

Portfolio Coach Virtual Session Checklist

Use this checklist to optimize a virtual Portfolio session.

Preparing for the Session

- ☐ Make a Zoom test call to test your connection, camera, and microphone - preferably using a wired internet connection
- ☐ Consider arriving a few minutes early to chat informally with students, similar to in-person sessions. It may help foster a sense of connection between group members.

Starting the Session

For yourself:

- ☐ Log in to Zoom on the tablet in the physical classroom
- ☐ Sit within the camera view
- ☐ Be aware of lighting to ensure you are visible and well-lit
- ☐ Verify that others can see and hear you

For others:

- ☐ Welcome the group warmly
- ☐ Let others know to mute their microphones when not speaking
- ☐ When using the Zoom chat box, it should not become a replacement for the group discussion; the goal is for active group listening and sharing
- ☐ While the session is in progress ask that everyone try to avoid distractions, such as using other devices or programs that are not relevant to Portfolio
- ☐ Remind the group about setting ground rules:
 - Privacy: use headphones if not in a private space, do not copy text box chat
 - Professionalism: wear appropriate attire, avoid distracting eating during session, join from a quiet and private (non-public) space
 - Engagement: keep cameras on, discuss expectations for participation (e.g., allow others to finish talking before jumping in etc.)

During the Session

For you as the Coach:

- ☐ Try to be aware of your own body language and lighting to ensure you are visible to other participants.
- ☐ Encourage and remember to allow space for students to talk; be cognizant of how much you are speaking.
- ☐ At times, the group may be quieter than you expect. Silence is OK—it allows time for students to think and generate further thoughts and questions.
- ☐ Consider a variety of open-ended and probing questions.
- ☐ Silence may appear to last longer. Remember that responses may take more time because students need to unmute their microphones.



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ZOOM TIPS

- When too many students are trying to talk at once, ask them to use the Zoom “raise hand” function. Click on the Participants control to easily view raised hands in the Participants tab.
- Switch between Zoom “Speaker View” (to focus on the current speaker), or “Gallery View” (to see more of the participants).
- Press and hold the spacebar in Zoom to quickly mute; release the spacebar to unmute.
- Do not use the record button/function.
- Be aware of time - Please keep in mind that the Zoom session ends at the exact time specified.

Problems with Zoom?

Check out:

- [Teaching with Zoom \(EdTech Guide\)](#)
- [Zoom Cheat Sheet for Instructors](#)

For other technical issues,
contact MedIT Service Desk

📞 1.877.266.0666

✉ medit.servicedesk@ubc.ca