

Zoom Advanced Topics

OLLI at Duke

April 2021

Howard Koslow
Chair, IT Committee

Agenda

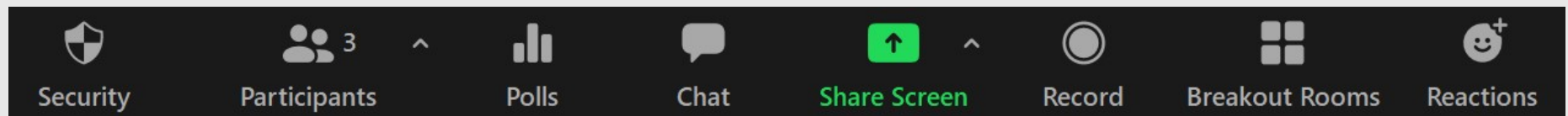
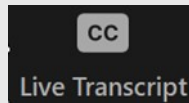
- Screen Sharing
 - Review of basics
 - Viewing PowerPoint slides
 - Viewing videos, e.g., YouTube
- Polling
- Breakout Rooms
- Optional: Using Personal Zoom account

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

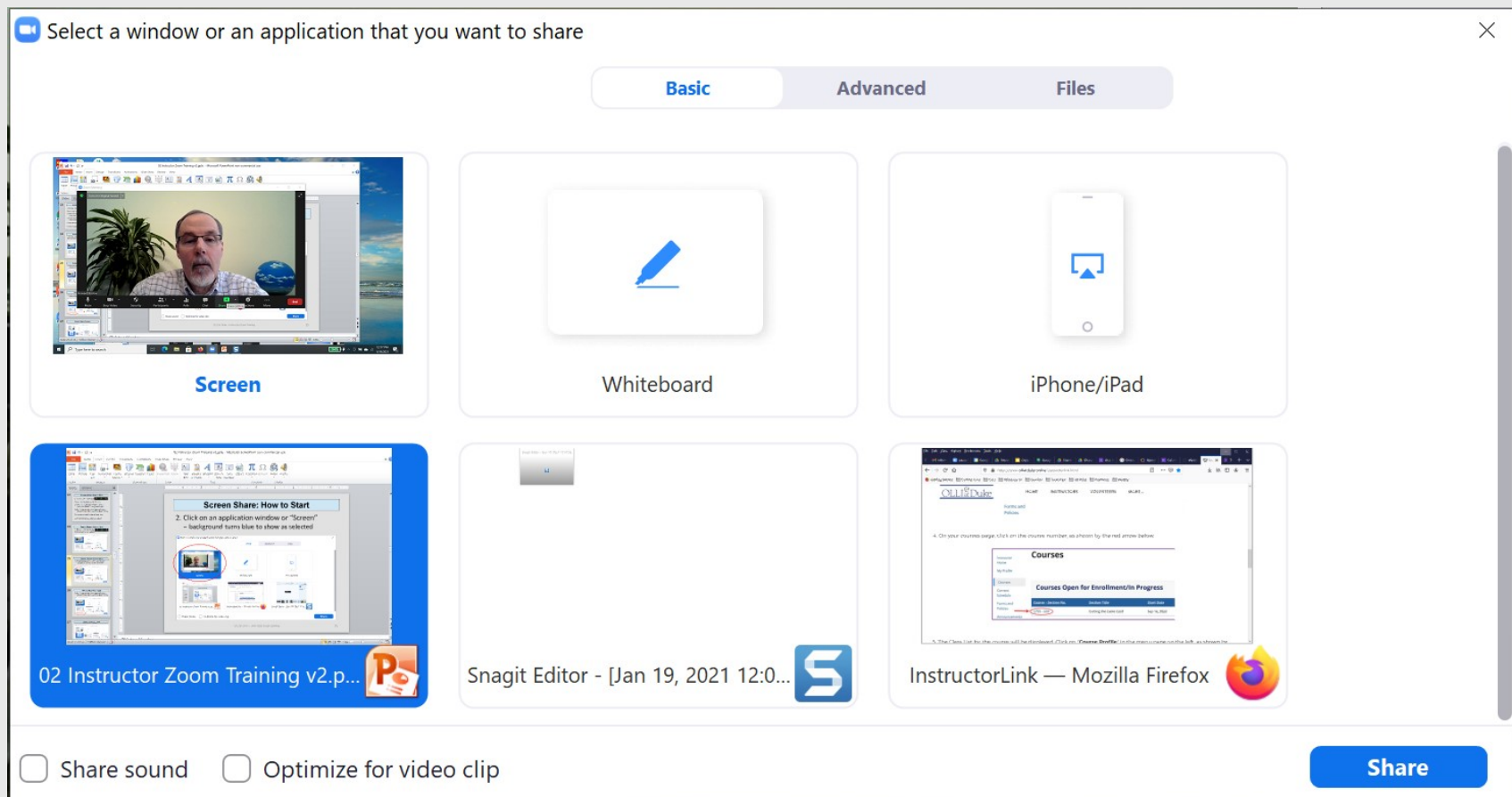
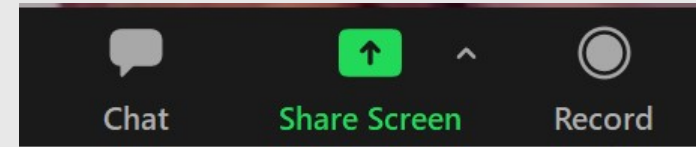


