

Zoom Advanced Topics

OLLI at Duke

Fall 2021

Howard Koslow

Chair, Instructor Relations Committee

Agenda

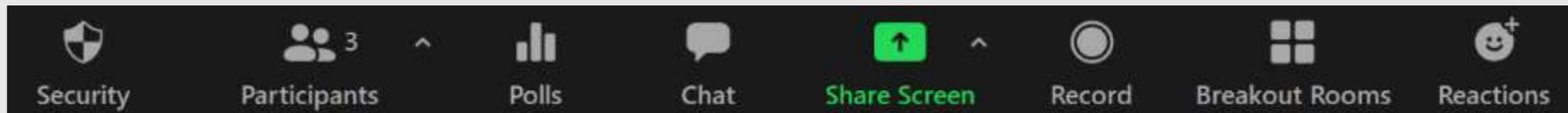
- Screen Sharing Videos
 - Review basics with demo
 - Sharing techniques
 - Adding Videos to slides
- Polling
- Breakout Rooms

Zoom Screen Sharing

Zoom Toolbar as Instructor

Co-host controls are different than participant

- Unchanged: Mic, Video, Chat, Reactions, Leave
- Enabled: Share Screen
- *Usually staff*: Breakout Rooms, Polls
- *Staff only*: Security, Record
- New: Live Transcript



Screen Share: Scenarios

- Share one app: e.g., PowerPoint, Acrobat Reader
 - Select just that app window

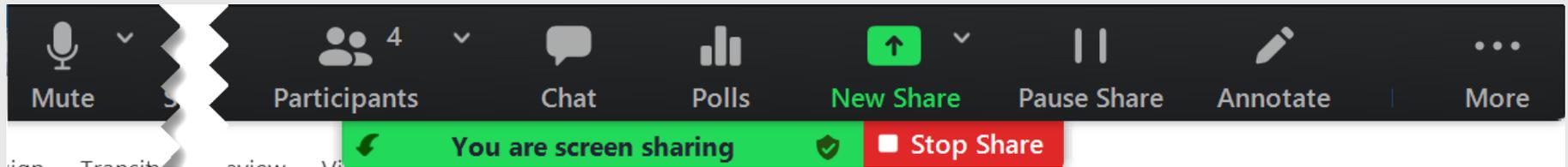
- Share entire screen for multiple apps
 - Warning: your entire desktop is visible!
 - Select app on desktop and maximize on screen
 - Typical use: show slides with web links

Screen Share: Review Steps

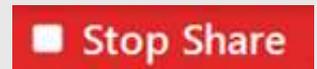
1. Click “Screen Share” on Zoom toolbar
2. Select an app window or Screen/Desktop
3. If sharing video or audio click checkboxes:
Optimize for Video / Share audio
4. Press blue “Share” button (lower right)
5. Click mouse in the app being shared
(to enable next/prev slide buttons, etc.)

Screen Share Controls

- Hover mouse over control to display full tool bar



- Can move the control bar
 - Toggle top to bottom (curled arrow)
 - Drag control bar to slide left and right
- Click “Stop Share” (red) to end sharing
- Click “New Share” to change sharing



Screen Share Controls: More . . .

Show/hide gallery



Breakout Rooms

Reactions

Disable Annotation for Others

Hide Names of Annotators

Hide Video Panel

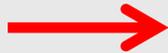
Hide Floating Meeting Controls

Share sound

Optimize for video clip

Turn on Original Sound

Share Screen
checkboxes



Hide toolbar

Desktop Screen Sharing Tips

- Close any app you will not share
 - Easier to find desired app window
 - Less risk sharing personal info
- Optional: Select app to share (active window)
 - Windows: Press & Hold **Alt** key, *then* press **Tab** key to cycle through apps; release **Alt** to select as active



- macOS: Use **Command** and **Tab** keys
or use **F3** to display thumbnails of active apps

Questions?

**Slide Presentations,
Videos and Web Pages**

Sharing PowerPoint Slides

1. Present with Slide Show (without slide notes)
2. Optionally with Presenter View if have 2 displays
 - Zoom lets you select either one
 - Cover during practice session
3. Alternative to Presenter View but with 1 display
 - Share screen / Advanced / Portion of screen

Sign up for a practice session!

