

How to Lead a Zoom-Based Manuscript Study

SET UP

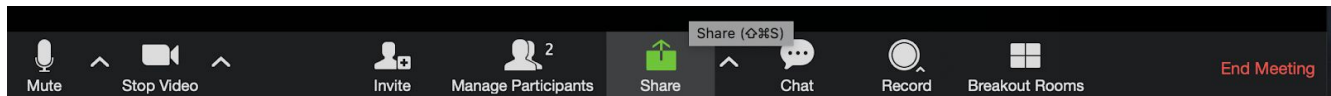
1. Get a paid zoom account* (staff can set up multiple meetings for their students from one account)
2. Format Scripture in a simple one-page PDF or Word Document
3. Send the Zoom link ahead of time
4. Make sure all participants know how to download and get on a call:

Hey everyone, our first call will be at [time] on [day]. To join the call, you can click this link [link] when it's time to start. Before our call, make sure you download Zoom. zoom.us/download.

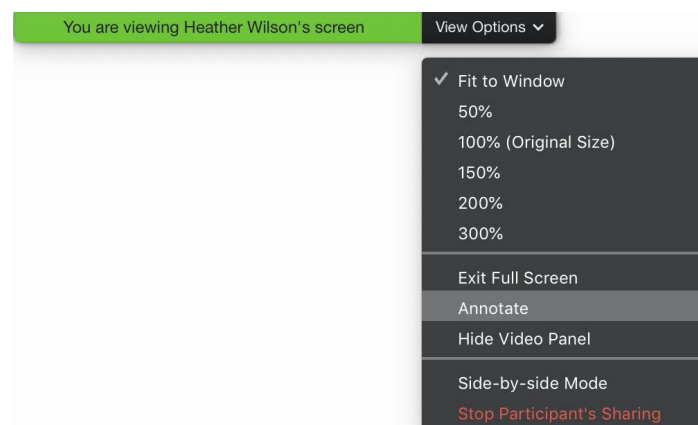
Our call works best on a laptop, but let me know if you are calling by phone.

ANNOTATING MANUSCRIPTS

1. Share your screen with the bible passage & select Annotate.



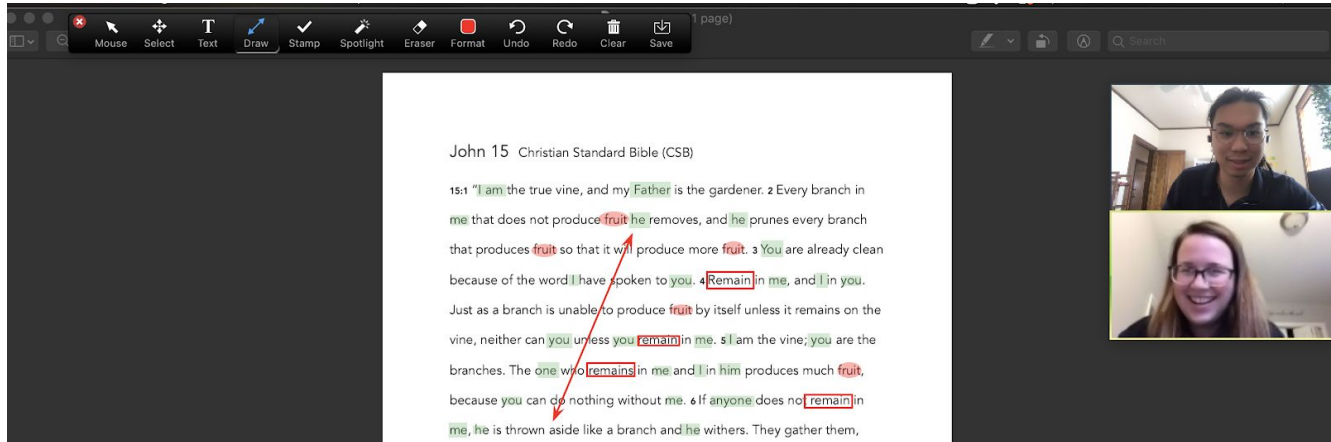
2. Instruct Participants to "View Options" and click "Annotate." This is what they should see on a computer. Participants on a tablet or phone should see a blue circle with a pencil (and will have limited tools for annotation).



3. Pray and invite the group to begin annotating scripture.
4. Pick one of these ways to engage the scripture, or create your own!

