



TMI FACILITATORS



Facilitating a Local *Va'ad* Online or In-Person

Scheduling

First, you will need to communicate with TMI staff regarding your desire to schedule a local course (either in person or over Zoom). A course scheduling form is required to reserve your local course, these forms are specific to the course you are leading. Email info@mussarinstitute.org to request a blank form. You will also return your completed form to Rivka or Dianne based on who initially responds to your request.

Registration

Once TMI staff receive your course scheduling form with start date, one of us will send you the online registration form link. It will be the same one normally used for local courses. This ensures that your participants will not be confused with participants in other courses. There will be a place for registrants to select your group on the online form. As of Summer 2020, all local course fees are the same as any online course TMI offers, there is no longer a different pricing for local courses. To see the cost of a course you wish to offer, please visit: <https://mussarinstitute.org/courses-training/>.

TMI staff will process registration and invoicing directly through TMI. *If your synagogue needs special dispensation to support participants and would like to send TMI a check rather than employ direct participant invoicing, please let TMI staff know when you schedule your course.*

Recruitment

You will need to work with your synagogue administration regarding electronic recruitment through email blasts, emailed synagogue newsletters and flyers, the synagogue's social media sites (FB, Twitter, Instagram), and possibly even phone calls if your synagogue has a member directory. TMI cannot post your course online or advertise your course on your behalf.

Roster

Once at least six participants register for your course, the course can begin per the advertised start date. If you do not reach the minimum, you can agree to not accept full facilitator

compensation for your course, or you can postpone the start date while you continue to recruit participants. Please communicate with TMI staff to reschedule a start date.

Coursesite Access

Your Canvas coursesite access will be granted once you submit your course scheduling form to TMI staff. The form is needed to set up the start and end dates of the coursesite online.

Your participants will be granted Canvas coursesite access no more than one week prior to a scheduled course start date. This ensures enough time for new users to get acquainted with the coursesite and read introductory information, but in an efficient manner. Late registrants will be added as soon as possible once they register and remit payment for the course.

Zoom Access

If you have your own basic Zoom account, you will not be able to use it to facilitate your local course online because it has a 40-minute session length limitation. It also requires password access for participants to prevent “Zoombombing” (when uninvited guests enter courses). Zoom Pro account holders may use their own accounts to schedule their sessions.

If you need Zoom meetings set up for you because you don’t have a Zoom Pro account, please let TMI staff know when you submit your course scheduling form. We will then create the Zoom sessions based on your specific course dates and times and email you the Zoom join link and call-in information that you will include in your welcome email one week prior to the course start date (see below).

Welcome Emails

One week prior to your course start date, TMI staff will send a technical coursesite access welcome email to your participants and copy you as facilitator. This establishes TMI staff as technical/admin support for your course.

It will then be your responsibility to send your own welcome email with the reminder of the course meeting dates, times, Zoom/call in information, and preparatory reading assignments (if applicable). We recommend that you suggest that your participants add the course and Zoom join information to their personal calendars so that they have the information handy. Remind them that it is the same join information each week, the link and phone number will not change. Please include your email and phone number as well. This establishes you as the content provider of the course to your participants.

Zoom User Set-up

When users try to enter a Zoom meeting for the first time, Zoom will prompt the user to install Zoom on their computers. This will require them to create a free, basic Zoom account. However, Zoom can also be launched on the web, which does not require a download and account creation. There is slightly more functionality for users who download Zoom, but the decision should be left to the user, do not dictate which version they should use if you cannot offer technical support yourself. Zoom offers online tutorials, and you should direct users to Zoom Support here: <https://support.zoom.us/hc/en-us>.

All participants must use a computer, tablet, or smart phone with a camera and microphone installed. *The ability to be on camera is a requirement for your course as it is not simply a webinar.*

Zoom Tips

Join your Zoom meeting about 10-15 minutes early so you can:

- test and adjust your audio and video and to trouble shoot any problems
- adjust room lighting and seating so that your face can be easily seen
- practice screen sharing
- and have your *va'ad* materials ready

Be in a quiet and private place, your *va'ad* is a confidential setting for your participants.

Zoom gives you a choice of how to configure your screen. We recommend Gallery View so you can see the entire group, which replicates the experience of being in the room together.

Remember that you are always on camera:

- Avoid touching your face and hair, adjusting your clothing, stepping away from the camera, or moving your face so that your entire face can always be seen clearly.
- Avoid loud and distracting background noises (family, pets, TV, radio, phone, doorbell, etc.).

Remind your participants to not talk over others as Zoom only picks up one active speaker at a time.

Remind your participants when it's appropriate to mute or unmute themselves. If you have your own Zoom Pro account, you can directly mute or unmute your participants.

Do not multi-task during the session. Your focus should be on your group members, paying attention to verbal and non-verbal behavior. Good eye contact is especially important when online.

Zoom Recording

Generally we ask that facilitators not record their Zoom *va'ad* sessions out of respect for the confidentiality of all participants. Your sessions will not be set up on auto record by TMI staff. If you have your own Zoom Pro account, please do not set your session to record.

On the rare occasion when you will know in advance that a participant cannot attend and has asked for the session to be recorded, you must first get unanimous consent from all other participants before recording. Further, your recording must be “in the cloud” (meaning on Zoom’s website) not your desktop computer. If your session was scheduled by TMI staff, please let us know as soon as possible so that we can set up auto-record in the cloud for your session. If you own your account, please simply let us know a session will be recorded so we can assist you to ensure the recording is in the cloud.

Recording links should then be edited so early greetings and non-course chatter are not included when emailed to the participant who missed the session. TMI Staff can edit Zoom recordings on TMI Zoom accounts only. If you own your Zoom Pro account, you will need to edit your own Zoom recording.

When emailing a Zoom recording link to a participant, remind them the link is private, all sharing in the recording is confidential, and that they must not allow anyone not in the course to view the recording. Recommend that they delete the email where they received the link once they have viewed the recording.

All course Zoom recordings are to be deleted upon course completion.

Course Support

Initial course scheduling:

info@mussarinstitute.org or call (561) 571-5135

Content:

Avi Fertig at avi@mussarinstitute.org

Registration/invoicing/payment/roster:

Rivka Felsher at rivka@mussarinstitute.org

Technical (Canvas/Zoom):

Dianne Benmayor at dianne@mussarinstitute.org