

# **Instructor Zoom Training**

## **Session 3: Active Participation Courses**

OLLI at Duke

August 2020

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Chair, IT Committee

# Agenda

- Planning Your Course
- Conducting a Class Session
- Technology and Zoom Prep
- Zoom Features for Instructors
- Communicating with Students
- Next Steps

# OLL Fall 2020 Term

- 64 courses across wide range of topics
  - ✓ Most are 10 weeks, some are shorter
- ~70 instructors and 20+ guest speakers
- All online using Duke Zoom account
- Key dates
  - ✓ Sep 1, 2: Registration opens
  - ✓ Sep 14: Classes start
  - ✓ Sep 28: Yom Kippur observed (Monday)
  - ✓ Nov 23: Classes end

# Training Calendar

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Aug 2020	9	10 <b>Online Catalog Available</b>	11 Instructor Zoom Training #1 @ 1 pm	12 Instructor Zoom Training #2 @ 10 am	13 Instructor Zoom Training #3 @ 10 am <sup>BH</sup>	14	15
	16	17 <sup>BH</sup>	18 <sup>BH</sup> Instructor Special Topics 1 pm	19 Instructor Special Topics 10 am	20 Instructor Special Topics 1 pm	21 <b>PDF Catalog Available</b>	22
	23	24	25 Moderator Info Session 1 pm	26	27 Member Zoom Orientation 1 pm	28	29
	30	31	1 <b>Registration</b>	2 <b>Registration</b>	3 Rehearsals Mon classes	4 <b>KP</b>	5
Sep	6	7 Labor Day	8 Rehearsals Tue classes	9 Rehearsals Wed courses	10 Rehearsals Thu courses	11 Patriot Day Rehearsals Fri courses	12
	13	14 <b>Classes Start</b>	15	16	17	18	19

# Training Calendar

Date	Time	Topic
Tue 8/18	1-2 pm	Zoom Screen Sharing: Slides and Media
Wed 8/19	10-11 am	Zoom Polling Tools and Whiteboard
Thu 8/20	1-2 pm	Zoom Breakout Rooms for Discussion
Tue 8/25	1-2 pm	Moderator Information Session
<b>Sept 1-2</b>		<b>Registration Opens</b>
Thu 9/3	class hours	Rehearsals for Monday classes
Tue 9/8	class hours	Rehearsals for Tuesday classes
Wed 9/9	class hours	Rehearsals for Wednesday classes
Thu 9/10	class hours	Rehearsals for Thursday classes
Fri 9/11	class hours	Rehearsals for Friday classes

# Planning Your Course

# Planning Content

- Create and refine syllabus down to weekly detail
  - ✓ Share high-level outline with students
- Have course and weekly class goals
- Anticipate ways to adjust pace of course
- Consider using PowerPoint **sections** feature
  - ✓ Single file with slides grouped by week or topic
  - ✓ Use slide sorter to rearrange entire course content

# Interaction Styles

<b>Class Interaction Style</b>	<b>Participant Video</b>	<b>Participant Audio</b>	<b>Interaction Tool</b>	<b>Participant View</b>	<b>Participant Moderator</b>
Lecture + Q&A	Off	Muted	Chat	Speaker	Yes
<i>Discussion (25 to 50+)</i>	Off	Muted	Chat	Speaker	Yes
Discussion (10-24)	On	Unmuted	Raise Hand	Gallery	No
Breakout Rooms (10-20)	On	Unmuted	Raise Hand	Gallery	Yes
Active Participation	Course-specific	Instructor choice	Instructor Choice	Gallery / Spotlight	Instructor choice
Panel Discussion	Off	Muted	Chat	Speaker	Yes
Interview (none for fall)	<i>Off</i>	<i>Muted</i>	<i>Chat</i>	<i>Speaker</i>	<i>Yes</i>

# Active Participation Courses

- Instructor's approach
  - ✓ Explain or demo then students perform activity
  - ✓ Students follow along with instructor in real time
- May include some lecture or discussion
  - ✓ Choose: chat for Q&A –or– Zoom “raise hand”
- Decide on appropriate Zoom views
  - ✓ Students view instructor during activity?
  - ✓ Instructor want to view students during activity?