Sharing PowerPoint Slides

- Shortcuts to display Slide Show
vs. “Slide Show” action in PowerPoint ribbon bar
or “screen” icon at bottom of screen
 - Windows: **F5** = first slide
Shift + F5 = current slide
 - macOS: **Command + Return** = first slide
Command + Shift + Return = current slide

Methods to Share Videos

1. Play videos from browser tab (not in a slide)
 - also simple way to share a single web page
2. Embed video in slide
 - but can make PPT file very large!
3. Insert URL hyperlink to video in slide
4. Insert link to a local video file in slide
 - download video file to same directory as slides
5. Zoom Share Screed video file on computer

Videos: Embed in Slides

- Embed video



Videos: Embed in Slides

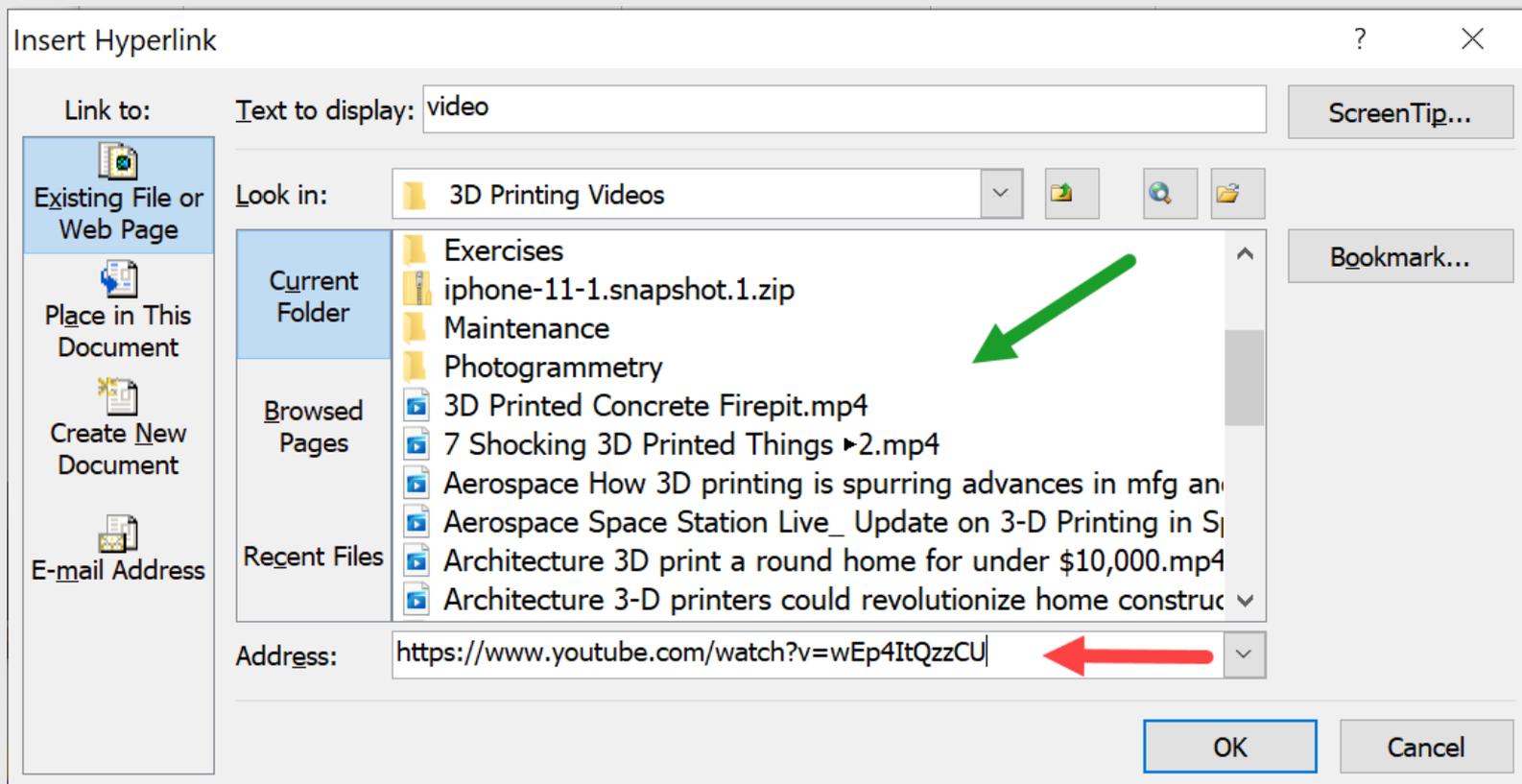


Videos: Use Links

- Share entire screen/desktop and switch apps (PowerPoint to/from browser)
- Local [video file](#) or [web link](#)
- YouTube link [YouTube puppies](#)
<https://www.youtube.com/watch?v=pwVgP0jC6AA>

