

OLLI Instructor Zoom Training

OLLI at Duke

April 2021

Howard Koslow
Chair, IT Committee

Agenda

- Technology and Zoom Prep
- Zoom Features for Instructors
- Next Steps

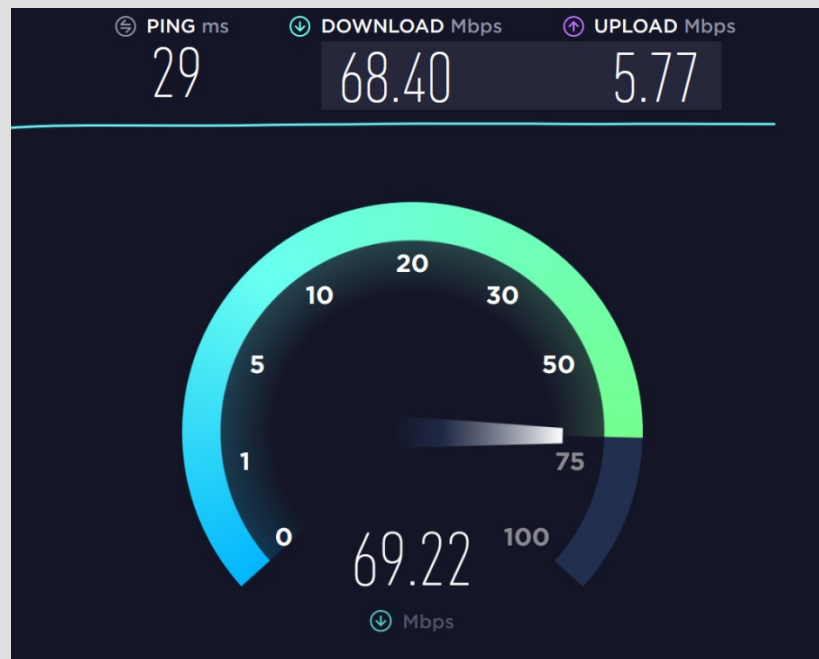
Technology and Zoom Prep

Technology: Equipment

- Device: laptop or desktop
 - Install software updates before class! “Patch Tuesday”
- Microphone - laptop or external
- Webcam - laptop or external
- Desk and comfortable chair
- Clock - visible behind camera
- Water - optional

Technology: Internet

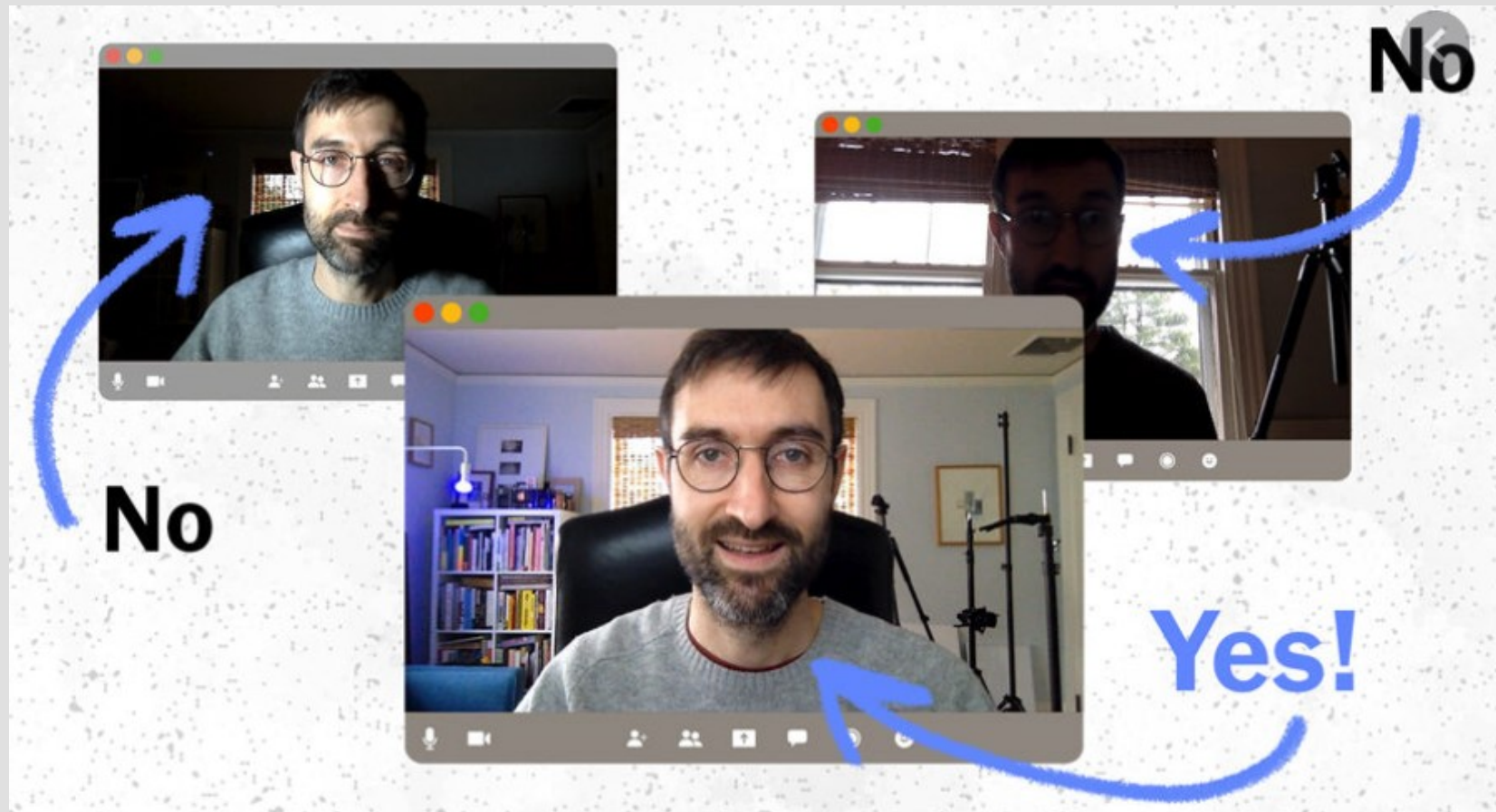
- Speed: > 30 Mbps download, 5 Mbps upload
 - Check internet: speedtest.net and click “Go”
 - Try 5 Ghz band vs. 2.4 Ghz, or wired connection
 - If slow or unstable call provider for assistance



Teaching Space: Video

- Background
 - Simple, no moving objects (e.g., ceiling fan)
 - No virtual backgrounds (unless using green screen)
- Lighting
 - Evenly lit face, no bright window or lightbulb glare
- Camera
 - Eye level: use books to raise laptop 4-6”
- Face centered in video (use Zoom preview)
 - Look directly at camera (place photo above it)

Teaching Space: Lighting



- Link: [Video lighting tips](#)

Teaching Space: Audio

- Confirm clear audio without echo
 - Purchase better microphone, headset or earbuds
- Avoid background noise
 - Mute cell phone, unplug landline
 - No radio, TV, appliances, loud pets
- Prevent echo: only one audio device active!
 - Join on second device without audio
- Avoid rustling paper near mic (keyboard)

Questions?

