

Category	Topic	Tips
<b>Tech</b>	<p>Check Zoom version is 5.4.9 (or above)</p> <p>Check Audio</p> <p>Reminder to mute phones, including landline!</p> <p>Check video and background</p> <p>Check lighting</p> <p>Check framing face in video</p> <p>Check internet speed</p> <p>&gt;30 Mbps download, 5 Mbps upload</p> <p>Using multiple displays?</p> <p>Using external (second) camera?</p>	<p><a href="#">Instructions to check Zoom version</a></p> <p>no virtual background even on face, no bright background</p> <p><a href="https://speedtest.net">https://speedtest.net</a></p>
<b>Course Info</b>	<p>Experience teaching online via Zoom?</p> <p>Course overview with focus on instruction style(s) used: lecture, discussion, active participation</p> <p>Interaction style(s) to use: chat, raise hand (zoom or live), other?</p> <p>Will have moderator?</p> <p>Will have guest speakers?</p> <p>Will have course website?</p> <p>Will use Zoom Poll?</p>	<p>Type URL into chat during class</p> <p>Email <a href="mailto:betina.huntwork@duke.edu">betina.huntwork@duke.edu</a> 48 hours ahead</p>
<b>Screen Sharing</b>	<p>Instructor practices transitions for the following:</p> <p>Share screen (desktop) vs. single app</p> <p>Application switching</p> <p>Slides: PowerPoint or Keynote</p> <p>Setup of dual (multiple) displays for Presenter Mode</p> <p>Videos: links in slides, pre-loaded in browser, downloaded</p> <p>Websites to show in browser</p> <p>2nd camera</p> <p>iPhone/iPad</p> <p>Annotation / whiteboard</p>	<p>Decide based on slides only vs. multiple apps</p> <p><b>Windows:</b> Hold Alt key, then press Tab once to pick next app; release Alt to select as active</p> <p><b>macOS:</b> Use Command key instead of Alt key or F3 to see all open apps/windows arranged on desktop</p> <p><b>Windows:</b> F5 = first slide Shift + F5 = current slide</p> <p><b>macOS:</b> Command + Return = first slide Command + Shift + Return = current slide</p> <p>May need to use PPT Display settings, "swap"</p> <p>Remember to click "<b>Optimize for video</b>"!</p> <p>Use browser "Zoom screen" option if needed</p> <p>share screen / advanced / second camera</p> <p>share screen / iPhone</p>

**Interactions** Viewing chat (even while sharing screen, if desired)  
Raise hand via Zoom "Reactions",  
view order in Participants window, lower hand  
Quick polls: reactions Yes/No  
Zoom "Poll" feature: multiple choice questions

**Breakout rooms (optional)** What is your goal of having breakouts?  
- Assign someone to report back to main room?  
- How to share results? chat, raise hand, other?  
How many participants per room?  
Assign to rooms automatically (random) vs. manual?  
How long to keep rooms open?  
Will reopen rooms? With same or new assignments?  
Assign a moderator in each breakout?  
- Facilitates discussion  
- Will be Zoom co-host (share screen, etc.)

**Zoom account** Setup on <https://zoom.us>  
Practice at home with second device  
Schedule meeting with family or friend

**Instructor Portal** Have you logged onto the instructor portal?  
Questions/tips on sending email  
Finding course Zoom link

use <https://> prefix for URLs  
[Finding course link](#)