

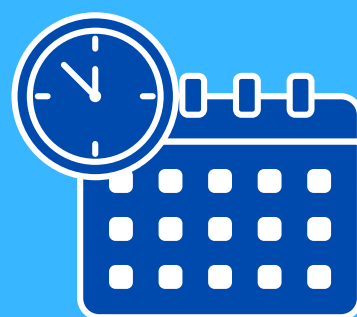
# VIRTUAL TESTING

## HOW TO NAVIGATE ZOOM

1

### HOW TO SCHEDULE

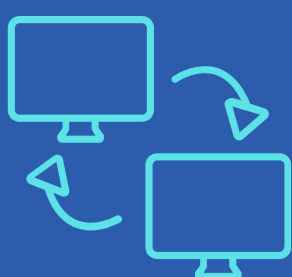
Use the “schedule” option of Zoom to: select the date/time, turn on host’s and participant’s audio and video, enable the waiting room, and automatically record the meeting.



2

### HOW TO SCREEN SHARE

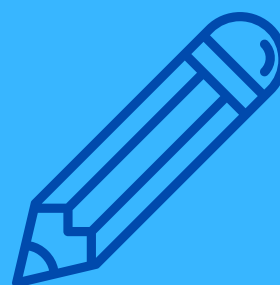
When using screen sharing on Zoom, only select the assessment to be shared (not the entire desktop). The child should not see emails, names, or any other personal information.



3

### USE ANNOTATE

Utilize the “annotate” feature (which allows children to draw or use a stamp to indicate a choice) when administering receptive tasks. \*Note that this feature is not compatible with Chromebooks\*



4

### HOW TO SHARE SOUND

When sharing sound, use the “share computer sound” box for optimal sound quality. Also, utilize the whiteboard feature so that children who can read do not see the labels of any files.



5

### TO CONTROL AUDIO

To help control Zoom's audio dampening, point to the child when it is his/her turn to speak and use a signaling phrase to direct the audio/video back to the evaluator (e.g., “Here comes the next word.”).



6

### TROUBLESHOOTING

If the audio stops functioning, use the chat function to communicate a quick message (e.g., “I’m going to sign out and sign back in to see if that fixes the audio.”).



7

### ENDING THE SESSION

Select “end meeting for all” at the conclusion of the session.



### WANT MORE INFORMATION?

Follow the Written Language Lab and Childhood Hearing Loss and Language Development on social media for virtual testing tips and study updates!