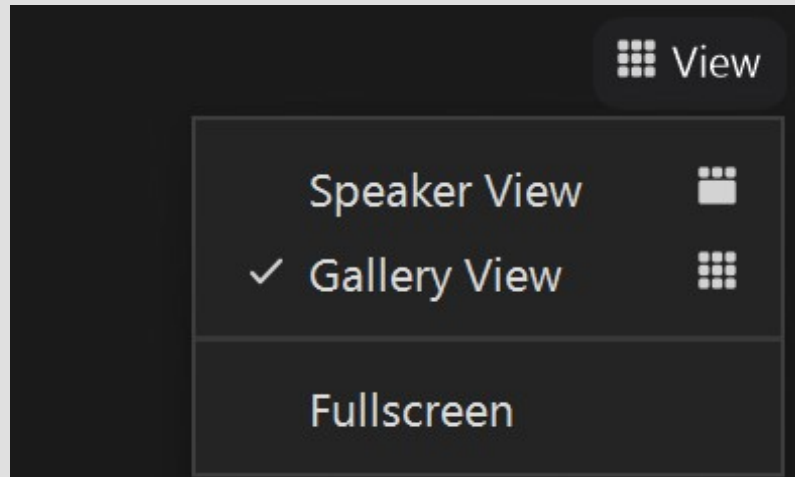
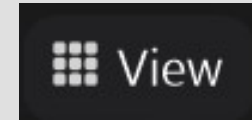
Zoom Features For Instructors

Zoom Screen (student)

The screenshot displays a Zoom meeting window. At the top, it says "Zoom Meeting" and "You are viewing Katrina screen". Below this, there's a "View Options" dropdown menu. The main content area shows a screen share of a poster titled "COVID-19 Vaccines: Your best shot against COVID-19." from the NC Department of Health and Human Services. The poster features a woman holding a child, both wearing face masks. To the right of the screen share is a gallery view of other participants, with most icons muted. A yellow oval highlights the "View Options" menu, and an arrow points to the "View" button in the top right corner of the meeting window. The bottom toolbar includes icons for Unmute, Start Video, Participants (59), Chat (1), Share Screen, Reactions, and a Leave button.

Zoom Screen Controls

- Mouse over and click View icon:

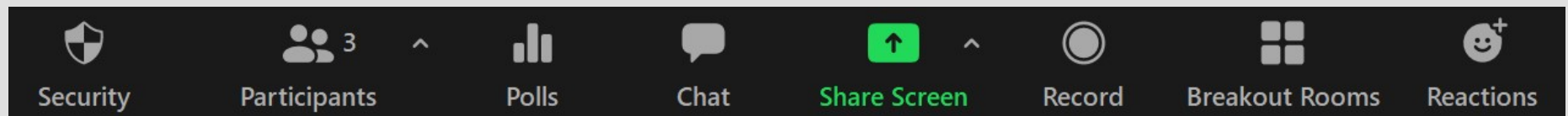
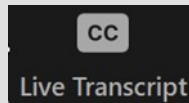


- Speaker view during lecture
- Gallery view for Q&A or discussion

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

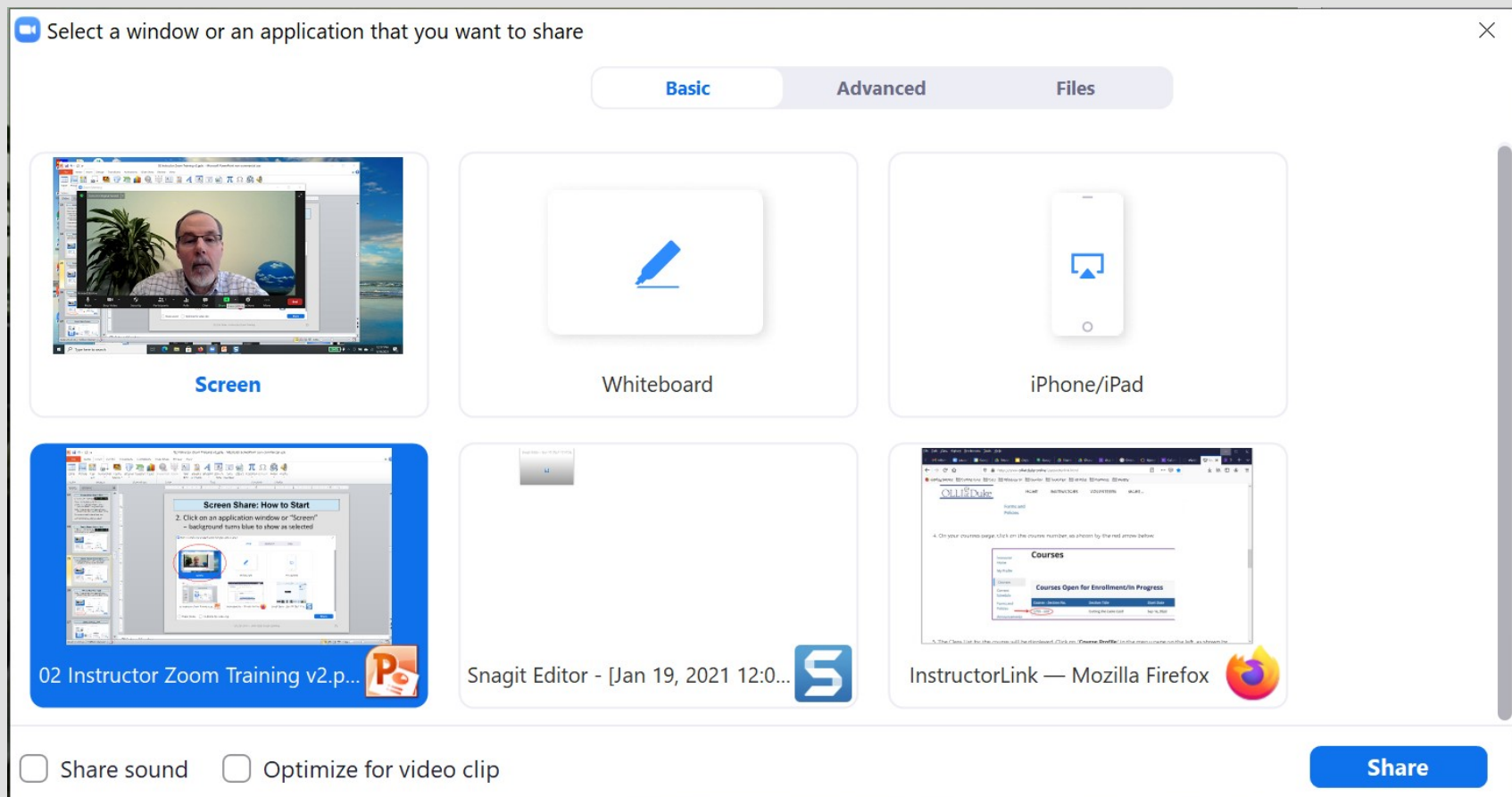
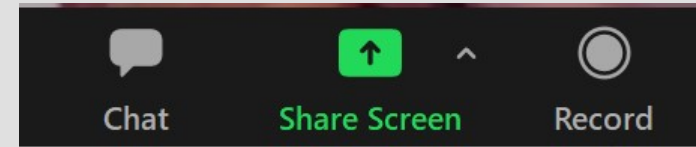