# Active Participation Courses

- Students share their projects
  - ✓ Speak to class / hold project up to webcam
  - ✓ Send project/photo to instructor before class
- Instructor uses extra camera(s) projects
  - ✓ Close-up or wide-angle
- Play background music during activity

# Guest Speakers

Jay Dunbar – T'ai Chi

G. Wade Carmichael - More Drawing Challenges

## Poll #3 – Instructors only, please!

Which of these techniques do you plan to use in your active participation course? (check all that apply)

- Instructor explains/demos then students perform
- Students follow along with instructor
- Instructor uses extra camera (close-up or wide-angle)
- Projects shared in real time – students show/speak
- Projects shared with instructor via email
- Class interaction: Chat -or- Zoom “raise hand”
- Play background music during activity
- Not sure about some of these

# Conducting a Zoom Class Session

# Zoom Class Roles

- Tech – staff and volunteer class tech
  - ✓ Starts Zoom meeting (OLLI staff only)
  - ✓ Acts as Zoom host or co-host
- Instructor – has Zoom co-host capabilities
- Moderator: assists with class interactions
- Guest speaker

# Pre-Class

- Staff starts Zoom 30 minutes before class time
  - ✓ **Instructor / moderator / volunteer tech join**
  - ✓ Discuss logistics for that class
- Students join 10-15 minutes before start
  - ✓ Informal socializing and Zoom “housekeeping”
- Students must display full name in Zoom

# Start of Class

- Class starts promptly at scheduled time
- Staff/tech reads or plays recorded intro
- Staff starts recording (selected courses)
- Staff or moderator introduces instructor

# During the Class

- Plan for pauses
  - ✓ Play short video or music, ask question in chat, etc.
  - ✓ Ask for participant window nonverbal feedback
  - ✓ Helps keep students engaged and thinking
  - ✓ Gives instructor a breather
- Plan for Q&A breaks (esp. lectures)
  - ✓ Coordinate with moderator / “starter” questions
- Use graphics and media to “mix things up”

# Ending the Class

- Allow sufficient time for final Q&A (if any)
  - ✓ Wrap up 5 minutes before published end time
- Suggest preparation for next class (optional)
- Remind students of course website (if available)
- Encourage feedback in chat
  - ✓ Prompt students with a specific question or idea
  - ✓ Periodically ask what's working & how to improve

# Between Classes

- Student readings (e.g., from website)
- Students view recording (selected courses)
- Instructor communicates with students
- Instructor communicates with moderator

# Moderator (optional)

- Recommended for large or interactive courses
  - ✓ Helps with student/instructor interactions
- Goal is for good rapport with instructor
  - ✓ Meet/email before class start and between classes
- Moderator training / info session: Aug 25
  - ✓ Instructors will be invited
- Instructor helps choose their moderator
- Rehearsals will include moderators

# Observations

- Pace yourself – pauses are important!
  - ✓ Allow extra time for students to ask questions
  - ✓ Screen sharing transitions delayed 1-2 seconds
- Find ways to engage students – start to end
- Takes more energy to teach online
  - ✓ Sitting still in front of computer screen
  - ✓ Less student feedback / no eye contact
  - ✓ Harder to get energy from the class