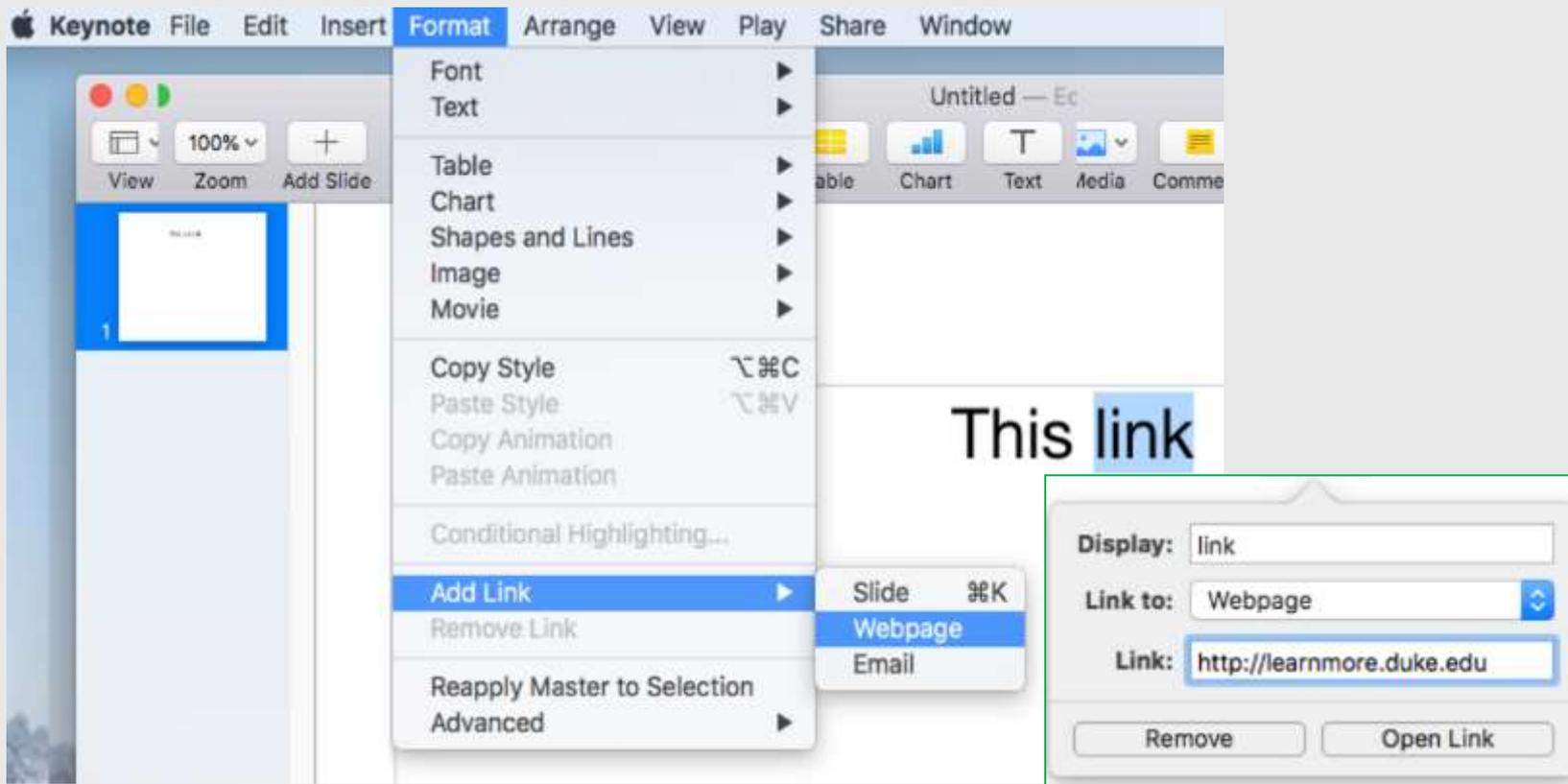
Adding Video to PowerPoint

- Highlight text to use for link, e.g. [video](#)
- Use Insert Link menu to give URL or select a video file



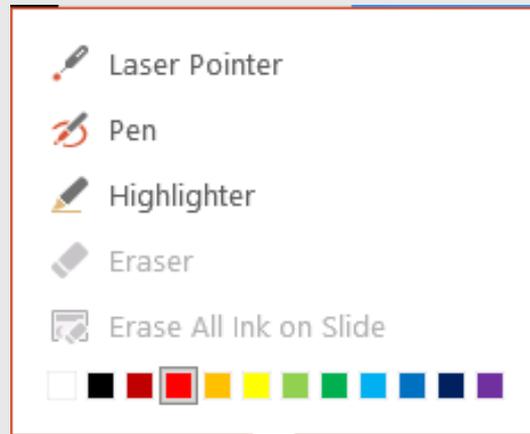
Adding Video to Keynote

- Highlight text to use for link
- Use Format / Add Link for webpage (or / Movie)



PowerPoint Tools

- PowerPoint in Slide Show mode [article link](#)
 - ✓ look for tool bar in lower left corner of slide