Screen Share: Scenarios

- 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

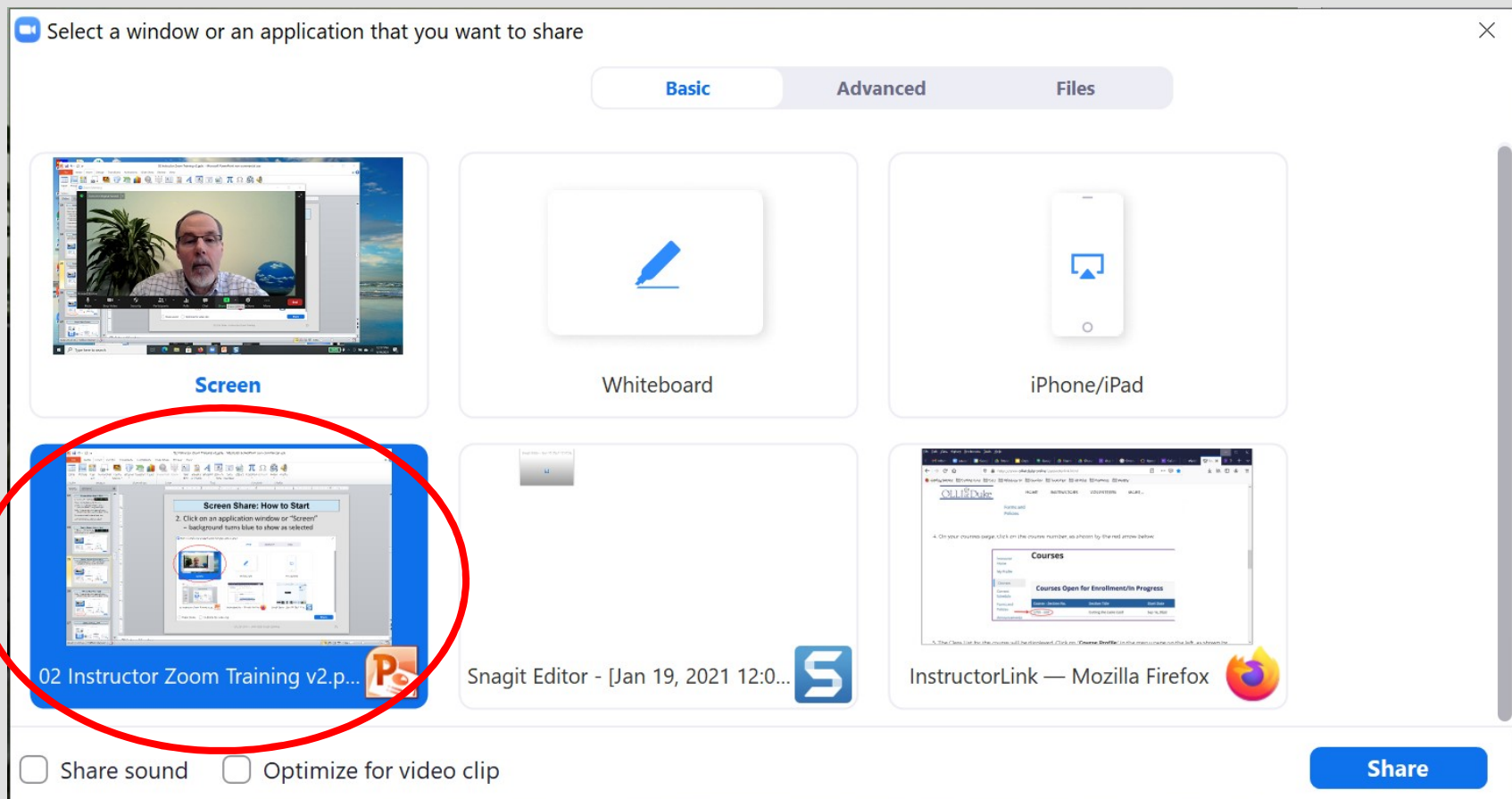
Screen Share: Step 1

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

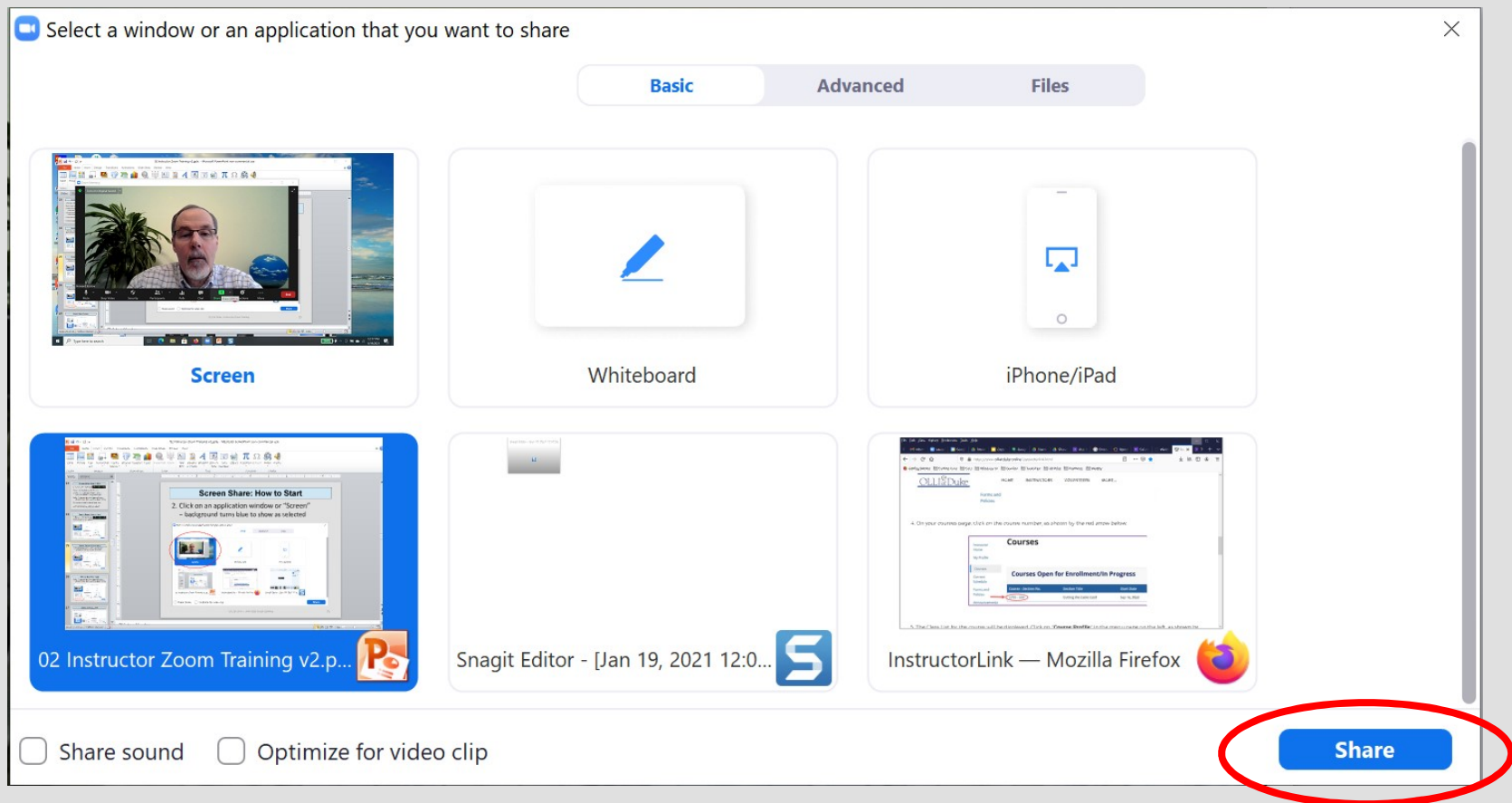
02 Instructor Zoom Training v2.p... Snagit Editor - [Jan 19, 2021 12:0... InstructorLink — Mozilla Firefox

