# Farm Resilience Mentorship Program

## Zoom skills for mentors and IPs

For the live session for farmers, mentors may need to use Zoom to perform the following tasks:

* Share their screens or allow participants to share their screen
* Use the chat function
* Use the annotate function to write on a white board (or on a prepared slide)
* Create groups to work in breakout rooms
* Mute participants (when someone leaves their mic on by mistake or is disrupting a training or exhibiting inappropriate behaviour)
* Create a survey and display the results
* Record a session
* Enable live transcription function

These settings should be pre-set by IPs and host access and instruction provided to your Mentors.

FCS would like Mentor training sessions to be recorded (at least in the first year) to assist with assessment of the program.

FCS would also like mentors (or IPs) to record and enable live transcription for at least a few participant sessions in each stream so that we can use excerpts from each session to recreate a session experience for those who might not be able to attend a live session with a mentor. Recordings and transcription excerpts would be chosen so as to not reveal any personal participant names or identifying information. A clause will be added to the LMS consent form, informing participants their voice may be recorded during the class sessions and their voices and/or transcribed comments may be shared without any personal identifying information attached attached

We ask that you set your zoom settings to allow recording, but to only record the Mentors screen/screen share, not the participants’ screens.

We ask that you set your zoom settings to allow mentors to enable live transcription of each session.

Recordings and transcripts need to be shared to the “cloud” not the mentor’s computer when Zoom prompts them for a file saving location at the end of the session.

Please file session recordings and transcripts in this folder- insert link. If you have any questions, please contact Crystal ([admin@farmersforclimatesolutions.ca](mailto:admin@farmersforclimatesolutions.ca))