Screen Share: Scenarios

- 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

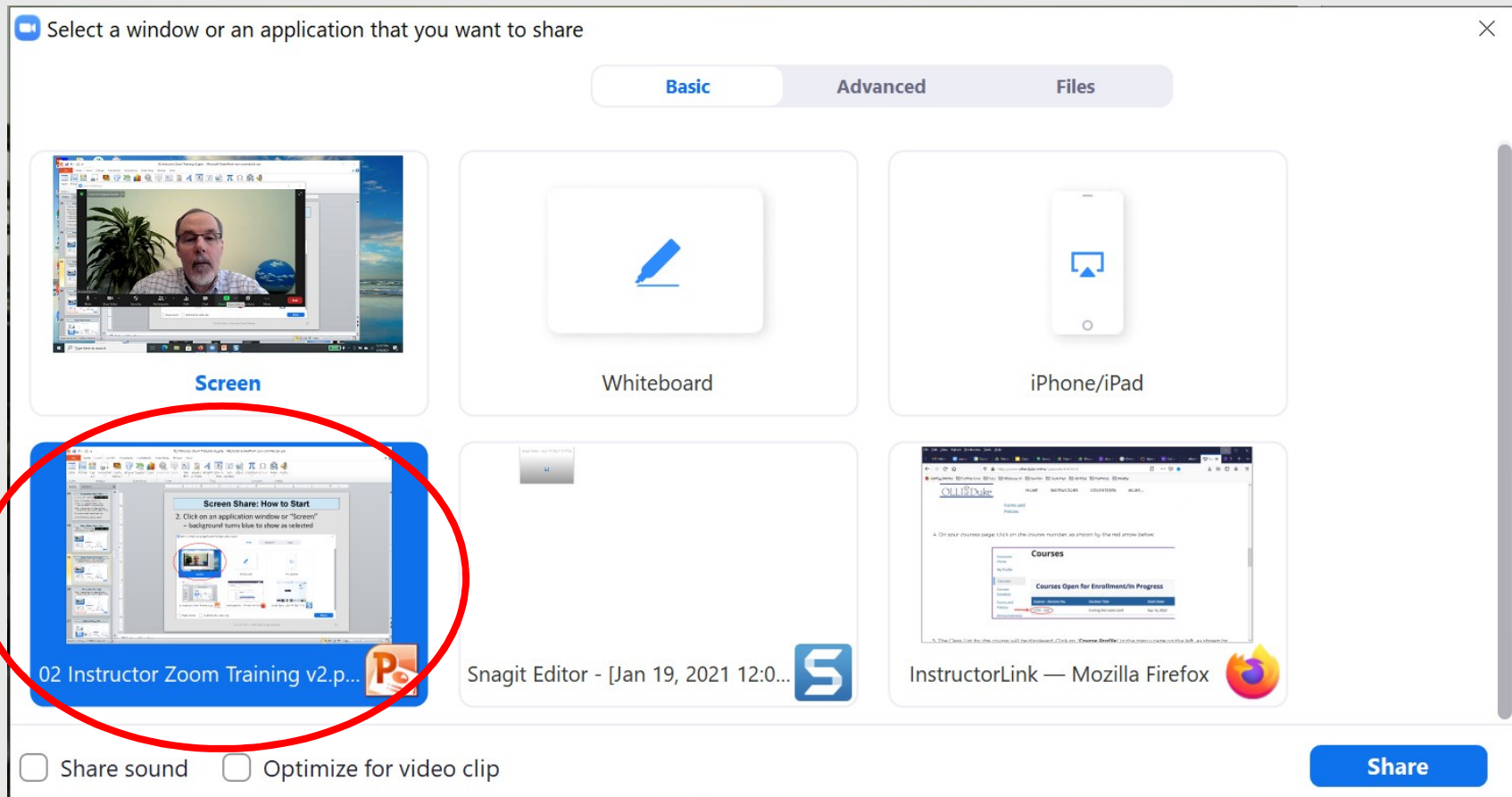
Screen Share: Step 1

1. Tool bar: click “share screen”
Share screen window appears:



Screen Share: Step 2

2. Click on an application window or “Screen”
 - background turns blue to show as selected



Screen Share: Step 3

3. If sharing video, check boxes at bottom
 - Share Computer Sound + Optimize Screen Sharing

Select a window or an application that you want to share

Basic Advanced Files

Screen

Whiteboard

iPhone/iPad

02 Instructor Zoom Training v2.p...

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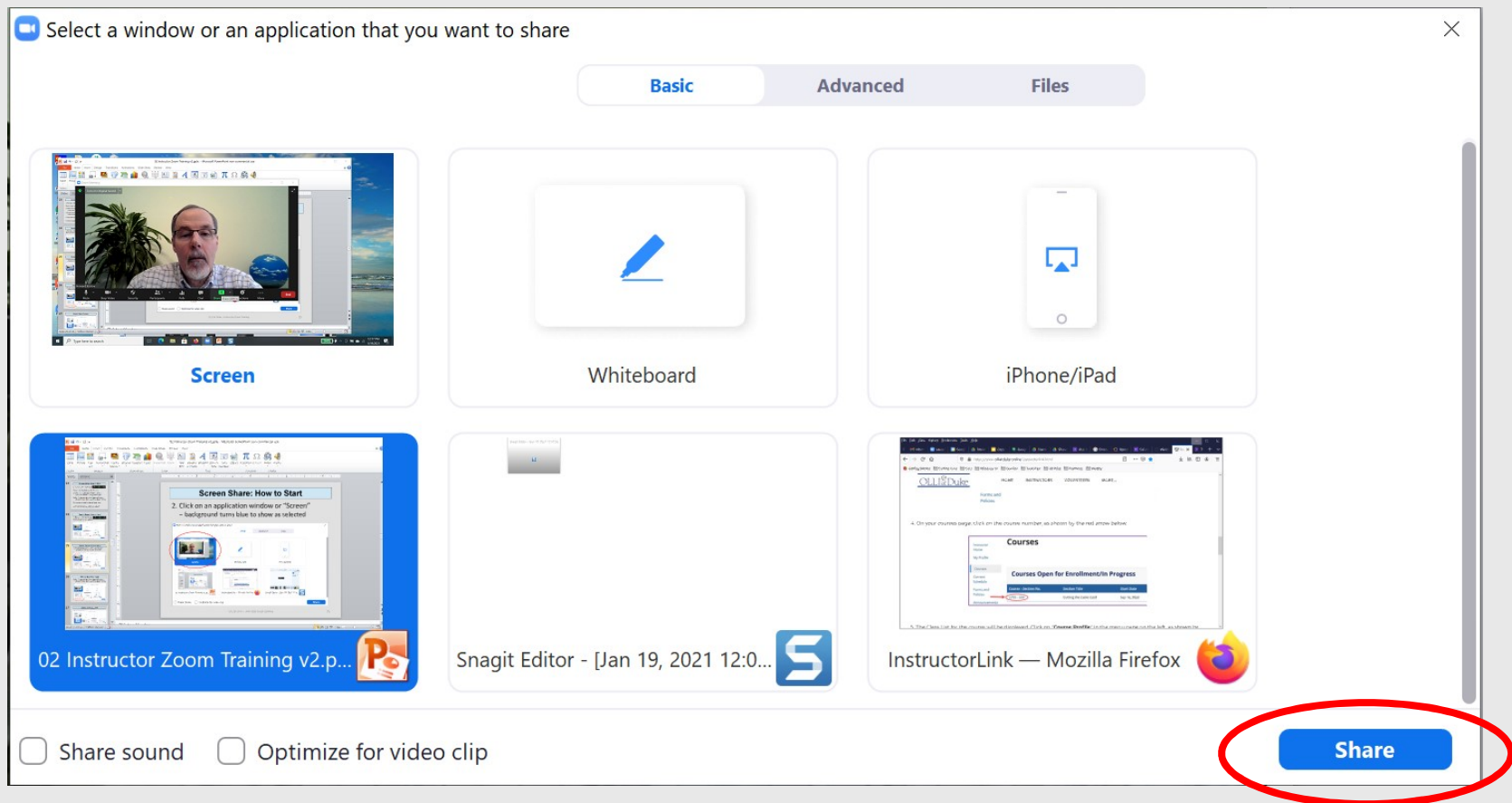
InstructorLink — Mozilla Firefox

Share sound Optimize for video clip

Share

Screen Share: Step 4

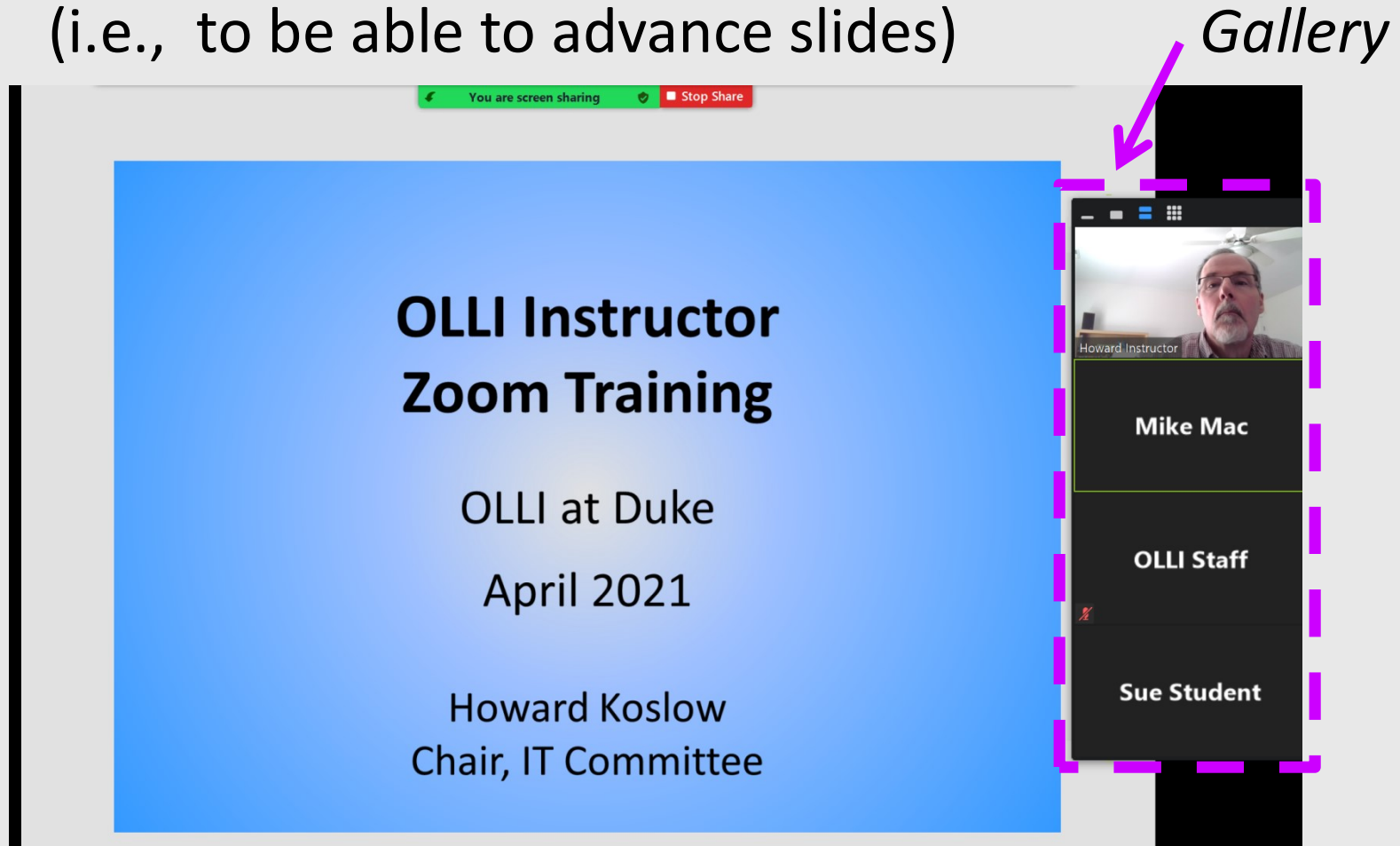
4. Press blue “Share” button at lower right