Share sound Optimize for video clip

Share

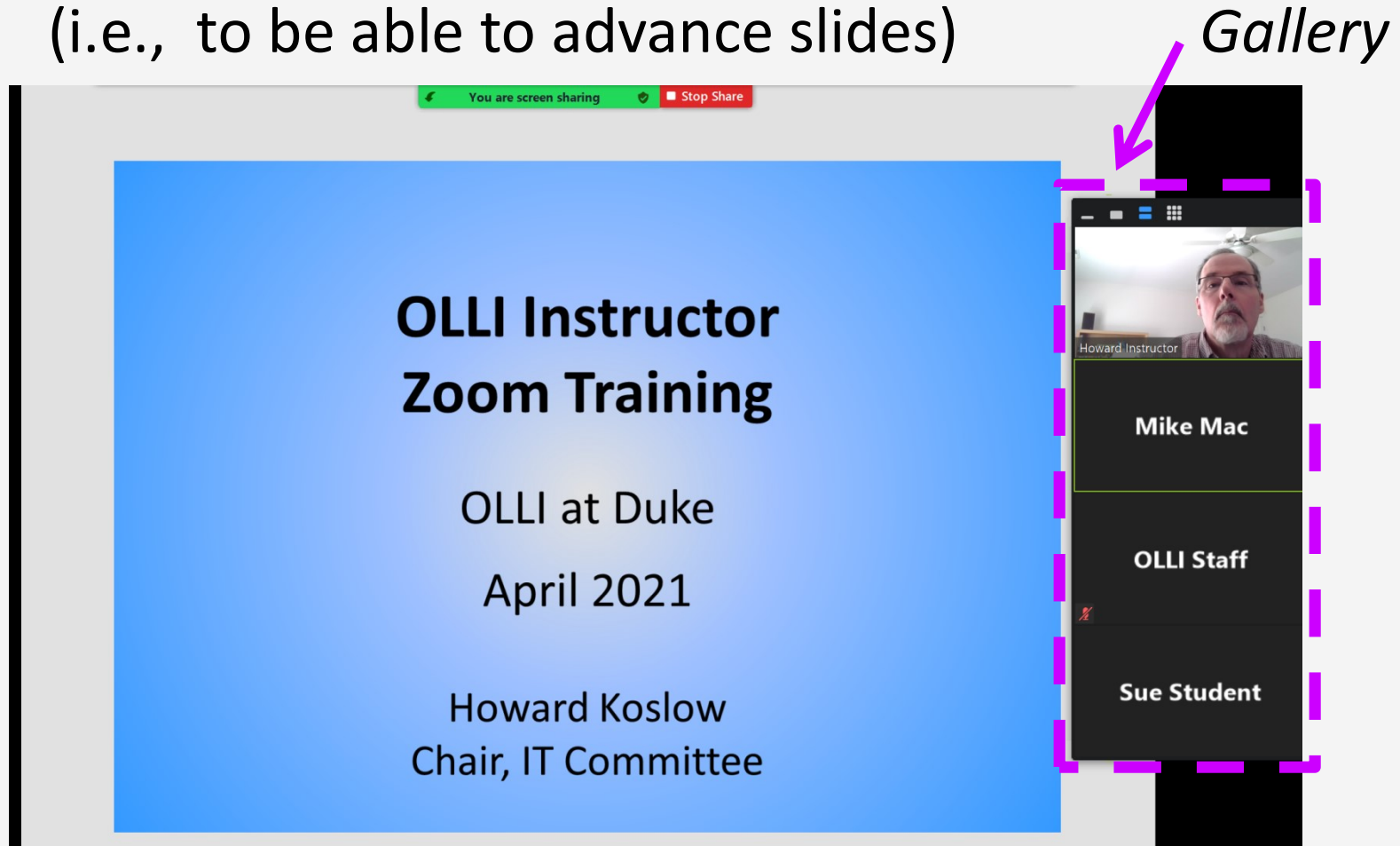
Screen Share: Step 4

4. Press blue “Share” button at lower right



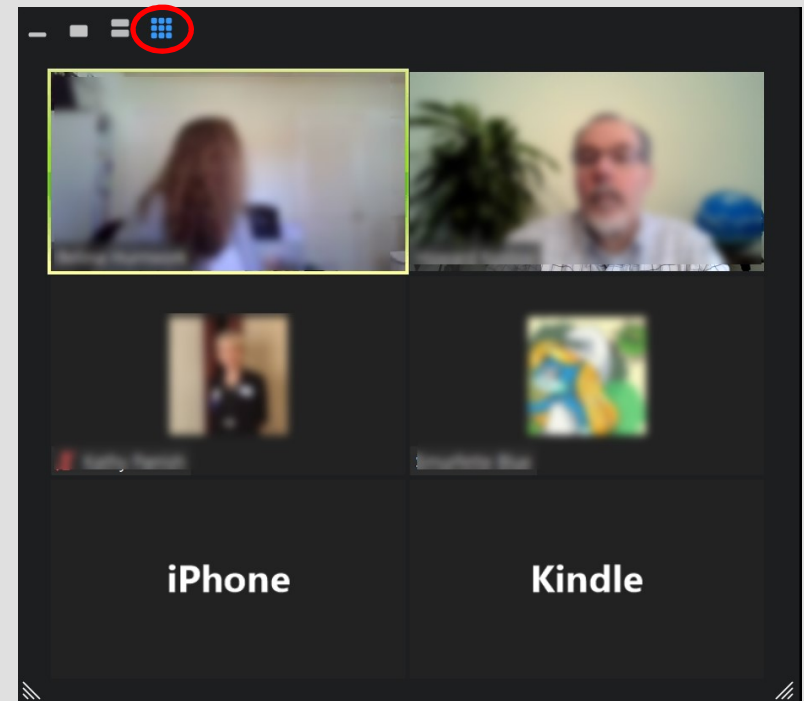
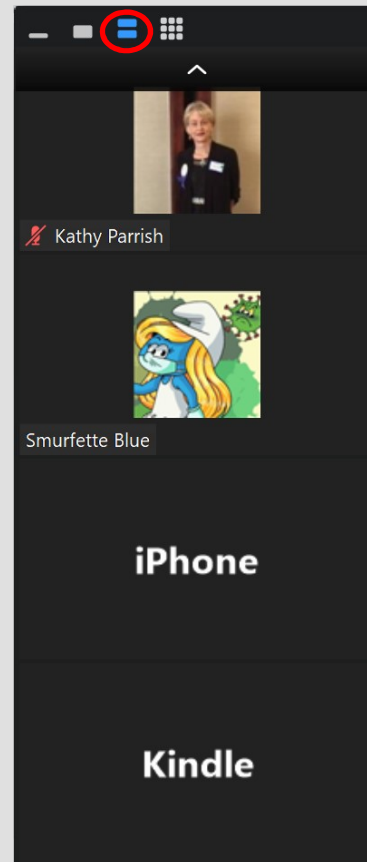
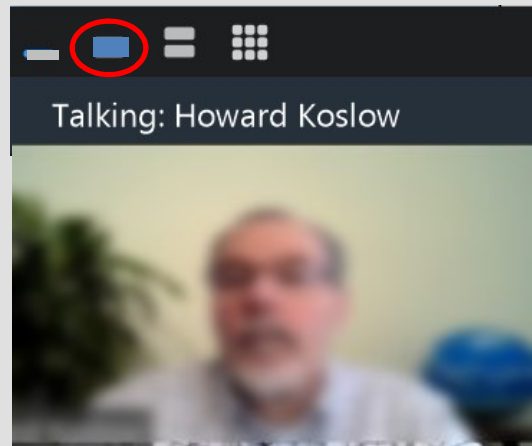
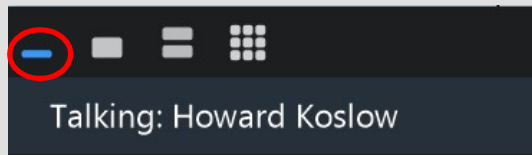
Screen Share: Step 5