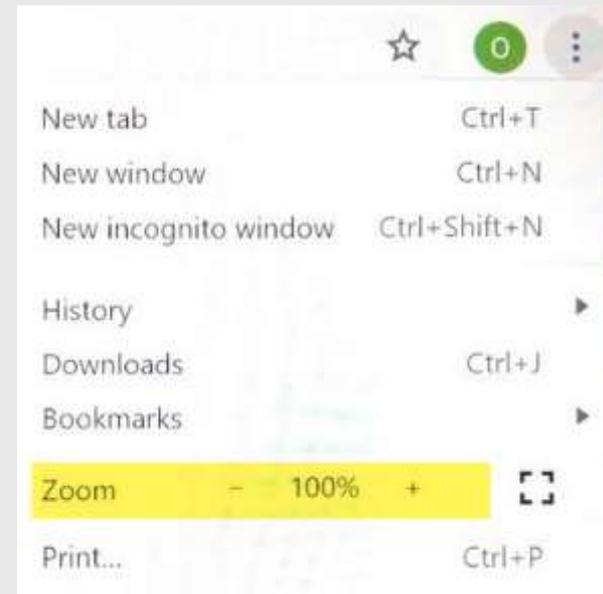
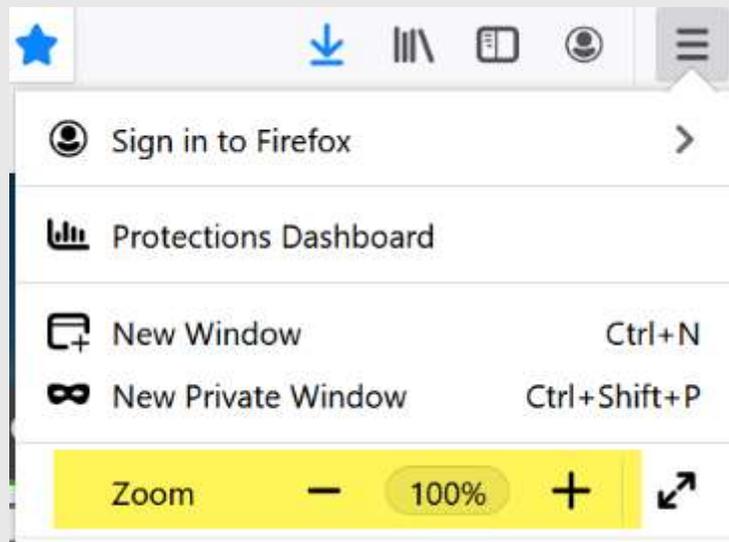


Sharing Web Pages

- Text to click on: user-friendly

[OLLI Home](#) vs. <https://learnmore.duke.edu/olli>

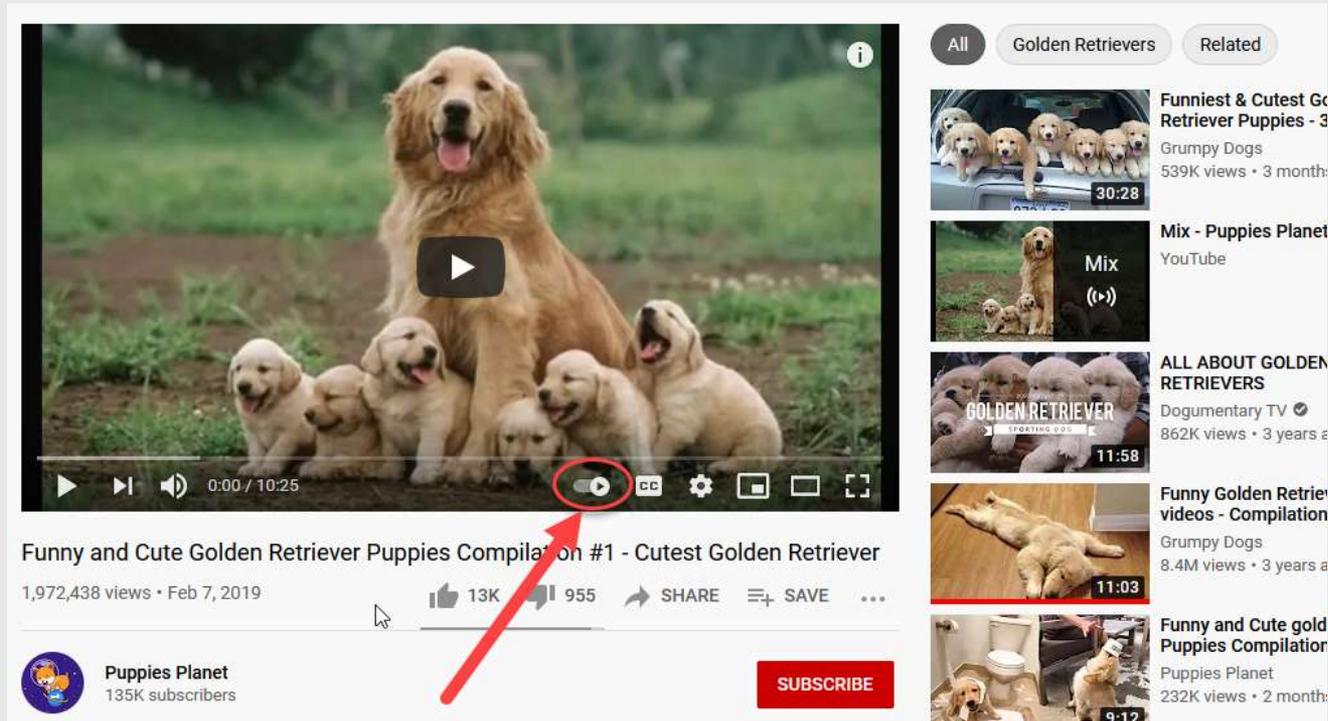
- If text is small, use browser “zoom” to magnify



