

Instructor Zoom Support: Volunteer Info Session

OLLI at Duke

January, 2021

Howard Koslow
Chair, IT Committee

Agenda

- Overview of Fall Term
- Instructor Zoom Support
- Next Steps

OLLI Winter 2021 Term

- All online using Duke Zoom account
- 59 courses across wide range of topics
 - 70 instructors, 20+ guest speakers
 - 31 instructors new to OLLI Zoom
- Ten-week term (Feb 15 – Apr 23)
 - 3 – 10 sessions
- Default class length 75 minutes
- Mix of interaction styles

Instructor Zoom Support

- Assist instructors before term starts
 - Diagnose and fix connectivity, audio, video issues
 - Advise about Zoom or help with 1-on-1 practice
 - Note: PowerPoint experience is helpful
- Instructors submit a support request form
- Assign tech based on skill need + device match

Zoom Experience

- ❑ Share slides (PowerPoint or Keynote)
- ❑ Share videos (in your slides or stand-alone)
- ❑ Share Websites in browser window
- ❑ Q&A using Zoom chat
- ❑ Classroom discussion using Zoom "raised hand"
- ❑ Polling question(s)
- ❑ Breakout rooms
- ❑ Scheduling meetings with personal Zoom account

Next Steps

- Sign-up form: confirm experience & availability
olliatduke.online/volunteers
- View Instructor Zoom Training session
 - In person on 1/19 or 1/21 + recordings posted
- Attend volunteer check-in: 1/25 at 1 PM
- Instructor support begins 1/27
- Questions: email IT@olliatduke.org