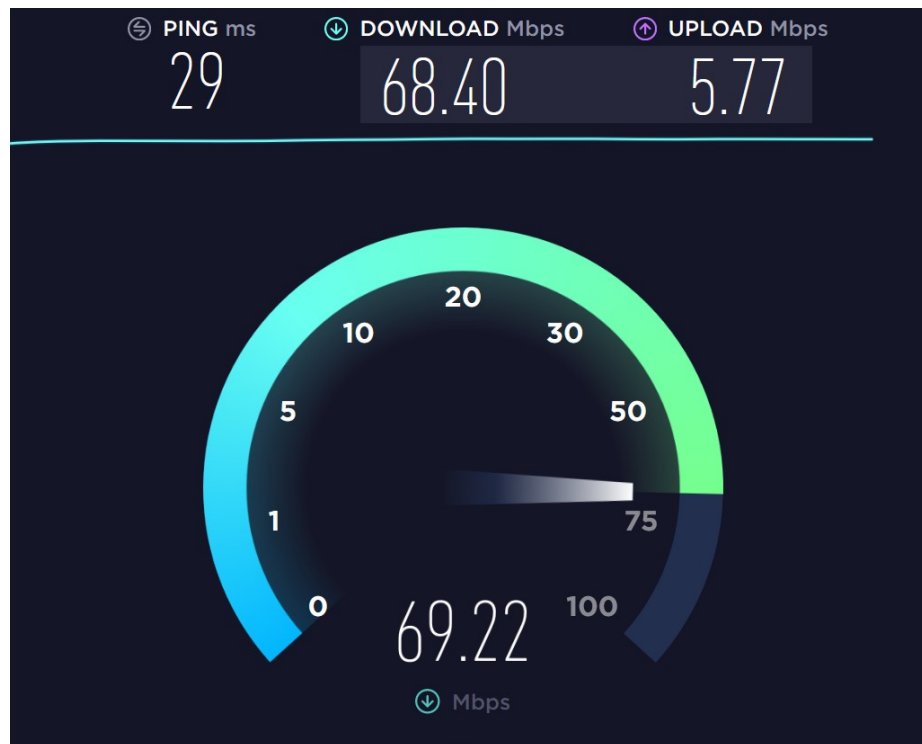
# Technology and Zoom Prep

# Technology: Devices

- Device: laptop or desktop
  - ✓ Install software updates before class! “Patch Tuesday”
- Microphone – laptop or external
- Webcam - laptop or external
- Ample desk space with comfortable chair

# Technology: Internet

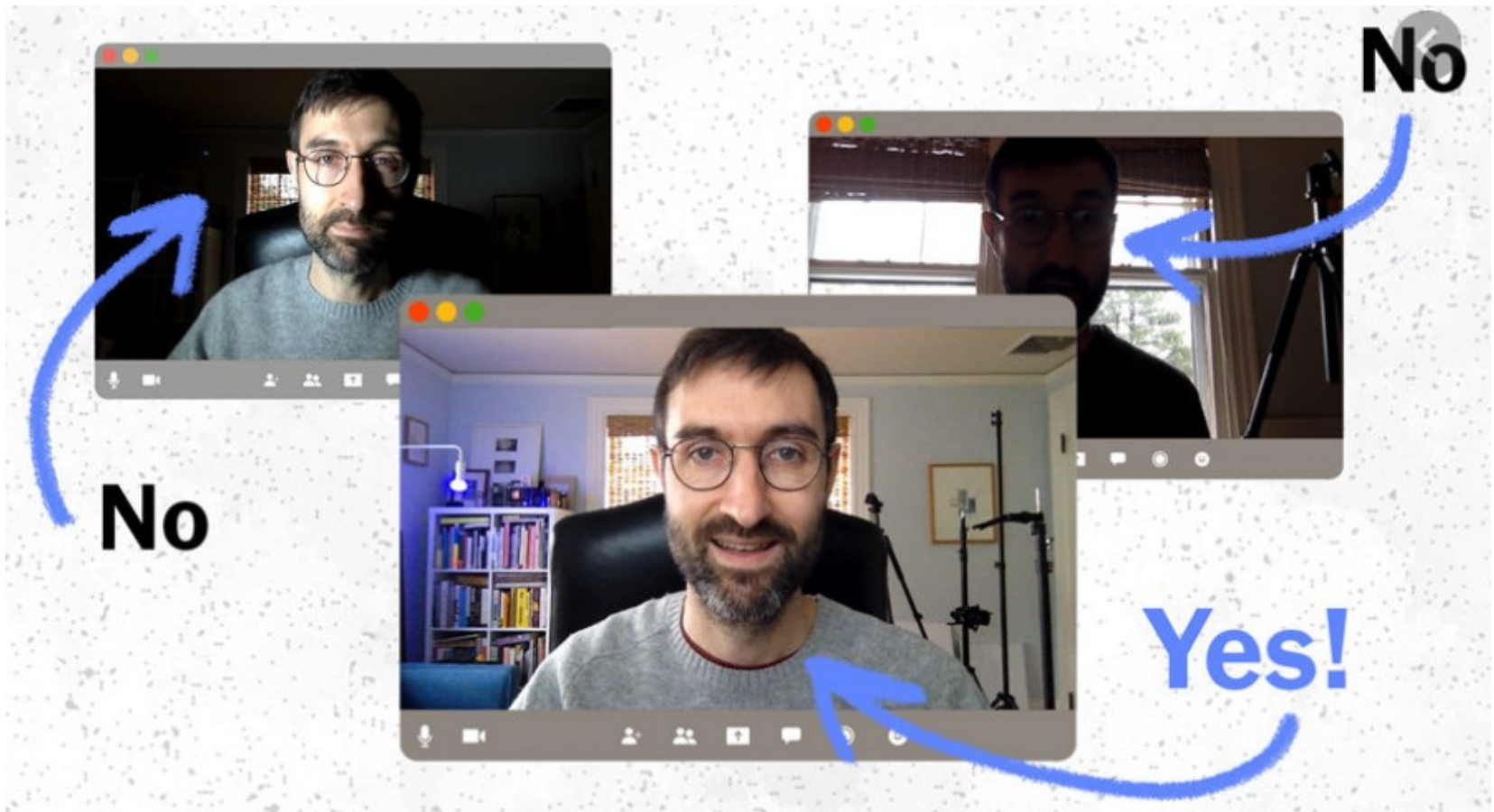
- Bandwidth: at least 20 Mbps download
  - ✓ Check internet: [speedtest.net](https://speedtest.net) and click “Go”
  - ✓ If slow or unstable call provider for assistance