Playing YouTube Videos

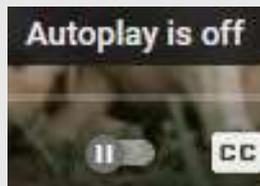
Playing YouTube Videos

- Turn off autoplay to avoid “next up” video

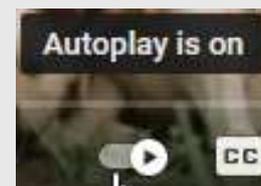


The screenshot shows a YouTube video player for a video titled "Funny and Cute Golden Retriever Puppies Compilation #1 - Cutest Golden Retriever". The video is from the channel "Puppies Planet" and has 1,972,438 views. The video player interface includes a play button, a progress bar, and a volume icon. A red circle highlights the autoplay toggle switch, which is currently turned on. A red arrow points to the switch, indicating it should be turned off. The video player also shows the channel name "Puppies Planet" with 135K subscribers and a "SUBSCRIBE" button. To the right of the video player, there are several related video thumbnails, including "Funniest & Cutest Golden Retriever Puppies - 3 Grumpy Dogs", "Mix - Puppies Planet YouTube", "ALL ABOUT GOLDEN RETRIEVERS", "Funny Golden Retriever videos - Compilation", and "Funny and Cute gold Puppies Compilation".

→ this:

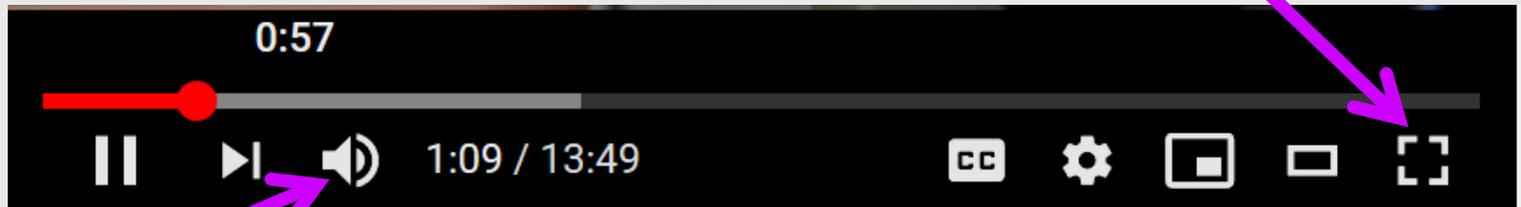


not this:



Playing YouTube Videos

- Be ready to adjust YouTube volume
- Skip or mute ads
- Know start and end times for partial play
- YouTube controls



Fullscreen

Volume / mute
(mouse over)

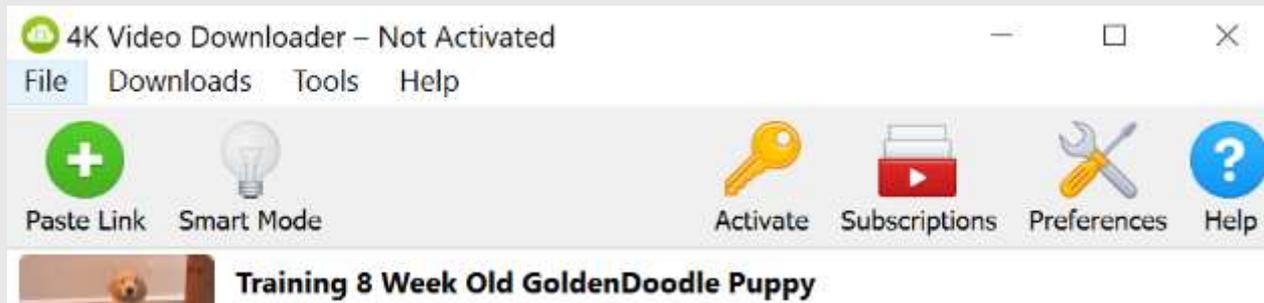


Common Problems

- Video not visible
 - did not share entire screen
- Video looks or sounds “choppy” (or no sound)
 - forgot to check “Optimize for video clip”
- Video continues to play
 - did not turn off autoplay

Downloading Videos

- Recommend 4K Video Downloader
 - ✓ Free, open-source, macOS / Windows / Linux
 - ✓ <https://www.4kdownload.com/download>
- Simple to use
 - ✓ Copy link for YouTube video to clipboard
 - ✓ Open 4Kdownloader and press “+” to download
 - ✓ Right-click video and “Open in Folder” to move file



Sharing Audio or DVDs

Sharing Audio

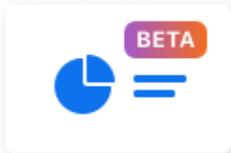
- Share audio: Zoom Start Share - Advanced
 - ✓ Check “share computer sound”
 - ✓ Switch to Advanced tab (at top)
 - ✓ Select “Music or Computer Sound Only”
 - ✓ Play audio in an app or from web browser
 - ✓ Not the greatest audio quality

- Play audio from a device near your microphone
 - ✓ Easier to judge volume
 - ✓ Have music ready in a playlist

Sharing Audio

Select a window or an application that you want to share ×

Basic **Advanced** Files

 **BETA**
PowerPoint as Virtual Background

 Portion of Screen ?