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



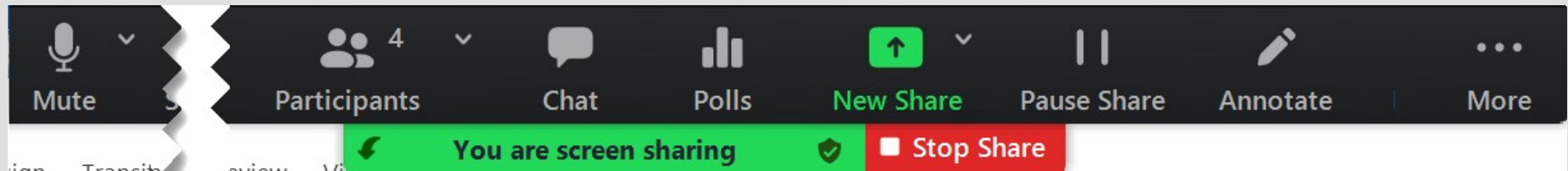
Screen Share: Gallery


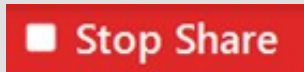
Floating Gallery: pick a size, drag around screen



Screen Share: Controls

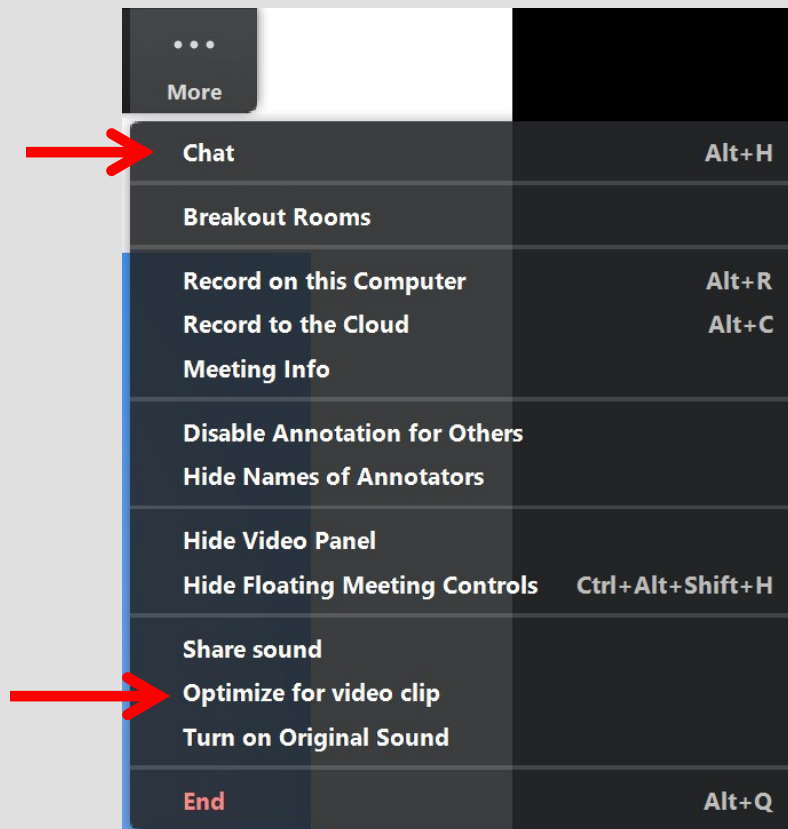
- Hover mouse over control to display full tool bar



- 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



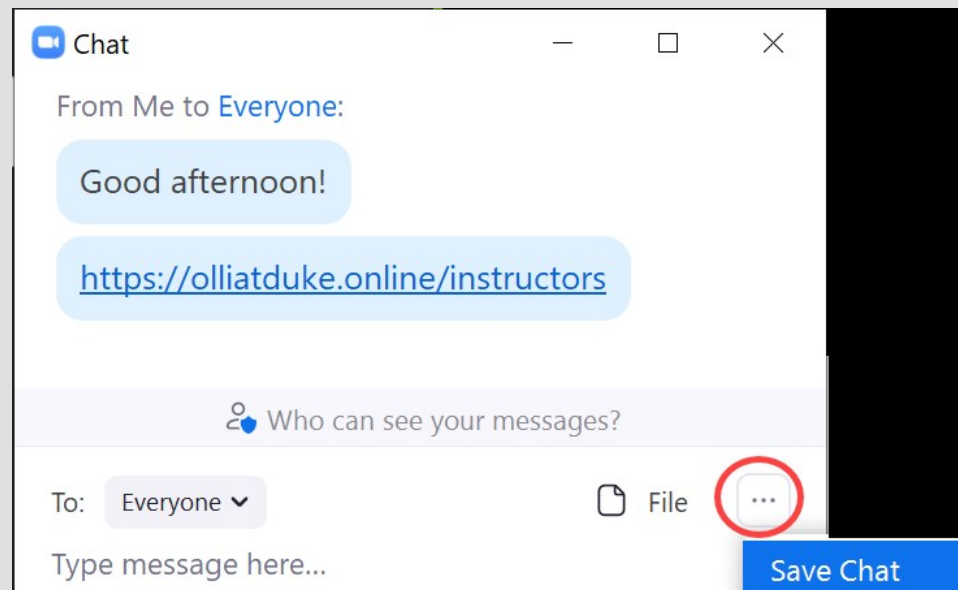
PowerPoint Slide Show

- Present with Slide Show (no notes)
- Optionally with Presenter View if using 2 screens
 - Zoom lets you select either screen
 - Cover during practice session
- Shortcuts to display Slide Show
 - Windows: **F5** = first slide, **Shift+F5** = current slide
 - macOS: **Command+Return** = first slide
Command+Shift+Return = current slide

Questions?