Screen Share: Step 5

5. Click on **application window** to select it
(i.e., to be able to advance slides)

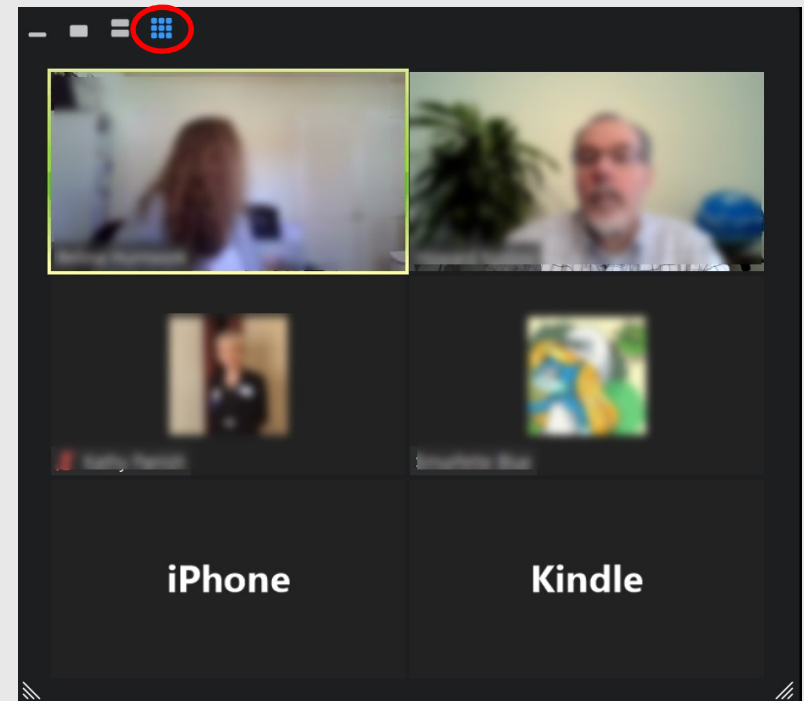
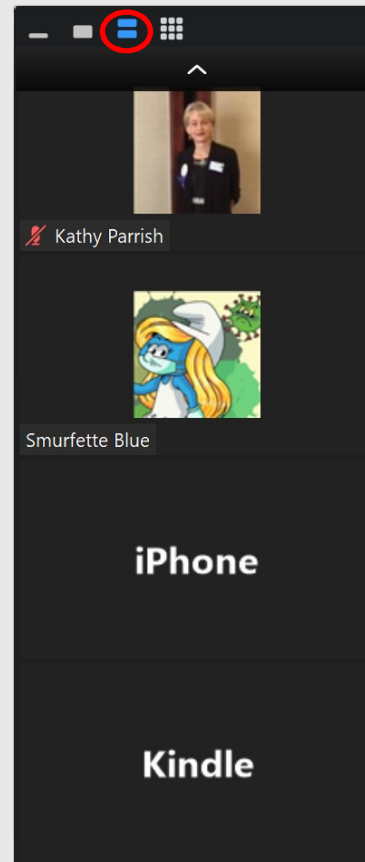
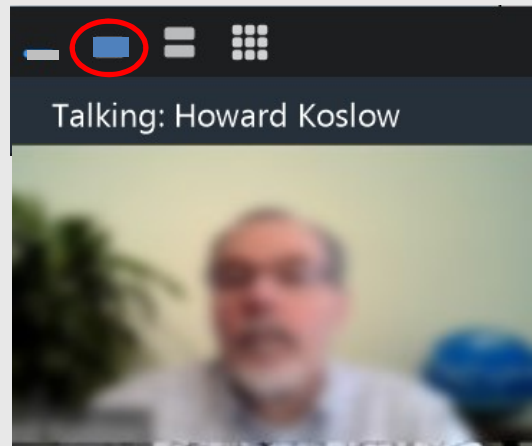
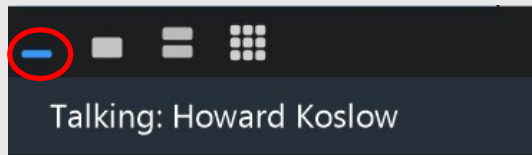
Gallery



The screenshot shows a Zoom meeting interface. At the top, there is a green status bar that says "You are screen sharing" and a red "Stop Share" button. The main content is a blue slide with the following text: "OLLI Instructor Zoom Training", "OLLI at Duke", "April 2021", and "Howard Koslow, Chair, IT Committee". To the right of the slide is a vertical gallery view of participants, outlined with a dashed purple border. The gallery includes a video feed of "Howard Instructor" at the top, followed by name tiles for "Mike Mac", "OLLI Staff", and "Sue Student". A purple arrow points from the word "Gallery" to the top of the gallery view.

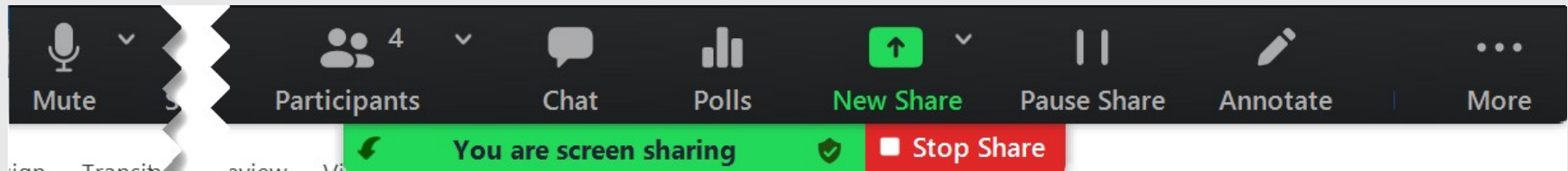
Screen Share: Gallery


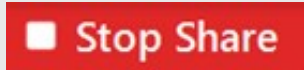
Floating Gallery: pick a size, drag around screen