Option A: Independent Annotation

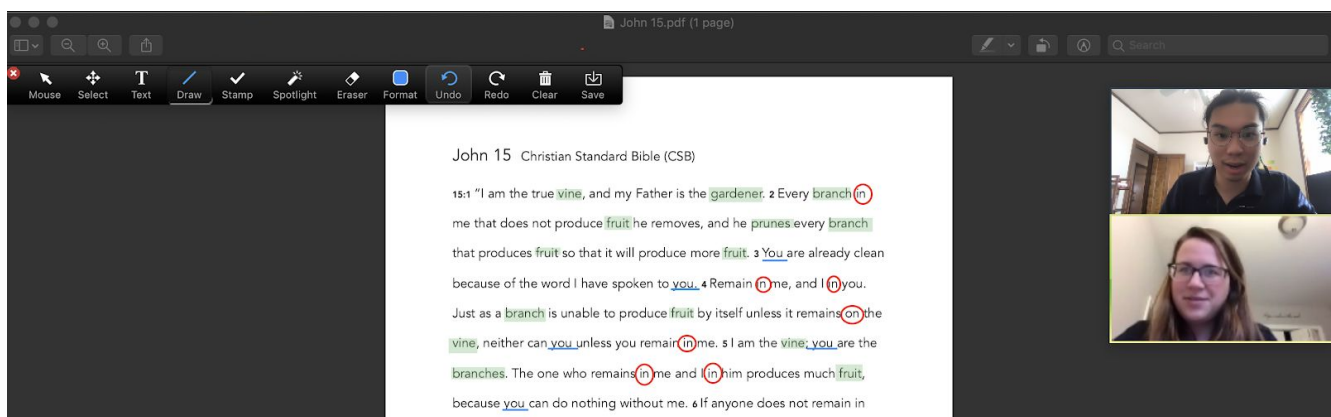
Each participant can select a color and annotate as “independently” as possible. So, even though they see that someone else has highlighted a particular word, they can highlight it as well.



+ Pros	Tips
It is easy to see patterns of observations across the whole group.	For bigger groups, the colors will get confusing. Encourage participants to annotate something even if someone else already has.

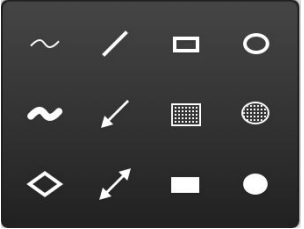
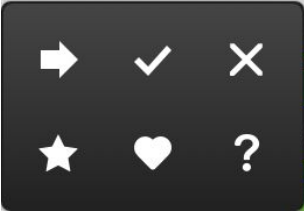
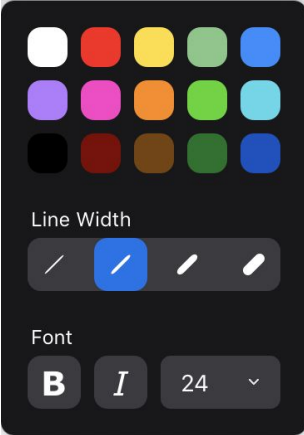
Option B: Thematic Collaboration

The leader can choose 2-3 central themes and assign each one a color. Participants can then annotate any of the themes and change their annotations to match the colors.



+ Pros	Tips
Participants work together to annotate the manuscript. Annotations focus on certain themes.	Encourage participants to point out what colors or shapes they are using for each theme as they find them. Create a “legend” box if needed.

ANNOTATION TOOLS

Tool	How to Use	Looks Like
Text	Can be used to write out questions for the passage in empty space. (Consider using a Google Doc to track questions as well).	
Draw	<p>Squiggly Line: Avoid using as it tends to be messy.</p> <p>Straight lines: Use for underlining.</p> <p>Arrows: use to connect ideas.</p> <p>Empty Boxes/Circles/Diamond: Used to box words or phrases</p> <p>Dotted Boxes/Circles: Use as a highlighter.</p>	
Stamp	<p>Arrow: Includes participant's name. Can be used when you want to know who annotated something, ex. "What part sticks out most to you?"</p> <p>Check/X/Star/Heart: Use these stamps as needed. Be creative!</p> <p>Question Mark: Can be used for participants to mark their questions about a part of the passage.</p>	
Spotlight	<p>Use as a laser pointer.</p> <p>Only visible for the person sharing their screen. Participants don't have access to this tool.</p>	
Eraser	Use to remove annotations.	
Format	<p>Color: Applies to text and drawings. Does not change the colors of stamps.</p> <p>Font: Ask participants to change font size to 12 or 14 (instead of the default, 24).</p>	

1 HOUR OUTLINE

0:00-0:05 → Arrival and chatting.

0:05-0:12 → Check-in/icebreaker.

0:12-0:15 → Introduction to passage and explanation of Zoom tools. Give guidelines for what kind of annotation participants should be doing.

0:15-0:22 → Solo observation and question time.

0:22-0:30 → Invite all participants to notice and observe everyone else's observations/annotations.

0:30-0:42 → Pick a question to discuss more fully and look for answers.

0:40-0:55 → Give space for an application discussion.

0:55-0:60 → Close in prayer (share prayer requests and pray for each other if time).