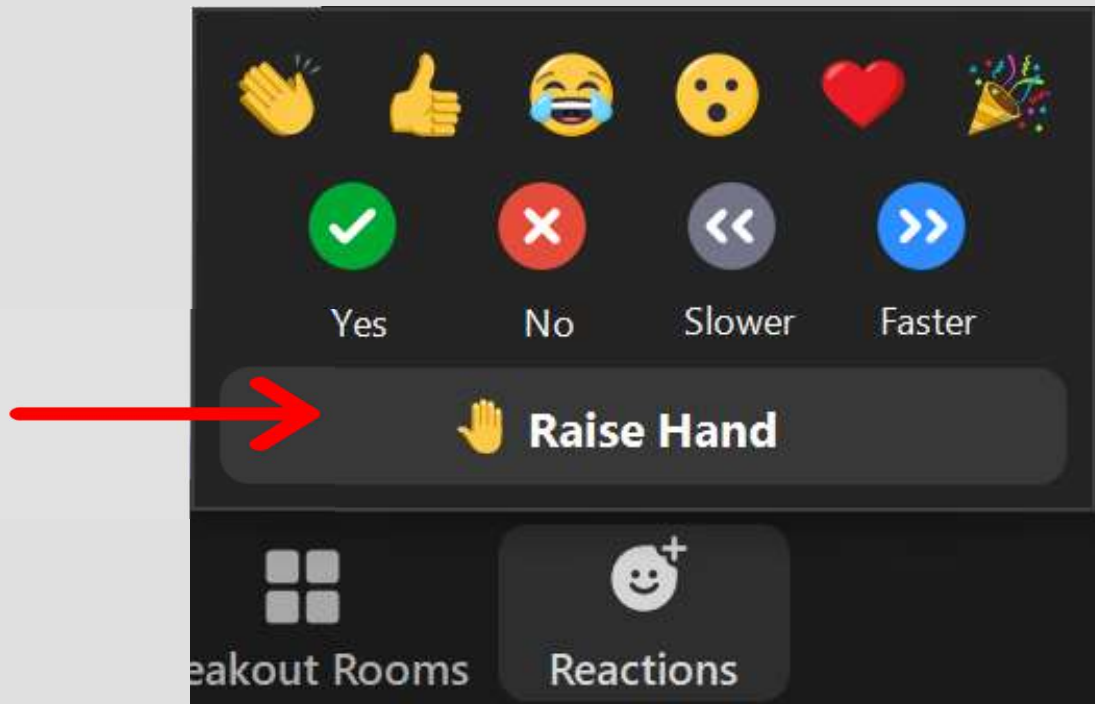
Interactions: Chat

- Open Chat, select **To: Everyone** (the default)
- Type message, then press **Enter** key
- Chat window can be resized or moved
- Tip: Use “File” option to send large files
- New: Can save chat – click on “...” box



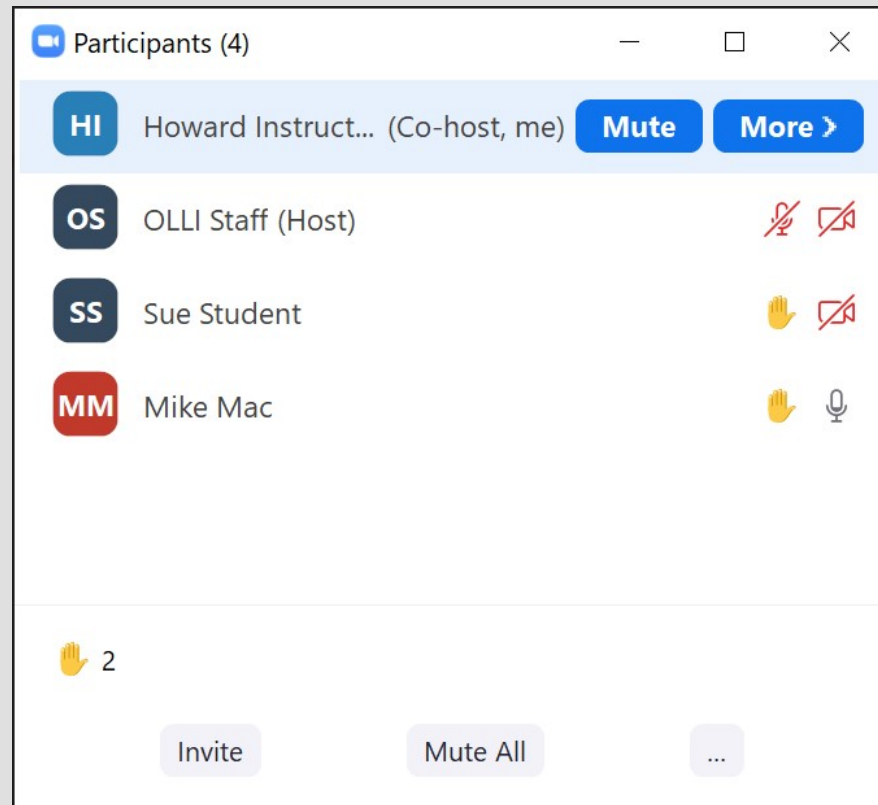
Interactions: Raise Hand

- Click “Reactions” in Zoom toolbar
- Click “Raise Hand”



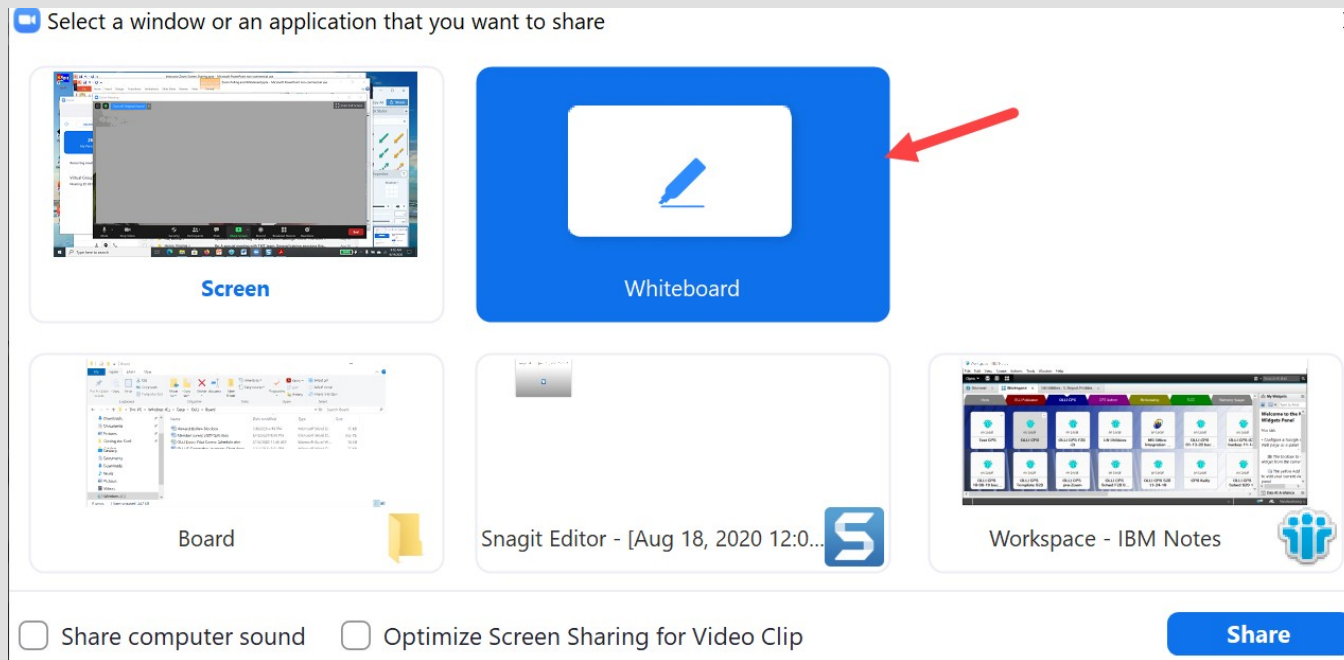
Interactions: Raise Hand

- Call on participants in order (Participants window)
- Lower hand after speaking (host or participant)



