Topic	Resources and Tips	Links	
1. Review your course information and plans	Excerpts from **Online Teaching**	Video	Slides
Review Zoom course protocol	New instructors will review protocol during their rehearsal	Video	Slides
2. Check your Zoom technology	Excerpts from **Zoom for Instructors**	Video	Slides
Confirm Zoom version is 5.11.x (or above)	Instructions to check Zoom version	Video	Slides
Confirm adequate internet speed	Open https://speedtest.net Click on "Go", wait 30 seconds for speeds to appear. Look for >30 Mbps download, 5 Mpbs upload.	Video	Slides
Comfirm video image quality	Confirm image is clear and has no "freeze frame" effects	Video	Slides
Check lighting and background	Face evenly lit and centered in view; avoid distracting backgrounds (e.g., bright light or window, moving objects, clutter); selective use of virtual background, e.g., blur	Video	Slides
Confirm audio quality	Confirm voice is clear (not muffled) and has no "stutter" or echo	Video	Slides
Check for background noise	Mute phone, including landline; no barking dogs, appliances, etc.	Video	Slides
Will you use multiple computer displays?	Discuss at prep & check session, if appropriate	n/a	
Will you use external (second) camera?	Discuss at prep & check session, if appropriate	n/a	
3. Use Zoom features and transitions	Excerpts from **Zoom for Instructors**	Video	Slides

Share content from computer (e.g., PowerPoint)	Steps to share screen:
	  1. Click green "Share Screen" in Zoom toolbar
	  2. Select single app or "Screen" (Win) / "Desktop 1" (macOS)
	  3. If sharing video: click "Optimize for video" box
	  4. Press blue "Share" button in lower right
	  5. Click on application window (e.g., Powerpoint)
		Video	Slides

Find or switch to an application screen to share	**Windows:** Hold **Alt** key and press **Tab** to see app windows;
	   Tab to next app; release **Alt** to select the app.
	macOS: Hold **Command** key and press **Tab** to see app windows;
	   Tab to next app; release **Command** to select the app.
	   or press **F3** to see all open apps/windows arranged on desk
		n/a	

Switch to slide show mode in PowerPoint	Tip to open slide show (with function key): **Windows:** F5 = first slide, Shift + F5 = current slide **macOS**: Command + Return = first slide Command + Shift + Return = current slide	n/a	
Set up dual (multiple) displays for Presenter Mode	Practice if needed in a prep & check session. May need to use PPT Display settings to "swap" displays	n/a	
Share a video (from link in slide, browser window or downloaded video)	Tip: Remember to click "**Optimize for video**" from Zoom Share window	Video	Slides
Share a website from browser window	Tip: Close browser tabs not needed for the class. Use browser "Zoom screen" option to enlarge webpage text if needed.	n/a	
Share YouTube video		Video	Slides
Use screen share annotation / whiteboard	Tip: Use to highlight content on a shared screen, take notes in breakout room. Practice if needed in a prep & check session.	Video	Slides
4. Interact with students in the Zoom classroom	Excerpts from **Zoom for Instructors** and **Zoom Advanced**		
Moderator/Facilitator handles chat questions	Coordinate with your moderator	Video	Slides
Save Zoom chat at end of class session	Tip: Some moderators do this but instructor can also do it	Video	Slides
Use "Quick poll" via Zoom "Reactions" Yes/No	Coordinate with your moderator	Video	Slides
Use Zoom "Poll" feature: multiple choice questions	Note: Email poll questions to **betina.huntwork@duke.edu** at least 48 hours before class	Video	Slides