

STUDENT VOLUNTEER ZOOM ASSISTANTS

To recruit student volunteers to assist with Zoom, you can present the text below in a welcome email before the term begins, include it in your course outline, and/or post it to the course homepage with an announcement. Language used will vary depending on class size, number of lectures, desired number of students to assist with managing Zoom call, etc.

What is a Zoom Assistant?

Each class, I will ask **[insert number]** student volunteers to monitor the Zoom chat and communicate peer questions to me. I will respond to questions at dedicated times during the lecture **[indicate when question periods will take place, e.g. anytime during lecture, every 15-20 minutes, twice per class, at the end of class, etc.]**.

Each lecture day, **[X-Y] students who volunteer** will be scheduled to act as Zoom assistants for that class. You will pick your day(s), so you know which day you will be in on 'Zoom duty' ahead of time.

There will be **a maximum of [number]** student Zoom assistants per class, and sign-ups will be first come, first served using this sign-up sheet (include link to sign-up sheet - try using [self-enrol groups in Brightspace](#)). You may sign up for **up to [X] classes** for the term.

If you wish to be considered as a back-up for last-minute cancellations, please email me to introduce yourself and indicate your interest in helping out on an as-needed basis! Students who sign up for a class may still indicate interest in being a back-up.

Note: Being a Zoom assistant does not mean you are in the 'hot seat' or that you must answer student questions in the chat. Rather, you are simply monitoring the activity to inform me of a raised hand, a technical issue or a question. If you have any questions about being a Zoom assistant or your participation, please do not hesitate to ask.

If a small class: We are a fairly small group and we will get to know each other quite well this year, but this will be a great way for me to connect names to faces early on!

If a large class: Since we are a large class, it is possible there will be more interest than there are lecture dates (i.e., available spots for Zoom assistants). In this case, we will use a lottery system, and if selected, you will be provided with the date of the class for which you will be the Zoom assistant.