 Computer Audio ?

 Video

 Content from 2nd Camera ?

Share sound ▼ Optimize for video clip

Share

Playing DVDs

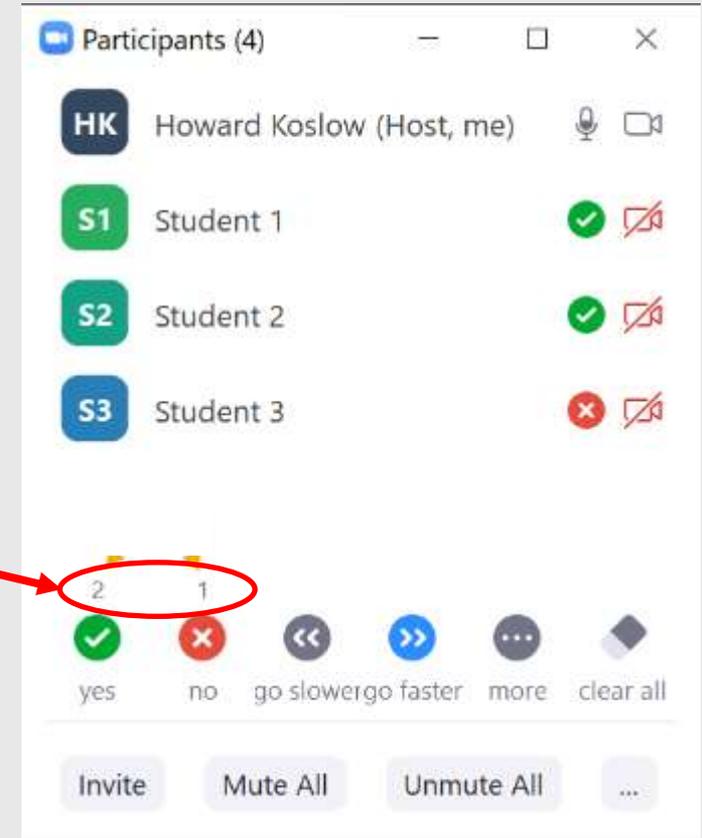
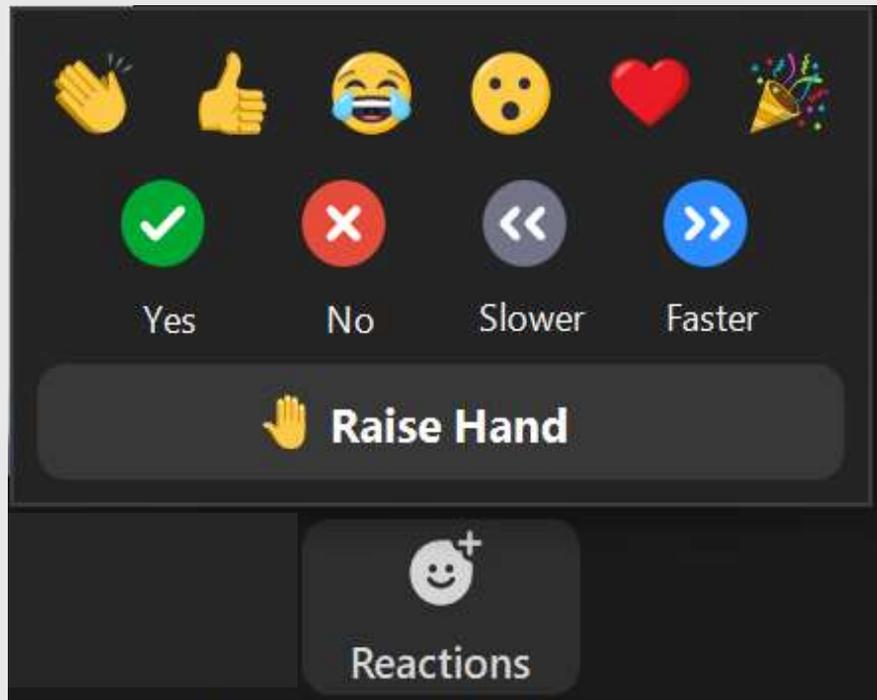
- Recommend VLC media player
 - ✓ Free, open-source, macOS / Windows / Linux
 - ✓ www.videolan.org
- Schedule special training if needed

Questions?

