

OLLI Checklist for Zoom Guest Speakers (8/24/21)

Category	Topic	Tips
<b>Tech</b>	<p><i>Check your Zoom technology</i></p> <p>Check Zoom version is 5.6.4 (or above)</p> <p>Check internet speed &gt;30 Mbps download, 5 Mbps upload</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 your face in video</p> <p>Using multiple displays?</p> <p>Using external (second) camera?</p> <p>Instructor wants to be spotlighted? (esp. for interviews)</p>	<p><a href="#">Instructions to check Zoom version</a></p> <p><a href="https://speedtest.net">https://speedtest.net</a></p> <p>no virtual background</p> <p>even light on face, no bright background</p>
<b>Course Info</b>	<p><i>Discuss with Staff and Moderator at Pre-class</i></p> <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 in chat during class with <a href="https://">https://</a> prefix</p> <p>Email <a href="mailto:betina.huntwork@duke.edu">betina.huntwork@duke.edu</a> 48 hours ahead</p>
<b>Screen Sharing</b>	<p><i>Practice these transitions and Zoom features</i></p> <p>Share single app vs. "screen" (entire desktop), - must share entire screen if showing slides + videos</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>Steps to share screen:</p> <ol style="list-style-type: none"> <li>1. Click green "Share Screen" in Zoom toolbar</li> <li>2. Select single app or "Screen"/ "Desktop 1"</li> <li>3. If sharing video: click "Optimize for video" box</li> <li>4. Press blue "Share" button in lower right</li> <li>5. Click on application window (e.g., Powerpoint)</li> </ol> <p><b>Windows:</b> Hold <b>Alt</b> key, then press <b>Tab</b> once to pick next app; release Alt to select as active</p> <p><b>macOS:</b> Use <b>Command</b> key instead of Alt key or <b>F3</b> to see all open apps/windows arranged on desktop</p> <p><b>Windows:</b> F5 = first slide Shift + F5 = current slide Note: F5 may need Fn, Shift or Ctrl key pressed</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>

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### Interactions

*Interact with students in the Zoom classroom*  
Viewing chat (even while sharing screen, if desired)  
Saving chats at end of class  
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 your course Zoom link

use <https://> prefix for URLs in body of email

[Finding course link](#)