

Topic	Resources and Tips	Links	
<b>1. Review your course information and plans</b>	Excerpts from <a href="#">Online Teaching</a>	<a href="#">Video</a>	<a href="#">Slides</a>
Prior teaching experience + your expectations	Discuss at prep & check session	n/a	
Brief overview of course and a typical class session: instruction style (lecture, discussion, active skill learning), timing and types of student interaction (chat, raise hands to speak, etc.)	Discuss at prep & check session	<a href="#">Video</a>	<a href="#">Slides</a>
Review Zoom course protocol	New instructors will review protocol during their rehearsal	<a href="#">Video</a>	<a href="#">Slides</a>
Will you have a moderator?	Most instructors informed of moderator assignments after registration	<a href="#">Video</a>	<a href="#">Slides</a>
Will you have guest speakers?	Instructor responsible to ensure guest is Zoom-ready	<a href="#">Video</a>	<a href="#">Slides</a>
Will you have a course website?	Type website URL in chat during class with <a href="https://">https://</a> prefix	n/a	
Instructor wants to be spotlighted? (and guests, e.g., for interviews)	Discuss at your team rehearsal or intro, or at pre-class	n/a	
<b>2. Check your Zoom technology</b>	Excerpts from <a href="#">Zoom for Instructors</a>	<a href="#">Video</a>	<a href="#">Slides</a>
Confirm Zoom version is 5.11.x (or above)	<a href="#">Instructions to check Zoom version</a>	<a href="#">Video</a>	<a href="#">Slides</a>
Confirm adequate internet speed	Open <a href="https://speedtest.net">https://speedtest.net</a> Click on "Go", wait 30 seconds for speeds to appear. Look for >30 Mbps download, 5 Mbps upload.	<a href="#">Video</a>	<a href="#">Slides</a>
Confirm video image quality	Confirm image is clear and has no "freeze frame" effects	<a href="#">Video</a>	<a href="#">Slides</a>
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	<a href="#">Video</a>	<a href="#">Slides</a>
Confirm audio quality	Confirm voice is clear (not muffled) and has no "stutter" or echo	<a href="#">Video</a>	<a href="#">Slides</a>
Check for background noise	Mute phone, including landline; no barking dogs, appliances, etc.	<a href="#">Video</a>	<a href="#">Slides</a>
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	

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<b>3. Use Zoom features and transitions</b>	Excerpts from <a href="#">Zoom for Instructors</a>	<a href="#">Video</a> <a href="#">Slides</a>
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)	<a href="#">Video</a> <a href="#">Slides</a>
Find or switch to an application screen to share	<b>Windows:</b> Hold <b>Alt</b> key and press <b>Tab</b> to see app windows; <b>Tab</b> to next app; release <b>Alt</b> to select the app. <b>macOS:</b> Hold <b>Command</b> key and press <b>Tab</b> to see app windows; <b>Tab</b> to next app; release <b>Command</b> to select the app. or press <b>F3</b> 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): <b>Windows:</b> F5 = first slide, Shift + F5 = current slide <b>macOS:</b> 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 " <b>Optimize for video</b> " from Zoom Share window	<a href="#">Video</a> <a href="#">Slides</a>
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		<a href="#">Video</a> <a href="#">Slides</a>
Share other than computer screen: audio file, DVD, second (external) camera, iPhone/iPad, video file	Discuss at prep & check session	<a href="#">Video</a> <a href="#">Slides</a>
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.	<a href="#">Video</a> <a href="#">Slides</a>
<b>4. Interact with students in the Zoom classroom</b>	Excerpts from <a href="#">Zoom for Instructors</a> and <a href="#">Zoom Advanced</a>	
Moderator/Facilitator handles chat questions	Coordinate with your moderator	<a href="#">Video</a> <a href="#">Slides</a>
View chat	Tip: Awkward to do while sharing screen, just rely on moderator	<a href="#">Video</a> <a href="#">Slides</a>
Save Zoom chat at end of class session	Tip: Some moderators do this but instructor can also do it	<a href="#">Video</a> <a href="#">Slides</a>
Use raise hand via Zoom "Reactions"	Coordinate with your moderator	<a href="#">Video</a> <a href="#">Slides</a>
Use "Quick poll" via Zoom "Reactions" Yes/No	Coordinate with your moderator	<a href="#">Video</a> <a href="#">Slides</a>
Use Zoom "Poll" feature: multiple choice questions	Note: Email poll questions to <a href="mailto:betina.huntwork@duke.edu">betina.huntwork@duke.edu</a> at least 48 hours before class	<a href="#">Video</a> <a href="#">Slides</a>
Use Zoom breakout rooms	Review planning tips (first slide in video clip) Coordinate with your OLLI staff person	<a href="#">Video</a> <a href="#">Slides</a>
<b>5. Practice with a personal Zoom account</b>	Note: All OLLI courses must use the Duke Zoom account	
Set up personal account on <a href="https://zoom.us">https://zoom.us</a>	Tip: sign up for a free account	<a href="#">Video</a> <a href="#">Slides</a>
Practice at home	Tip: use a second device (e.g., tablet) and/or invite family, friend or moderator to join a practice meeting	
<b>6. Use the Learnmore Instructor Portal</b>	Excerpts from <a href="#">Zoom for Instructors</a>	<a href="#">Video</a> <a href="#">Slides</a>
Login to a new account (first time)	Tip: Uses your email address from the course proposal form	<a href="#">Video</a> <a href="#">Slides</a>
View your class list and send emails	<a href="#">See link to instructions</a>	<a href="#">Video</a> <a href="#">Slides</a>
Send web links in email to students	Tip: Use <a href="https://">https://</a> prefix for URLs in body of email	
Find your course Zoom link	<a href="#">Finding course link</a>	