Screen Share: Controls

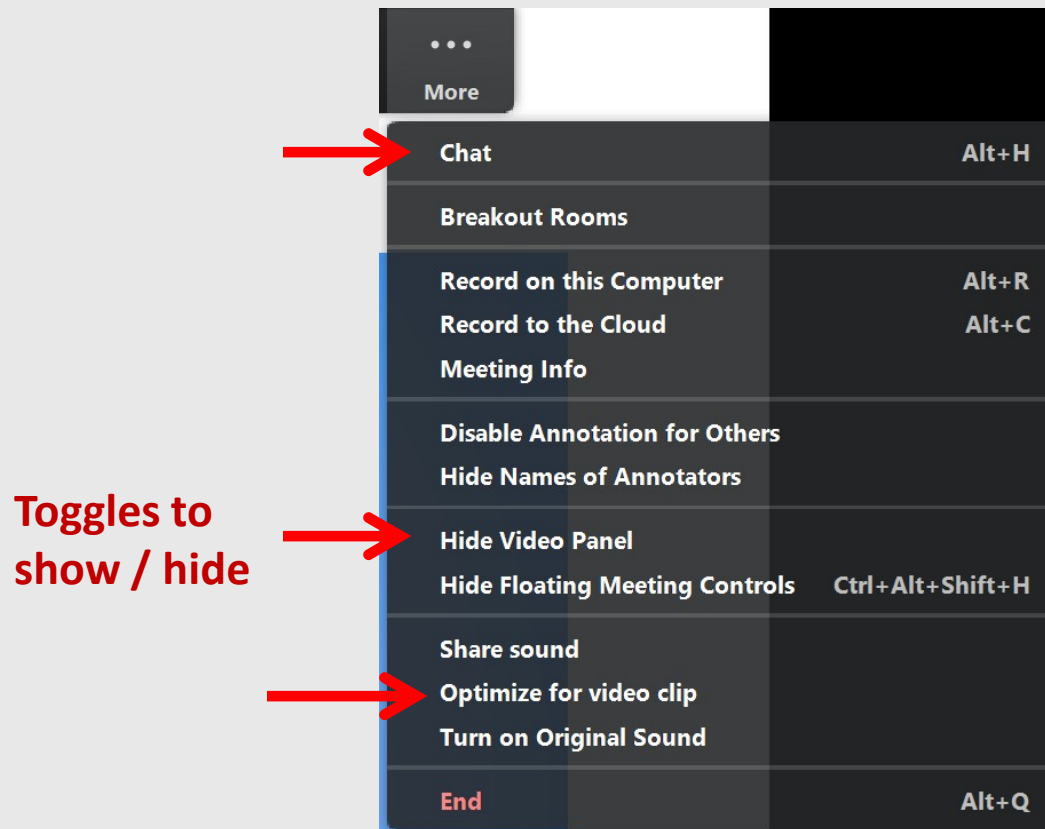
- Hover mouse over control to display full tool bar



- 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 

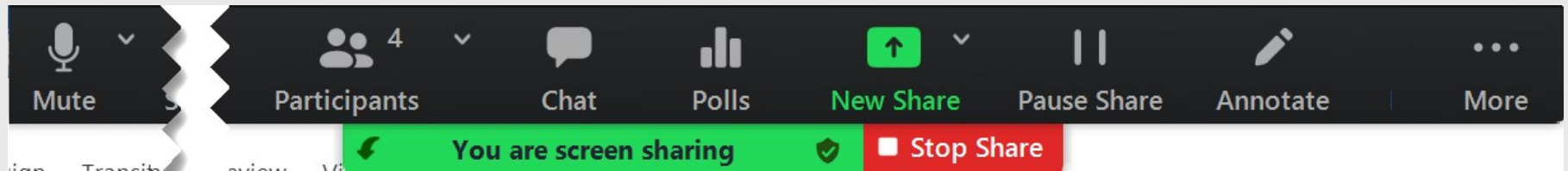
Screen Share: Controls - More . . .

- Chat (or Alt+H) opens chat window
- Can activate “Optimize for video” if forgot to do it



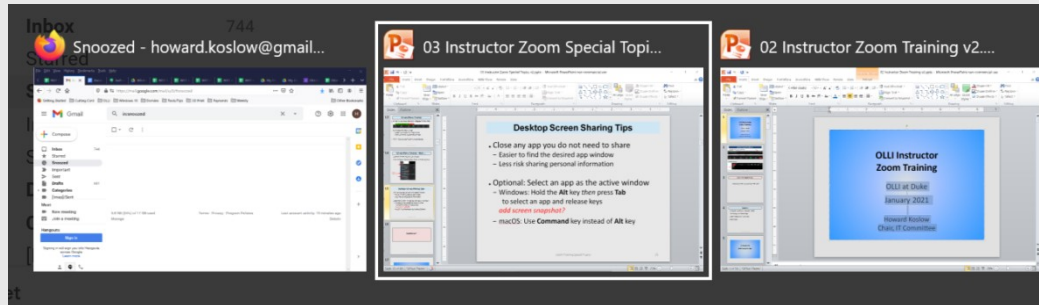
New Screen Share

- Hover mouse over control to display full tool bar



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?

Sharing
PowerPoint Slides,
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)
 - 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

