to reduce distractions.
To do: in the Chrome browser, click the 3 dots in the top right → click **Bookmarks and lists** → click **Hide Bookmarks bar** (29a-c).
- ✓ Use Student View in HQ for clarity.
To do: while in HQ, click **Student View** in the top right (30).
- ✓ Share a synopsis, walk through the rubric, provide an example, and note common errors or tips.
- ✓ Highlight due dates (repeat if multiple projects are due).
- ✓ Promote career content if relevant.
- ✓ Encourage students and emphasize to seek support through Drop-Ins and HelpHub.

Dont's

- ✗ Shuffle between multiple windows, leave tabs unordered, and have unrelated/personal tabs visible.
- ✗ Present from Instructor/Admin view because it confuses students and looks different from their screen.
- ✗ Just read the instructions without adding context or helpful guidance. Give tips on common errors you have encountered before.
- ✗ Assume students saw or remembered the due dates. Always reiterate!
- ✗ Skip over career content as these resources matter for student growth and engagement.
- ✗ End abruptly. Always encourage students, mention resources, and address open questions.

Figure 29a.

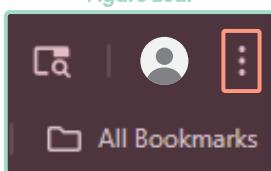


Figure 29b.

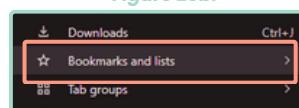


Figure 29c.

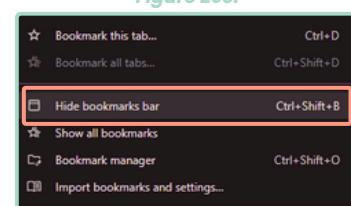


Figure 30.





Good luck, you got this!

Have questions or suggestions?

Slack the Team Lead channel!



Remember: you don't have to be perfect, just prepared. This guide is here whenever you need it!

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