

Topic	Resources and Tips	Links	
1. Review your course information and plans	Excerpts from Online Teaching	Video	Slides
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	Video	Slides
Review Zoom course protocol	New instructors will review protocol during their rehearsal	Video	Slides
Will you have a moderator?	Most instructors informed of moderator assignments after registration	Video	Slides
Will you have guest speakers?	Instructor responsible to ensure guest is Zoom-ready	Video	Slides
Will you have a course website?	Type website URL in chat during class with https:// 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	
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 Mbps upload.	Video	Slides
Confirm 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	

Topic	Resources and Tips	Links
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
Share other than computer screen: audio file, DVD, second (external) camera, iPhone/iPad, video file	Discuss at prep & check session	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
View chat	Tip: Awkward to do while sharing screen, just rely on 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 raise hand via Zoom "Reactions"	Coordinate with your moderator	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
Use Zoom breakout rooms	Review planning tips (first slide in video clip) Coordinate with your OLLI staff person	Video Slides
5. Practice with a personal Zoom account	Note: All OLLI courses must use the Duke Zoom account	
Set up personal account on https://zoom.us	Tip: sign up for a free account	Video Slides
Practice at home	Tip: use a second device (e.g., tablet) and/or invite family, friend or moderator to join a practice meeting	
6. Use the Learnmore Instructor Portal	Excerpts from Zoom for Instructors	Video Slides
Login to a new account (first time)	Tip: Uses your email address from the course proposal form	Video Slides
View your class list and send emails	See link to instructions	Video Slides
Send web links in email to students	Tip: Use https:// prefix for URLs in body of email	
Find your course Zoom link	Finding course link	