

Using Timing Cards in a Zoom Meeting

If during a meeting, you will have people speaking for a specific time and want to show them timing cards, this will process will work.

Instead of in-person timing cards, the person that is assigned to be the timer changes their background. The timer can be the host, cohost or any participant.

Click to download the images here.

https://www.dropbox.com/sh/uy5s52cmazabwr0/AACHYXLmpSHeraQNdMR_RtVea?dl=0

One time:

The timer needs to have download the three different colored background images (green, yellow & red) or whoever has those can share those in the Chat function of Zoom with the appointed timer.

Open/Join a Zoom meeting

Go to Change Virtual Background and add each of the three images to the virtual background library.

Timing Protocols:

Typically, the leader confirms with the speaker/member how long they are going to speak. The length should be given with minimum and maximum designations. For example, 2 to 3 minutes, 5 to 7 minutes, etc.

The timer will flash the green background when the speaker has reached the minimum time, the yellow half way between the minimum and the maximum, and the red on the maximum and leave it on. If a person was going to introduce themselves in 2 to 3 minutes, the timer would change the background:

- 2 minutes green
- 2 ½ minutes yellow
- 3 minutes red.

The speaker should try to speak to at least the minimum time (green) and if they are still speaking when the red shows up, they need to wrap it up within 30 seconds.

Timer's Duties

Have their virtual background library open and leave open so they can easily click on the different colored image. (The timer can move that box where ever they want on their own screen.)

Have a stop watch or cell phone with stop watch ready to go.

When the speaker starts to talk, the timer will have their usual background, whatever that is and start the stopwatch.

When the speaker has reached the minimum time, click to the green background and leave it on and leave the virtual library open.

When the speaker has reached half way between the minimum and maximum click to the yellow background and leave it on and the library open.

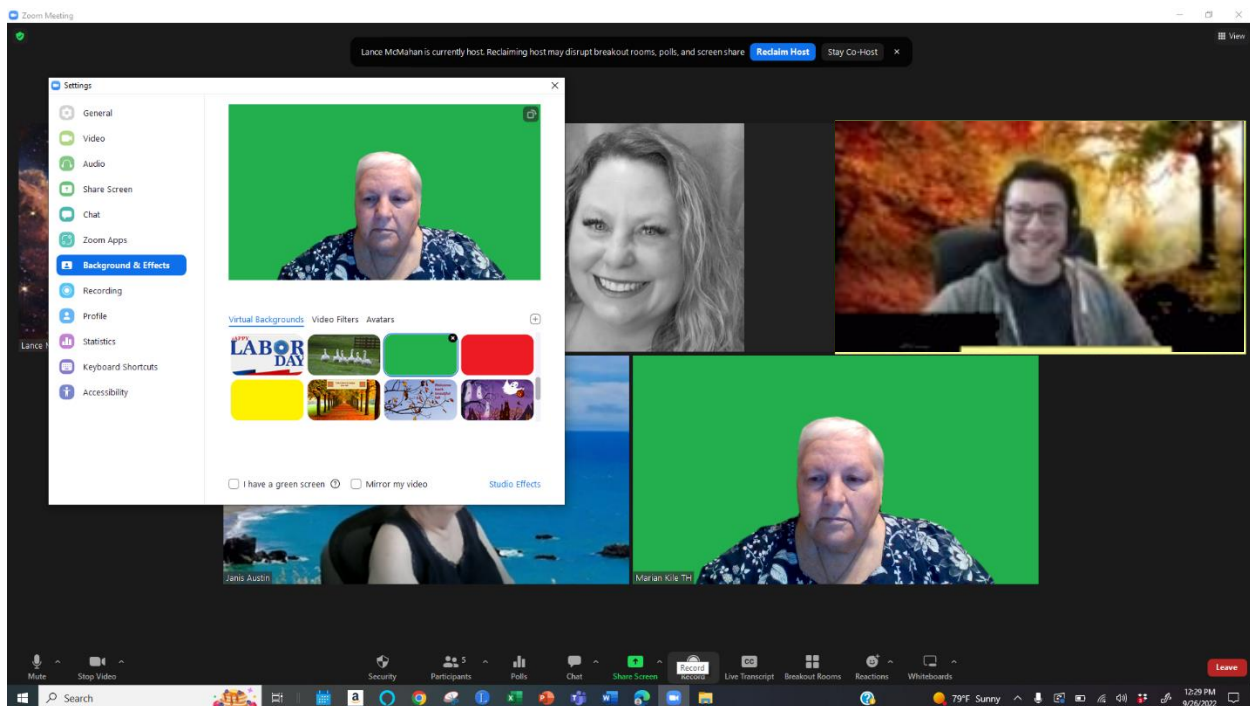
When the speaker has reached the maximum time or cell phone, click to the red background and leave it on.

When the speaker is done, click stop on the stopwatch or cell phone, go back to the usual background and make a note of the timing. (The person might want to know exactly how long they took, so it is a good idea to make a note.)

Speakers Role:

The speaker should have their screen set to gallery so they can see the timer's image on their screen.

The speaker needs to glance at the gallery view periodically to see if the timing background has been clicked on.



Possible problems:

If the speaker is on a cell phone, they will not see the video image of the timer on their phone. In that case, the timer should continue with the different backgrounds but as they change the different colors, they should simply announce the color while the speaker is talking. So, they would state "green", then "yellow" then "red."

If the speaker is sharing their screen (maybe sharing a slideshow), they need to be sure to see the timer's video image. They cannot be in speaker view – maybe make the timer a co-host so their video image doesn't get lost.

Note

This same process can be used for a timed exercise for the participants. An example would be for the leader to give the participants 4 to 5 minutes to write down their ideas about the video or presentation.