Videos in PowerPoint

- Embed video



Videos in PowerPoint: Embed

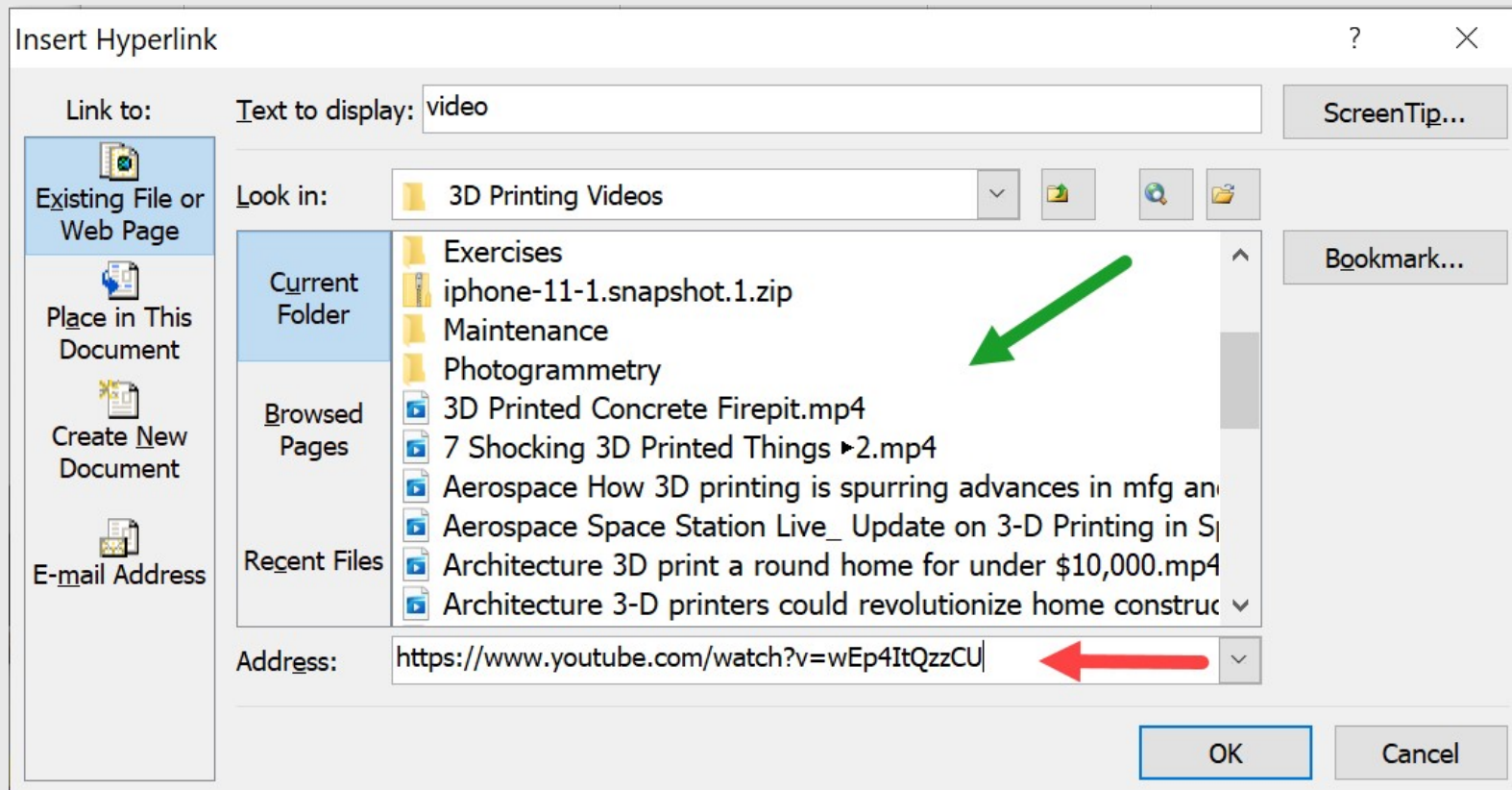


Videos in PowerPoint

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

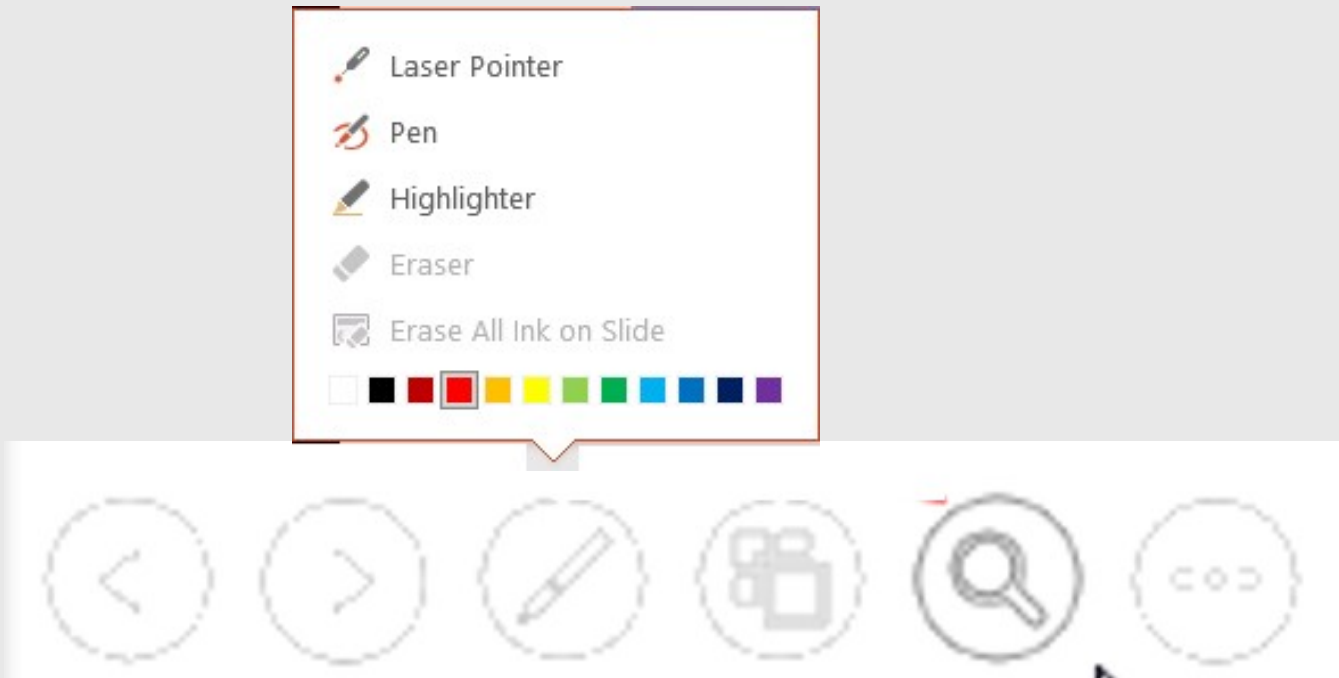
Adding Video to PowerPoint

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



PowerPoint Tools

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

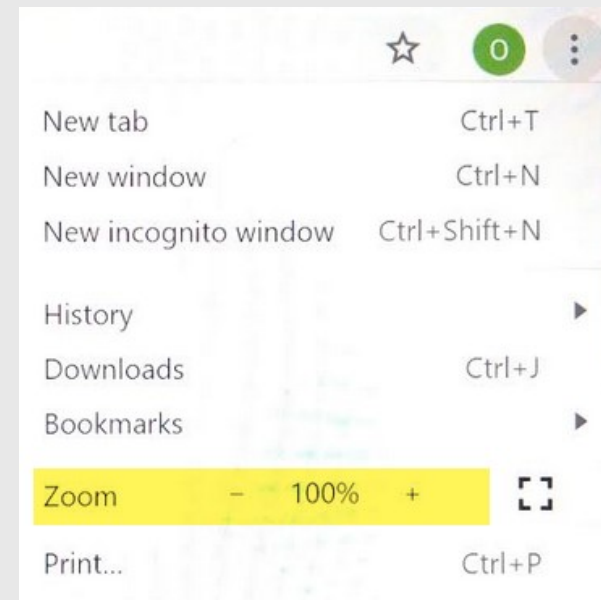
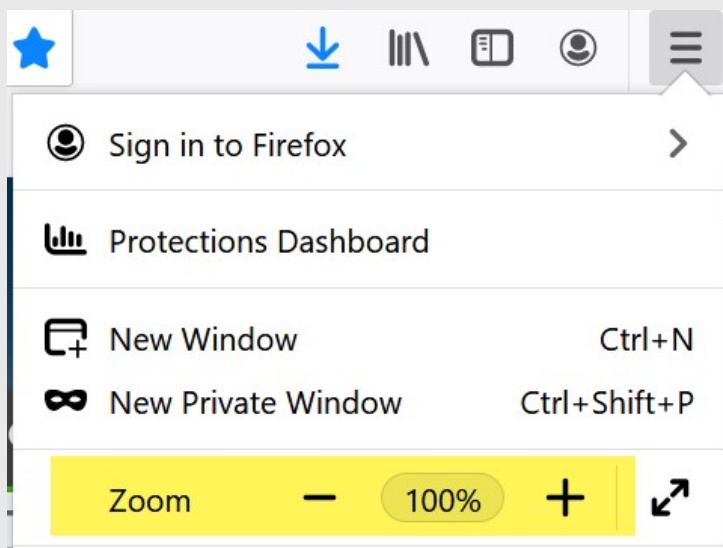


Sharing Web Pages

- Text to click on: user-friendly

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

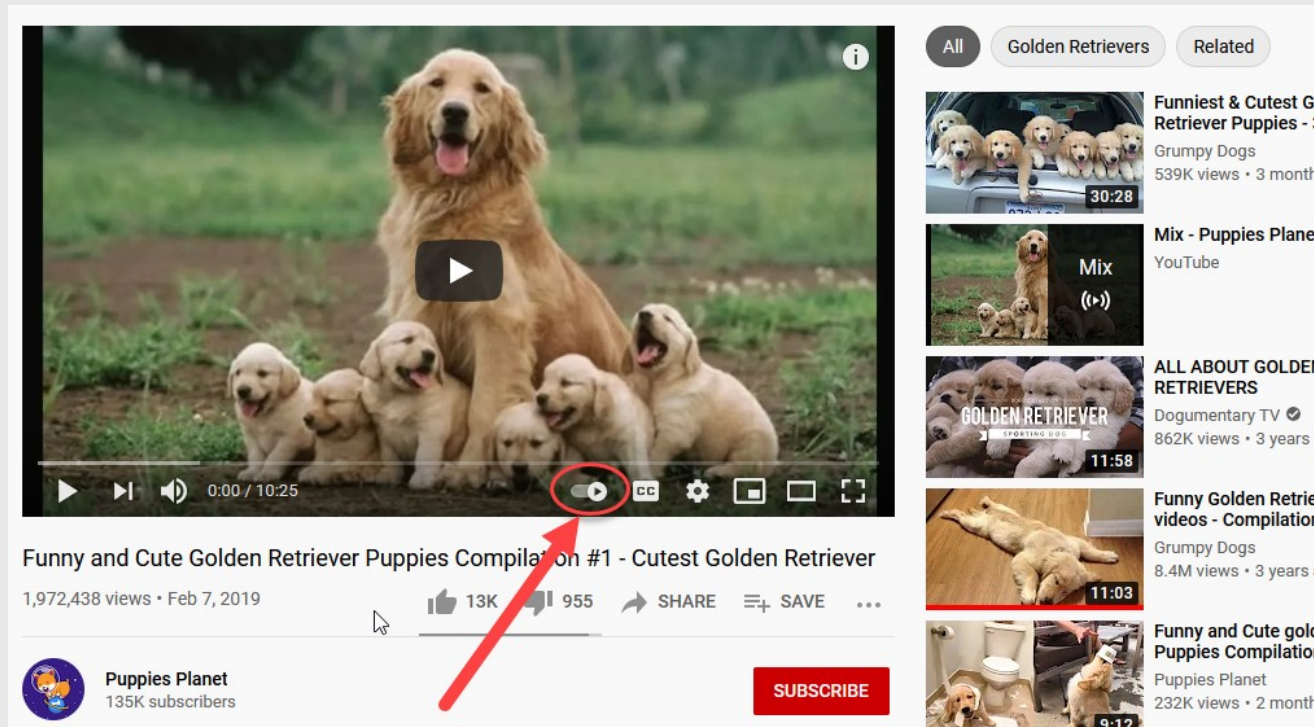
- If text is small, use browser “zoom” to magnify