Zoom Polls

“Quick” Polls

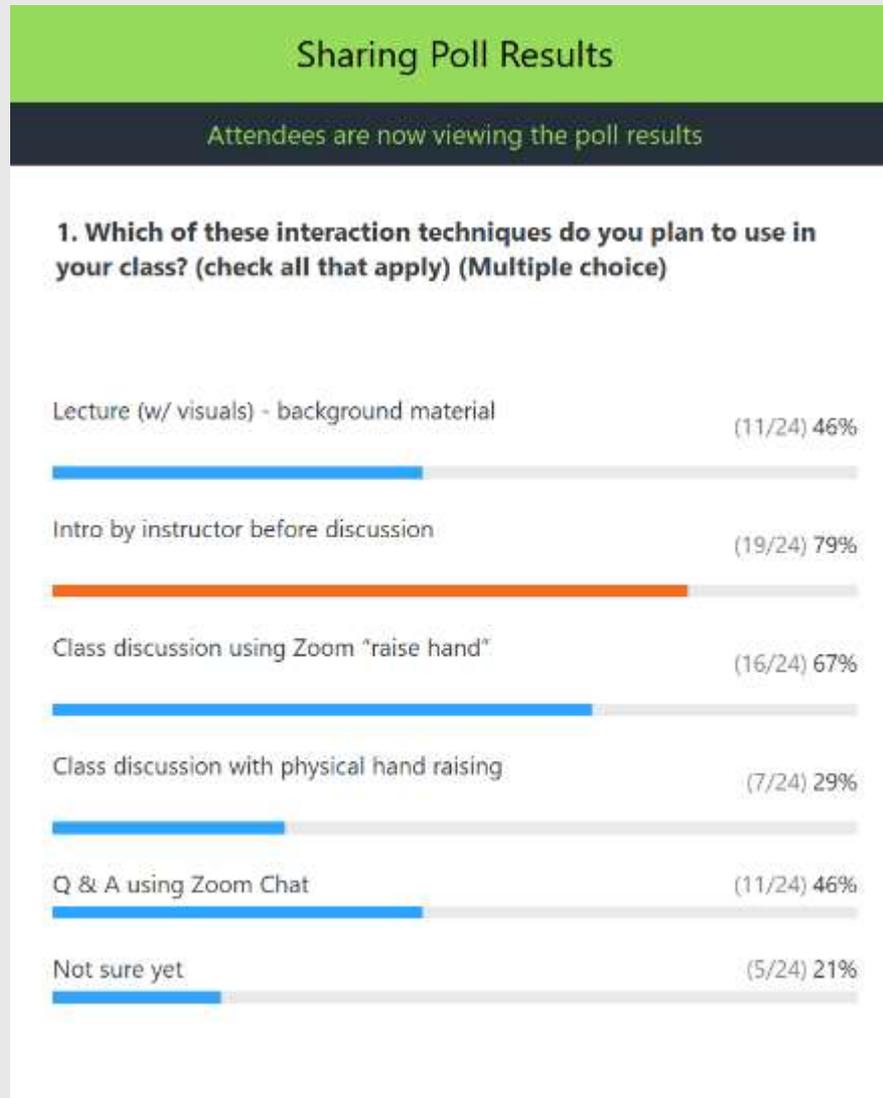
- Use “Reactions” Yes/No / Slower/Faster
 - Counts appear to co-host above icons in Participants



Zoom Poll

- Multiple choice questions
- Single or multiple answers
- Can share results with participants

Polling: Sample Results



Polling: Process for OLLI

- Prepare question(s) with response choices
 - ✓ Single or multiple responses
 - ✓ Up to ten responses per question
 - ✓ Email to Betina 48 hours before your class
betina.huntwork@duke.edu
- Plan when to ask each poll question
 - ✓ Discuss with staff/moderator during pre-class
 - ✓ Staff will launch poll at desired time
 - ✓ Give fixed time for participants to respond
 - ✓ Share results with class (anonymous)

Questions?

Zoom

Breakout Rooms

Breakout Rooms: Considerations

- What goals to accomplish in breakout
 - ✓ Assign person to take notes / summarize?
 - ✓ Share results with main room? chat, raise hand
- How many participants per room?
- Assignment: random, manual, self-select?
- How long are rooms open? Reopen rooms?
- Assign facilitator in each room?
 - ✓ Facilitate discussion
 - ✓ Can be Zoom co-host (share screen, whiteboard)

Breakout Rooms

- Split a (large) meeting into separate sessions
 - ✓ Way to provide more student interaction
 - ✓ Requires planning to be effective
- Steps to use breakouts
 - ✓ Create rooms
 - ✓ Assign participants - automatic or manual
 - ✓ Open rooms
 - ✓ Close rooms

