

Doing Simple Scene Work Via Zoom

The following four steps are taken from suggestions from Emerge Education

1. **Programs.** Close other windows and other programs running in the computer, especially browser windows - Other software will compete for resources.
2. **Video Stream.** Make sure that your mic and webcam are working properly before starting.
 1. You may have to adjust your computer settings.
 2. Join 20 minutes prior to the actual meeting for this step.
3. **Internet.**
 1. Verify your internet connection & strength. (Data from your phone can be variable, depending on service).
 2. Turn off the devices not necessary on your Wi-Fi network. The more devices you have on your network the slower your connection will be.
 3. Put phones on airplane mode for this step.
4. **Phones & Notifications.** Turn off computer and phone notification.

Creating a split screen for scene work

Once in Zoom:

- Towards the bottom left, to the right of the camera icon there is an **arrow**. Click on it to open. Click **Video settings** (these may be in different places depending on your computer or operating system. I am using Chrome on a MacBook Pro)
- A screen appears. The second icon down says **Video**. Click on it.
- On the next screen, under Meetings, look for **Hide non-video participants**. Check it. Then close window
- Ask all attendees to go to **Gallery View**; the mode you can see thumbnails of all participants. The button for that is in the upper-righthand corner. (When you are in Gallery View it will say Speaker View in the upper-righthand corner).
- Pick two participants to do a scene
- Everyone else is to turn off their video and mic. The host turns off their video but keeps their mic on to side coach
- Once everyone's video is off you should see a split screen with the two actors.
- Instruct the actors to put their cursors over their partners picture. They will see **three dots** appear in the top right corner. Click on it and choose **pin video**. Now the actors will only see their partners face. Or, in Gallery they go their own picture, click on **three dots**, scroll down and click on **Hide Self View**.
- Now you are ready to go.