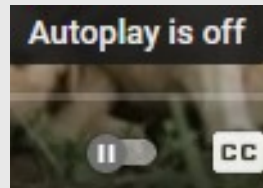
**Playing
YouTube Videos**

Playing YouTube Videos

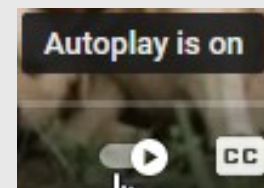
- Turn off autoplay to avoid “next up” video



→ this:

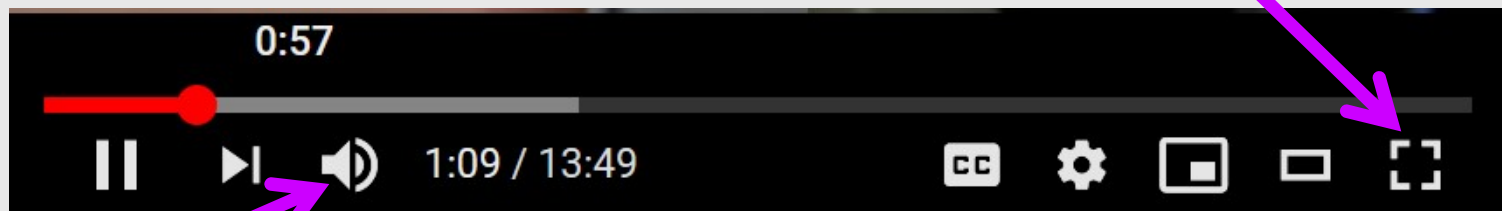


not this:



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)

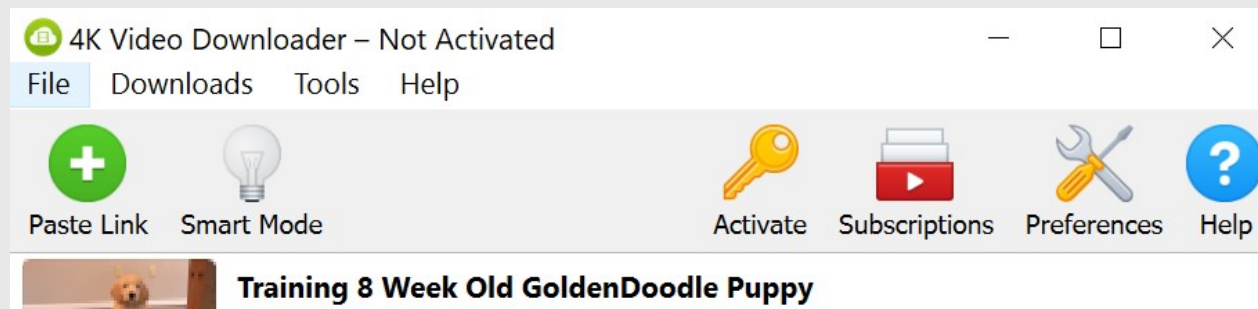


Common Problems

- 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 to YouTube video to clipboard
 - ✓ Open 4Kdownloader and press “+” to download
 - ✓ Right-click video and “Open in Folder” to move file

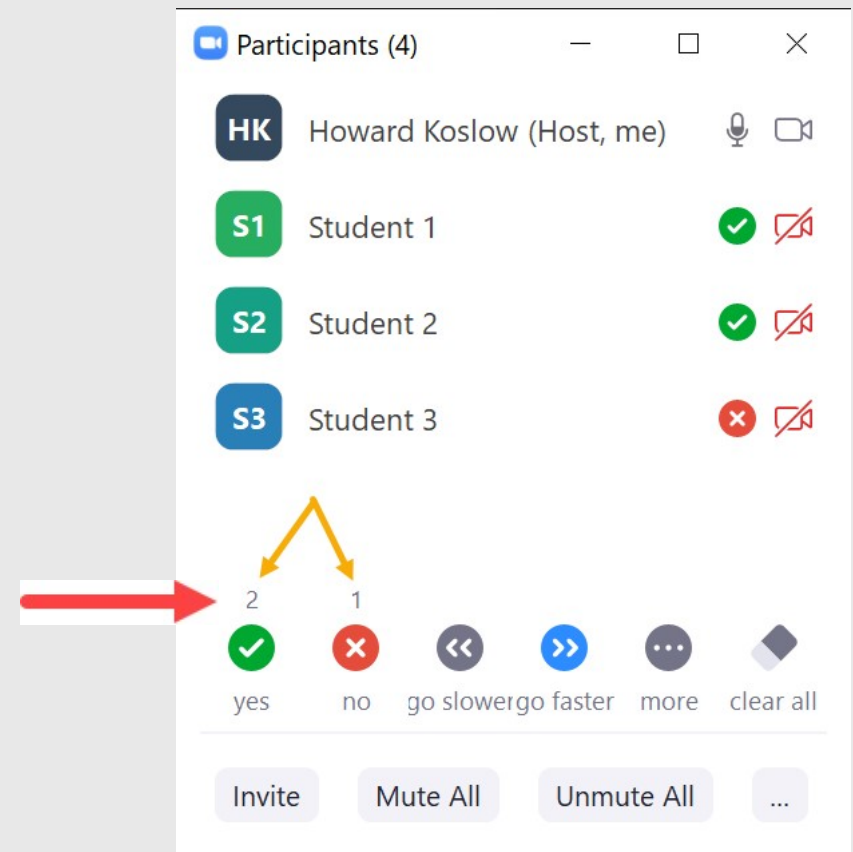
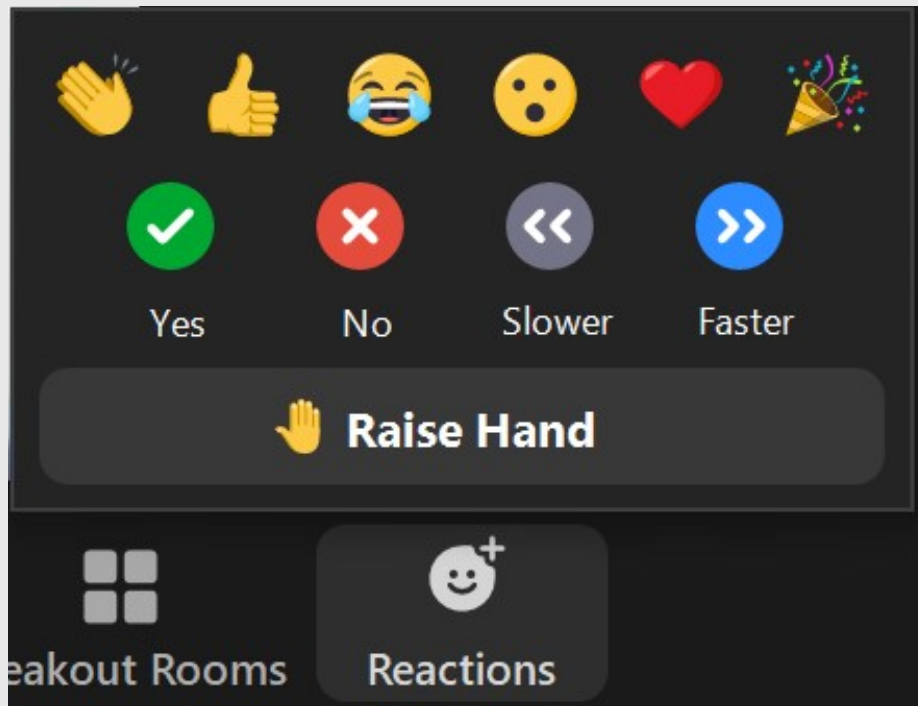


Questions?

