

The team members: instructor, moderator (if any) and OLLI staff – Multiple teams will be meeting during the same rehearsal.

A coordinator will open the rehearsal session, review the agenda, and play the standard course "Welcome" video. Each course team will then rehearse following these steps.

1. Opening lead by OLLI staff:

- Reviews plans regarding interaction style, handling of Q&A or breaks, guest speakers, polls (if any), and breakout rooms (if used).
- Confirms course being recorded
- Performs quick audio and video check.
- Describes how they will open the class

2. Instructor practice, as appropriate to the course:

- a) introduces the course – 30 seconds! (“elevator speech” or talk to first slide)
- b) shares screen of single initial slide (e.g., PowerPoint)
- c) practice Zoom transitions to sharing videos, websites, audio, etc.
- d) practice other Zoom features being used: e.g., whiteboard, annotation, second webcam

Note: practice for breakout rooms will be after all teams have rehearsed.

3. Class interactions practice, as appropriate to the course (optional):

- Moderator handles Q&A in Chat, i.e., reads a question or two to Instructor
- Moderator and Instructor handle Zoom "Reactions" Raise Hand to call on a student or two
- Instructor conducts "quick" poll asking participants a yes/no question. Moderator reports results
- Staff starts sample Zoom poll and then displays results

4. Practice Breakout Rooms (Required practice for courses using them):

Set up/create and open a breakout room

- Make random assignments
- Set duration for 2 minutes
- Return to the main meeting
- Practice other features
 - Instructor moving from one room to another
 - Broadcast a message
 - Call for assistance