# Teaching Space: Video

- Pleasant background
  - ✓ Do not recommend virtual backgrounds
- Natural lighting is best
  - ✓ Evenly lit face, no window or lighting glare
- Camera close to eye level (avoid looking down)
  - ✓ Use books to raise a laptop 4-6”
- Center your face in the video
  - ✓ Check the Zoom video preview before joining
  - ✓ Look directly at camera (place photo just above it )

# Teaching Space: Lighting



- Link: [Video lighting tips](#)

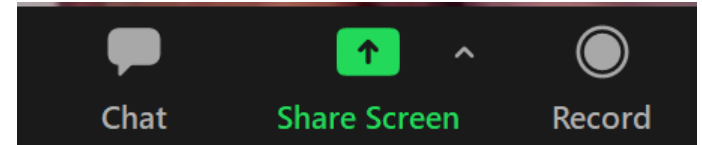
# Teaching Space: Audio

- Confirm clear audio without echo
  - ✓ Purchase better microphone, headset or earbuds
- Avoid background noise
  - ✓ Mute / unplug phone – including landline
  - ✓ No radio, TV, appliances, loud pets
- Prevent echo: only one audio device active!
  - ✓ Join on second device without audio
- Avoid rustling paper near microphone

# Zoom Features For Instructors

# Zoom: Share Screen

- Tool bar: click “share screen”



- Share screen window appears (next slide)
- 1 - Click on the application window to share
  - ✓ Only share entire “Screen” if using multiple apps
- 2 - If sharing video, check box at bottom
  - ✓ Optimize Screen Sharing
- 3 - Press blue “Share” button at lower right

# Zoom: Share Screen

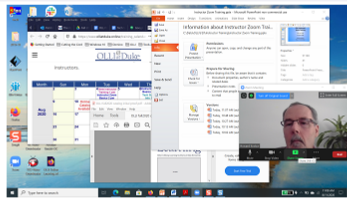
Select a window or an application that you want to share



Basic

Advanced

Files



Screen

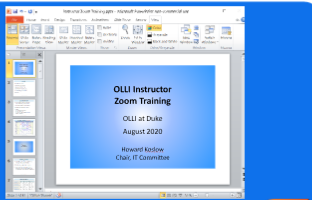


Whiteboard

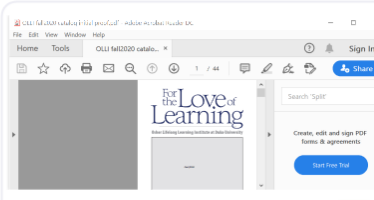


iPhone/iPad

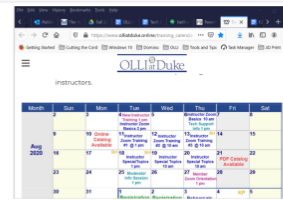
1



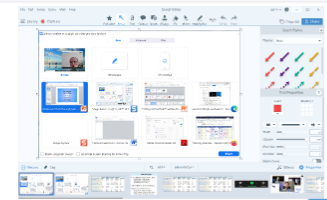
Instructor Zoom Training.pptx - ...



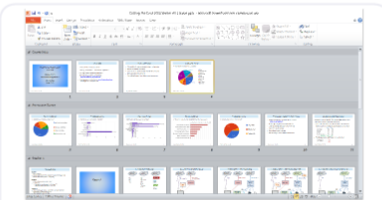
OLLI fall2020 catalog initial proof...



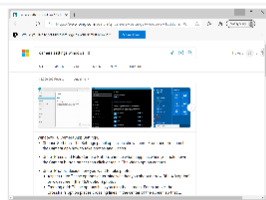
Training\_Calendar - Mozilla Firefox



Snagit Editor - [Aug 11, 2020 10:5...