Zoom Polls

“Quick” Polls

- Use “Reactions” Yes/No/Slower/Faster
 - Counts appear to co-host above each icon (briefly!)



Zoom Poll

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

Poll – Instructors only, please!

How confident are you about teaching on Zoom?

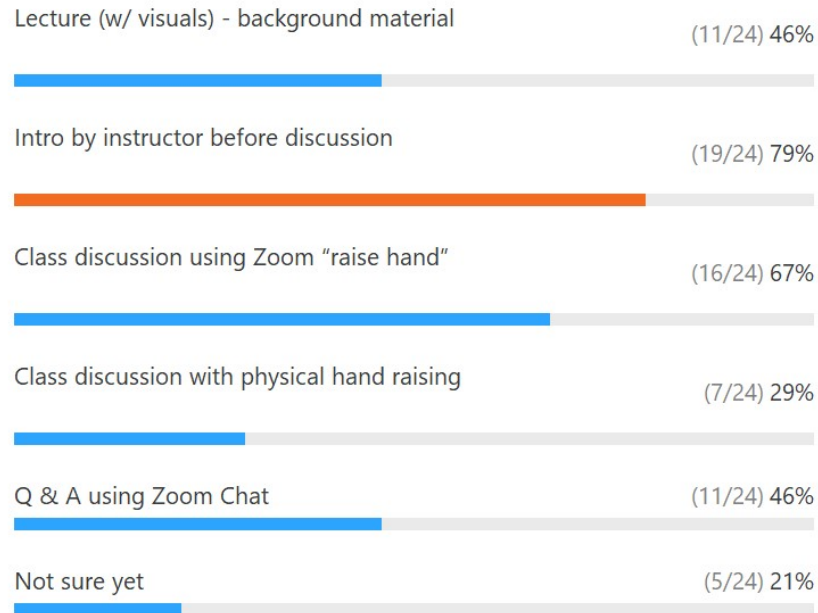
- 1 – I'm freaking out!
- 2 – I'm somewhat nervous
- 3 – I'm just OK
- 4 – I'm feeling good
- 5 – Bring it on!

Polling: Sample Results

Sharing Poll Results

Attendees are now viewing the poll results

1. Which of these interaction techniques do you plan to use in your class? (check all that apply) (Multiple choice)



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

- Goal(s) 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

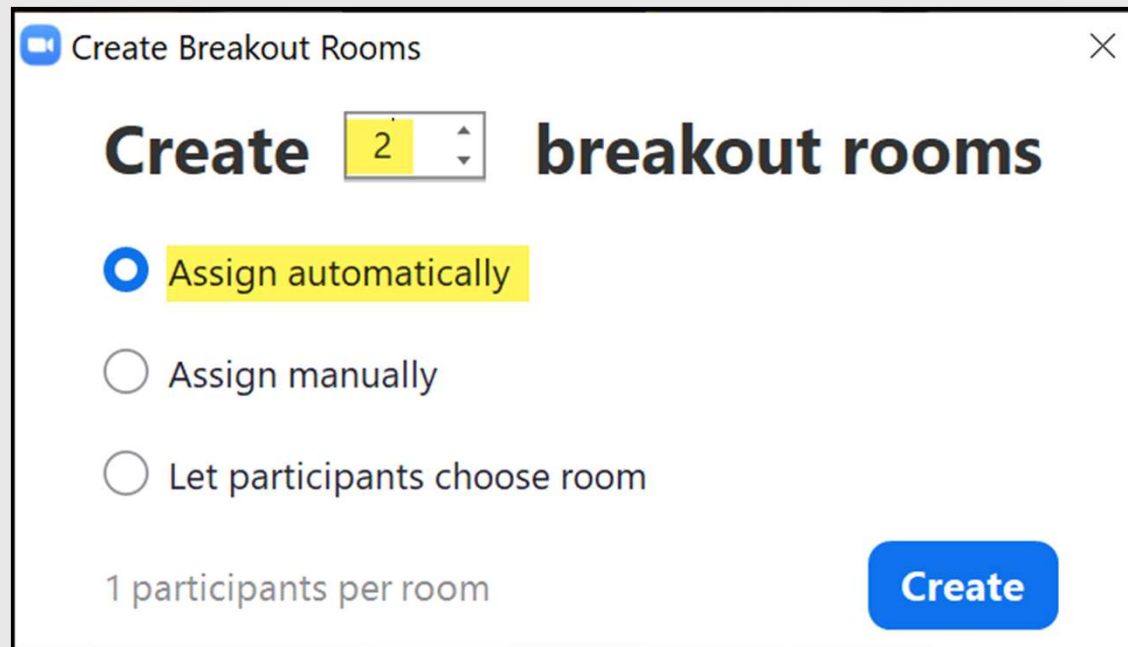
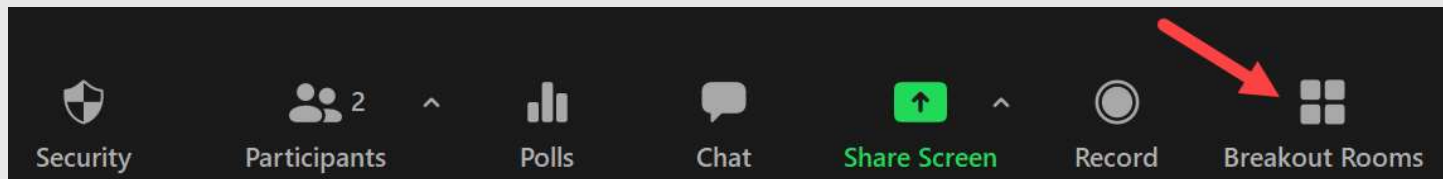
- Split a (large) meeting into separate sessions
 - ✓ Way to provide more student interaction
 - ✓ Requires planning to be effective
- Steps to use breakouts
 - ✓ Create rooms
 - ✓ Assign participants - automatic or manual
 - ✓ Open rooms
 - ✓ Close rooms

[Breakout Room Demo Video](#) (from Zoom)

**Demo of
Breakout Rooms**

Breakout Rooms: Create

- Create Rooms – Zoom host or co-host
 - ✓ # rooms and how to assign (automatic vs. manual)