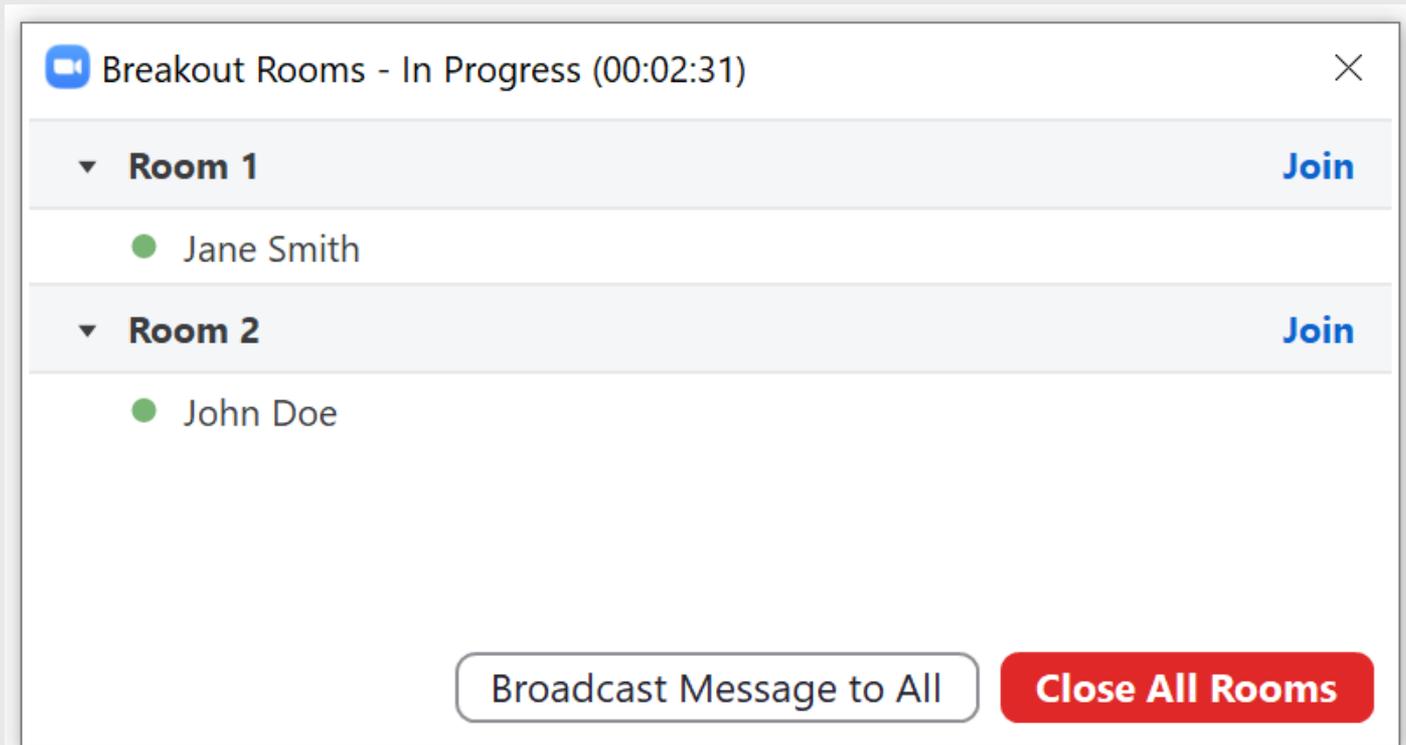
Demo of Breakout Rooms

Breakout Rooms: Visit

- Host/co-hosts can leave or move between rooms



Breakout Rooms: Close



The screenshot shows a Zoom interface for managing breakout rooms. At the top, a window title bar reads "Breakout Rooms - In Progress (00:02:31)" with a close button (X) on the right. Below this, there are two room entries. The first entry is "Room 1" with a dropdown arrow on the left and a "Join" button on the right. Underneath "Room 1", there is a green status dot followed by the name "Jane Smith". The second entry is "Room 2" with a dropdown arrow on the left and a "Join" button on the right. Underneath "Room 2", there is a green status dot followed by the name "John Doe". At the bottom of the interface, there are two buttons: "Broadcast Message to All" in a white rounded rectangle with a grey border, and "Close All Rooms" in a red rounded rectangle with white text.

Breakout Rooms: Tips

- All features of full meeting: chat, share screen, etc.
- Close rooms at designated time
 - ✓ Broadcast “wrap up” message to all rooms
 - ✓ Manually close vs. schedule close (e.g. 10 minutes)
- Can reopen the same rooms later
- Participants can return to main room at any time
 - ✓ Host/staff in main room sends back to breakout
 - ✓ Can disable in options when creating breakouts

Breakout Rooms: OLLI Protocols

- Inform students in advance of using them
- Recommend assigning rooms automatically
 - ✓ Quick and easy – takes very little class time
 - ✓ Random every class
- Manual assignments
 - ✓ Take time at start of class
 - ✓ Must factor in student absences, etc.
 - ✓ Only consider for small classes

Questions?