Whiteboard

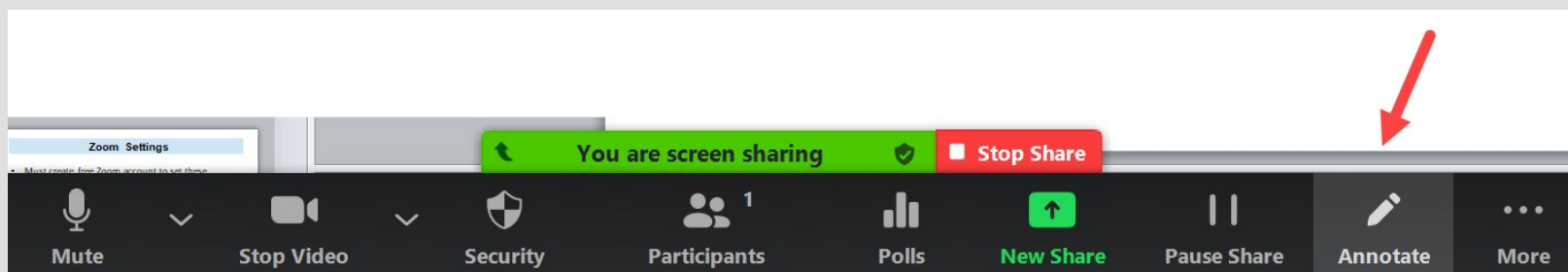
- Click “Share Screen” select “Whiteboard”



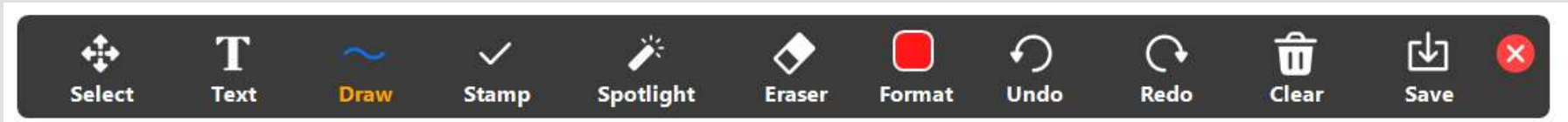
- Use Annotation Tools
 - ✓ Mouse pointer appears as a pencil

Annotation Tools

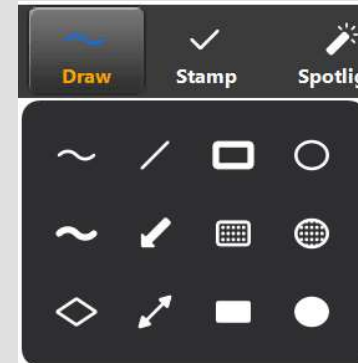
- Can also be used when sharing screen
 - Click on “Annotate” in tool bar
 - Adds annotation tools to screen share