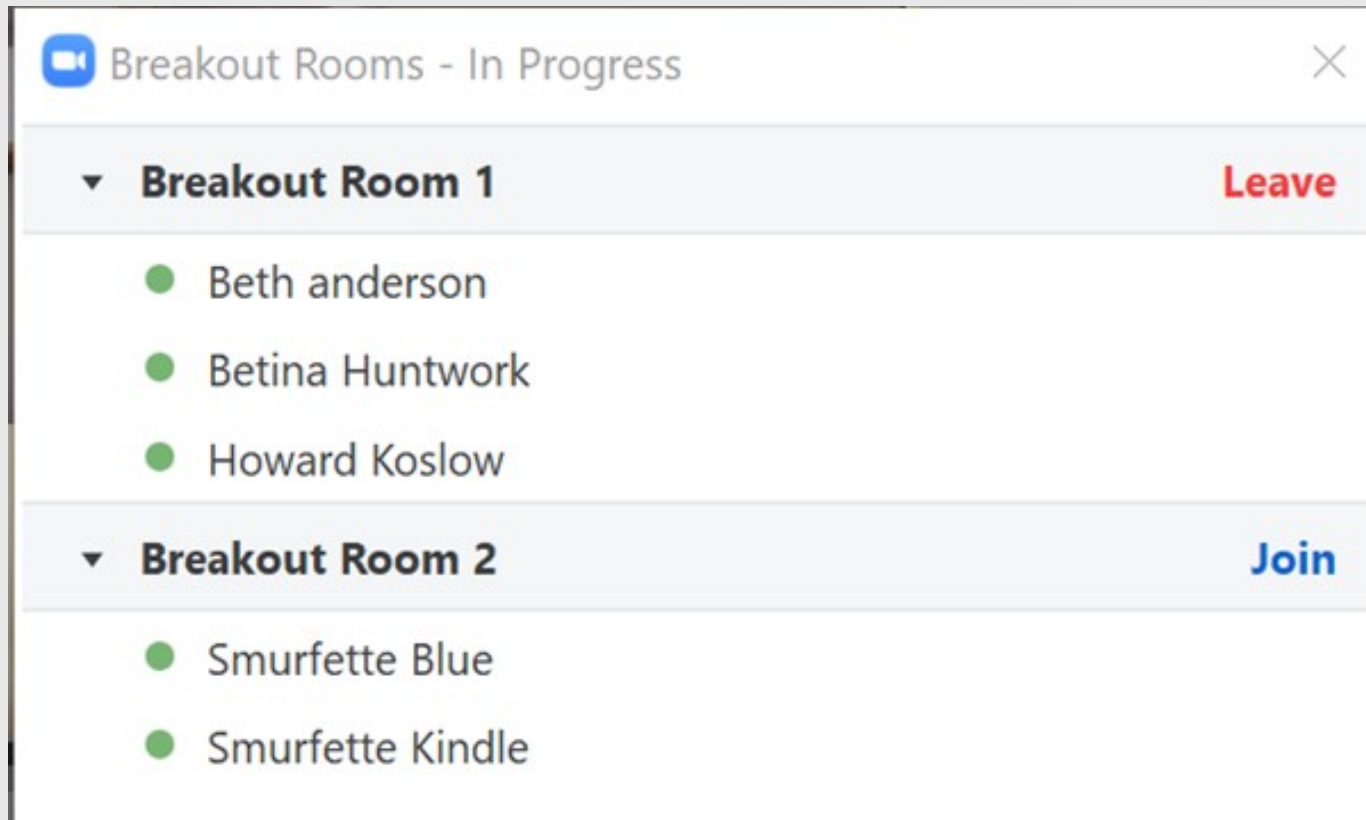
Breakout Rooms: Assign & Open

- 1: Set options, 2: Reassign participants, 3: Open rooms

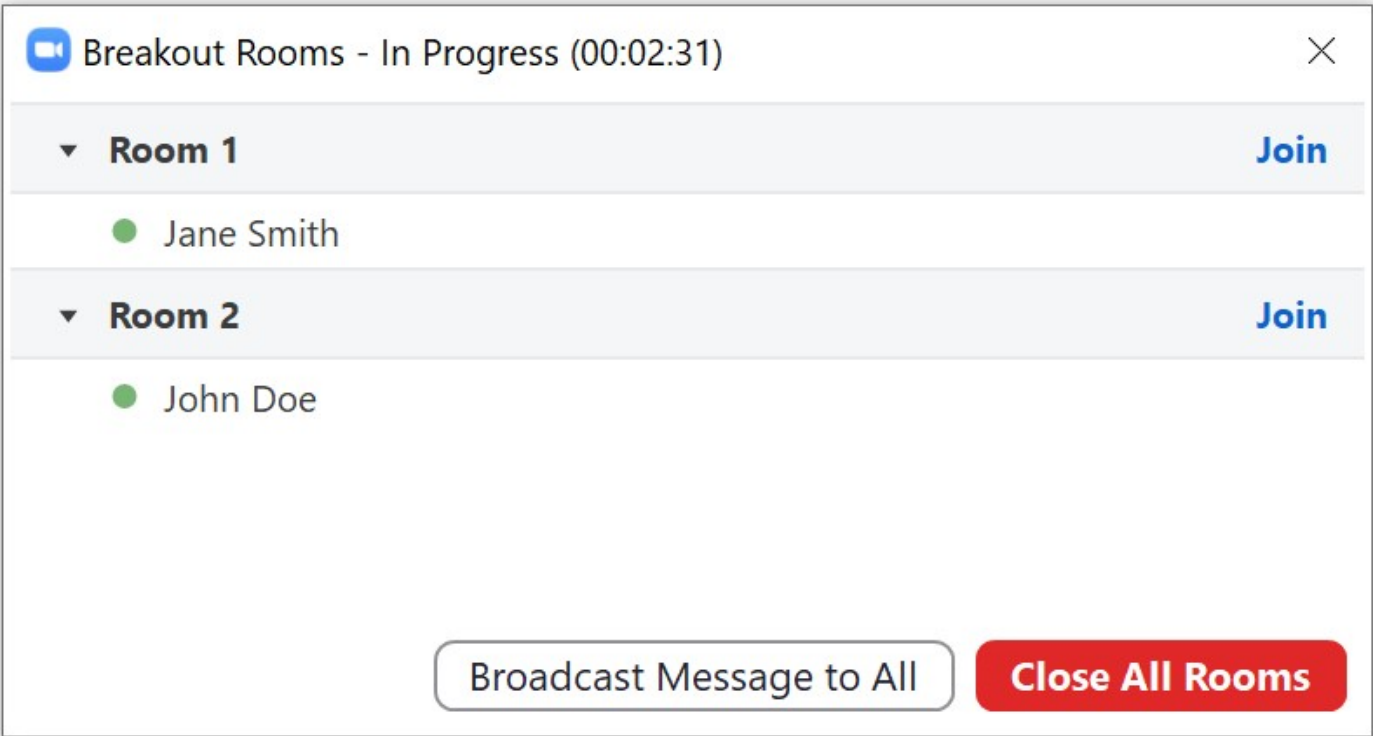
The screenshot shows the Zoom Breakout Rooms interface. At the top, a window titled "Breakout Rooms - Not Started" displays two rooms: Room 1 and Room 2. Room 1 contains Jane Smith, and Room 2 contains John Doe. A red arrow labeled "2" points to the "Move to" button next to Jane Smith's name. Below this, a settings panel is shown with several options: "Allow participants to choose room" (unchecked), "Allow participants to return to the main session at any time" (checked), "Automatically move all assigned participants into breakout rooms" (checked), "Breakout rooms close automatically after: 3 minutes" (checked), "Notify me when the time is up" (unchecked), and "Countdown after closing breakout room" (checked). A "Set countdown timer: 10 seconds" is also visible. A red arrow labeled "1" points to the "Options" button at the bottom left of the settings panel. At the bottom right, a red arrow labeled "3" points to the "Open All Rooms" button. Other buttons include "Recreate" and "Add a Room".

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:

- Room 1**: A dropdown arrow on the left and a **Join** button on the right. Below it, a green status dot is followed by the name "Jane Smith".
- Room 2**: A dropdown arrow on the left and a **Join** button on the right. Below it, a green status dot is followed by the name "John Doe".

At the bottom of the interface, there are two buttons: "Broadcast Message to All" (a white button with a grey border) and "Close All Rooms" (a red button 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

**Revisit
Breakout Rooms**

Breakout Rooms: OLLI Protocols

- 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

Video Demo

**Assign, Open, Close
Breakout Rooms**

Questions?

General Tips

- Mistakes will happen...
 just push through without apology
- Prepare well for each class
- Practice, Practice, Practice!
- Sign up for practice session!!

Contact:

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