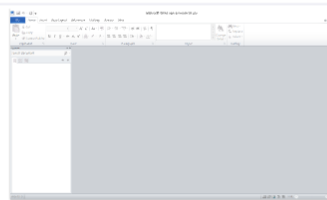
Cutting the Cord 2020 Winter All...



camera settings windows 10 - Bin...



Snagit Capture



Microsoft Word non-commercial ...

2

Share computer sound  Optimize Screen Sharing for Video Clip

3

Share

# Zoom: Sharing Slides

## **Special Topics Aug 18 - Sharing slides & media**

- Basics of sharing a slide show + practice
- Alternative to Presenter View to see slide notes
- Methods of playing videos or other media

## **Zoom “party line” sessions**

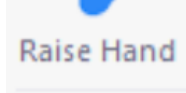
- Drop in any time to practice sharing screen
- Following Aug 18 session + Aug 21 + other?

# Zoom: Interactions

- Chat

- ✓ Open Chat, type message, press Enter
- ✓ Private chats will be disabled during classes
- ✓ Chat window can be resized or moved

- Raise Hand


- ✓ Open Participants, press  at bottom
- ✓ Call on students in the order hands were raised

- Try both!

# Zoom Tips

- Practice on personal Zoom account
  - ✓ Join with second device - but without audio
  - ✓ Share screen and view as students will see it
- Confirm shared screens are readable
  - ✓ Slides are legible, not too busy
  - ✓ Magnify web pages or app windows if needed
- Advanced: large screen TV as monitor
  - ✓ Connect to computer via HDMI cable

# Personal Zoom Account

- Sign up on [zoom.us](https://zoom.us) – click 
- Free account
  - ✓ Unlimited time for two participants
  - ✓ 40-minute limit for three or more
- Schedule in advance or “instant” meeting
- Paid account is \$15/mo (or annual discount)
- Practice Zooming with 2 devices or housemate!

# Communicating With Students

# Communicating

- Instructor → students
  - ✓ Email using Learnmore instructor portal  
sender appears as: **learnmore@duke.edu**
  - ✓ Student emails not provided by OLLI office
  - ✓ Post information on course website
  
- Students → instructor
  - ✓ Reply to instructor email
  - ✓ Email instructor directly
  - ✓ Post files to cloud storage: dropbox, onedrive, etc.

# Instructor Portal

- Log in: [learnmore.duke.edu](https://learnmore.duke.edu)



- My Profile
  - ✓ Change user name or password
  - ✓ Change email address
- Courses: Click title to display class list

# Instructor Portal: Email

- Send to entire class or selected student(s)
  - ✓ Compose email - can include URLs to websites
  - ✓ Optional attachments (but keep them small)
- Include link to course website (repeat this!)
- Portal handles email to large classes
- Consider creating a separate instructor email
  - ✓ Use your favorite email system, e.g. Gmail
  - ✓ Share with students to contact you

Next Steps

# Special Topics

- Screen Sharing: Slides and Media - 8/18 1-2 pm
  - ✓ Sharing PowerPoint (& Keynote)
  - ✓ Playing videos, DVDs and audio
  - ✓ Downloading (short) videos
- Zoom Polling Tools & Whiteboard – 8/19 10-11 am
- Zoom Breakout Rooms – 8/20 1-2 pm

# Preparing Guest Speakers

- Instructors contact guest speakers session
  - ✓ Send link to questionnaire
- Guests speakers submit online questionnaire
  - ✓ Contact info, devices, presentation needs
- Coordinate training with tech volunteers
- Instructors arrange individual rehearsals
  - ✓ Typically a few days before guest participates

# Rehearsals

- All instructors attend on scheduled day & time
  - ✓ Staff and tech support also attend
  - ✓ Moderator attends (if assigned)
- Each presents opening minutes of first class
- Practice transitions
  - ✓ Technical: sharing screen, playing videos, etc.
  - ✓ Interactions: chat or “raise hand”
- Peer instructors observe and give feedback

# Resources

- [OLLI Instructor website](#) (e.g., Tip Sheets)
- [olliatduke.online/instructors](#)
  - ✓ Slides and recordings of training sessions
  - ✓ Training session calendar
  - ✓ Equipment list
- One-on-One Tech Support can be requested

Please provide feedback  
on this session  
in Zoom chat

**Contact:**

**[howard.koslow@gmail.com](mailto:howard.koslow@gmail.com)**