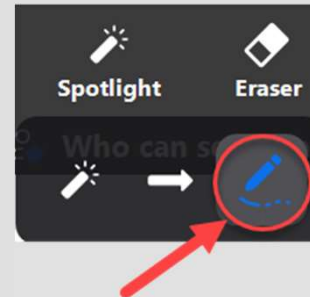
Annotation Tools



- Mouse pointer appears as pencil
- Default tool is Draw

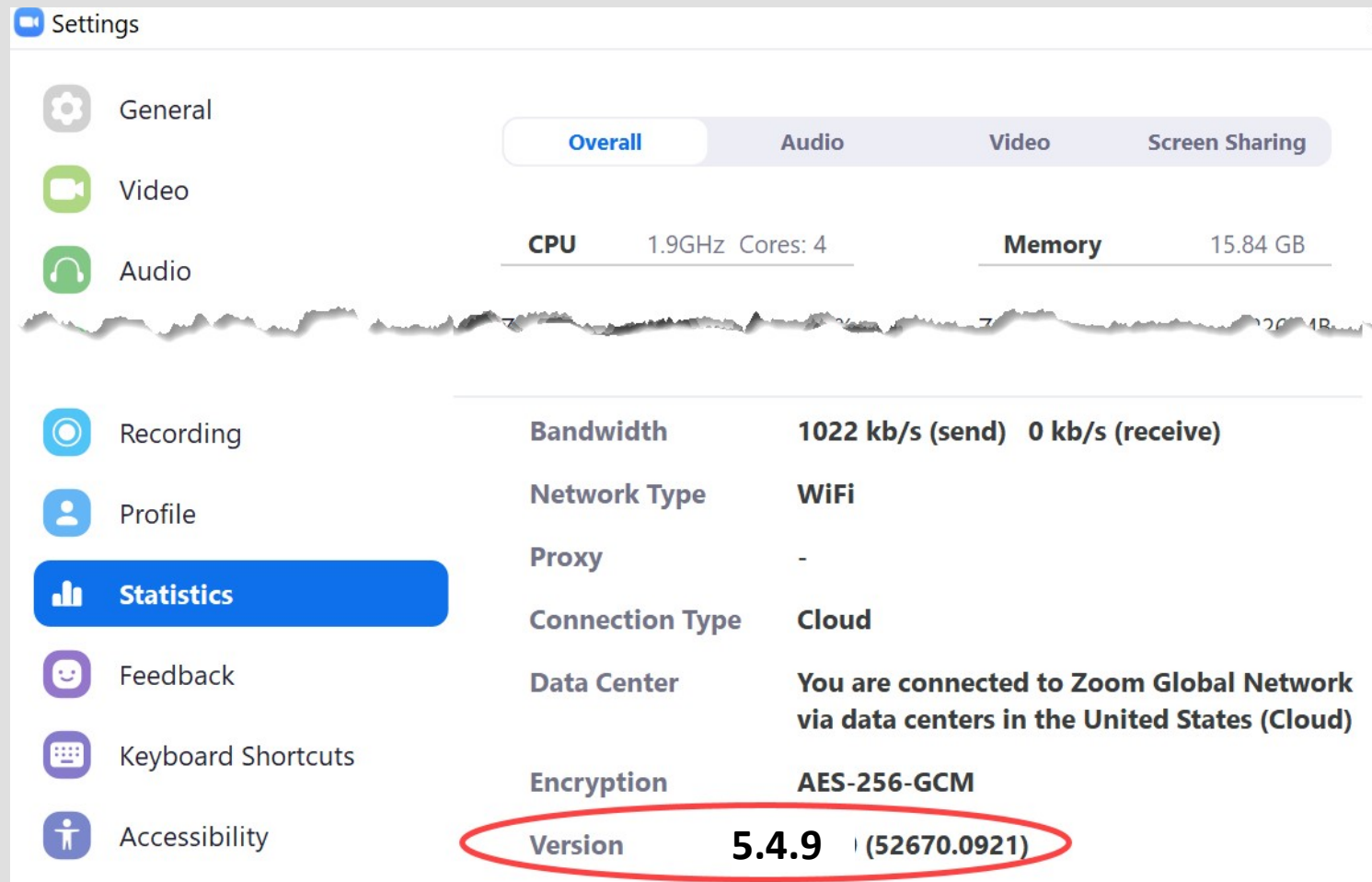


- New tool: vanishing pen



Zoom Version

- Check Zoom client version: Settings / Statistics

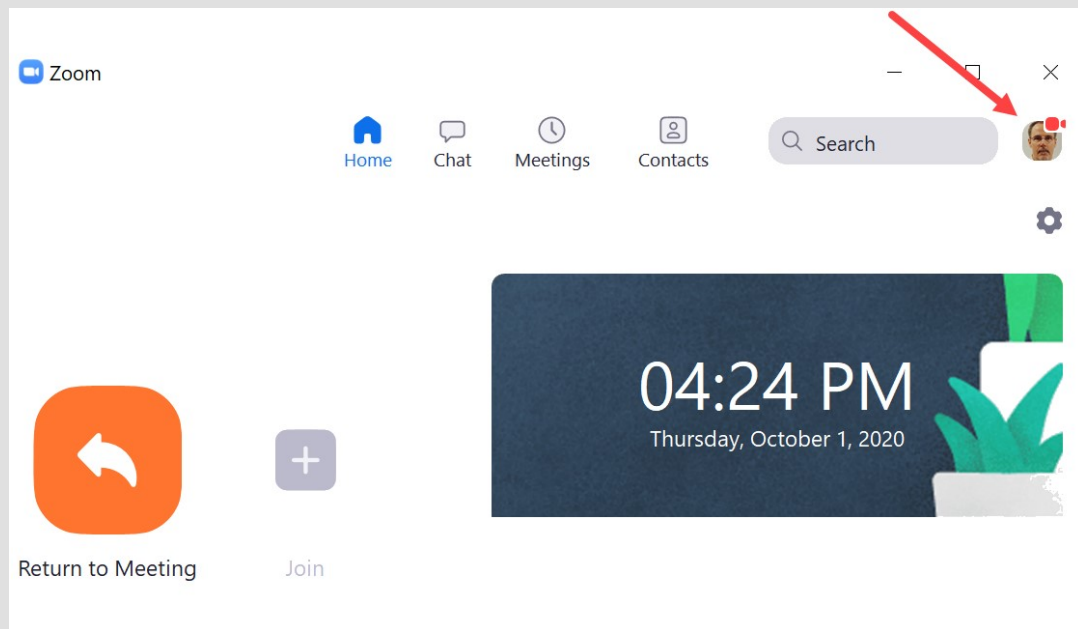


The screenshot shows the Zoom Settings application window with the 'Statistics' tab selected. The left sidebar contains menu items: General, Video, Audio, Recording, Profile, Statistics (highlighted), Feedback, Keyboard Shortcuts, and Accessibility. The main content area is divided into 'Overall', 'Audio', 'Video', and 'Screen Sharing' tabs. Under 'Overall', system information is displayed: CPU (1.9GHz Cores: 4) and Memory (15.84 GB). Below this, network and connection details are shown: Bandwidth (1022 kb/s send, 0 kb/s receive), Network Type (WiFi), Proxy (-), Connection Type (Cloud), and Data Center (Zoom Global Network via data centers in the United States (Cloud)). Encryption is listed as AES-256-GCM. The 'Version' field, showing 5.4.9 (52670.0921), is circled in red.

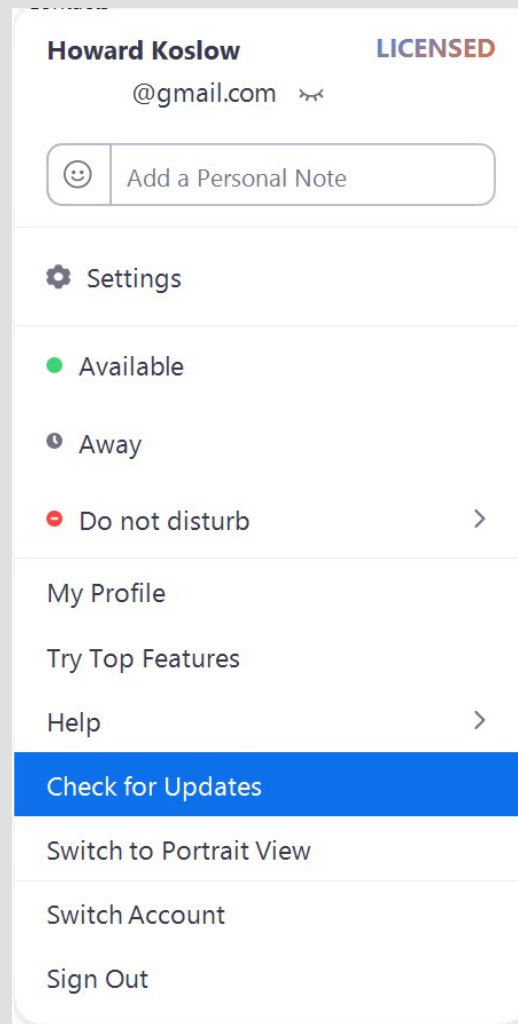
Category	Value
CPU	1.9GHz Cores: 4
Memory	15.84 GB
Bandwidth	1022 kb/s (send) 0 kb/s (receive)
Network Type	WiFi
Proxy	-
Connection Type	Cloud
Data Center	You are connected to Zoom Global Network via data centers in the United States (Cloud)
Encryption	AES-256-GCM
Version	5.4.9 (52670.0921)

Zoom Updates


1. Click initials/face icon



2. Click “Check for Updates” →



Practice: Personal Zoom Account

- Sign up on zoom.us – click 
- Free account
 - Unlimited time for 2 person meeting
 - 40 minute limit for 3+ persons
- Paid account \$15/mo (or \$150/year)
- Schedule meeting or start “instant” meeting
- Practice presenting on Zoom
 - With family or friend
 - On second device (no audio) to see as “student”

Questions?

Next Steps

Training

- Zoom Advanced Topics – Apr 29
 - sharing slides with videos
 - polling
 - breakout rooms
- Using Instructor Portal – May 5/6?
 - or at your practice session

Practice Sessions

- Zoom Practice – sharing slides/videos + other as needed
 - **Required** for new OLLI Zoom instructors
 - Technical check on audio, video and internet
 - May 3-7
 - 1-on-1 or pairs (e.g., co-instructors)
 - Sign-up for slots starting Apr 27

Rehearsal Details

- Rehearsals (**mandatory**) - with staff + moderators
 - A week prior to term start – May 10-13
 - At your course assigned day & time (or reschedule)
 - Invite (with Zoom link) emailed on May 3
- Practice intro and 2-3 minutes of first class
- Practice Zoom transitions and interactions
 - Technical: sharing screen, playing videos, etc.
 - Interactions: chat or “raise hand”
- Peer instructors observe and give feedback

Training Calendar

Month	Mon	Tue	Wed	Thu	Fri
Apr 2021	19	20 10 AM: (IRC) New Instructor Orientation	21	22 1 PM - Online Teaching	23 Winter Term Ends
	26 1 PM - Moderator Info/Training	27 1 PM - Zoom for Instructors	28	29 1 PM - Zoom Advanced Topics	30
May 2021	3	4 Spring Term Registration Opens	5	6	7
	Instructor Zoom Practice Sessions				
	10 Rehearsals* Mon classes	11 Rehearsals* Tue classes	12 Rehearsals* Wed classes	13 Rehearsals* Thu classes	14
	17 Spring Term Starts	18	19	20	21

Preparing Guest Speakers

- Instructor contacts guest speakers
 - Are they Zoom ready? Internet, audio, video
 - Comfortable sharing slides or videos?
- Request training assistance if needed
 - See Resources slide
- Instructor arranges & conducts guest rehearsal
 - Typically a few days before their class
 - Review class protocol
- Instructor serves as moderator for guest(s)

Resources

- [OLLI Instructor website](#) (e.g., Tip Sheets)
- olliatduke.online/instructors
 - Slides and recordings of training sessions
 - Training session calendar
 - Instructor checklist
 - Equipment list
 - Instructions to update Zoom
 - Need help? Click **Request Tech Support** button

Reminder: Update to latest Zoom!

Questions?

Contact:

howard.koslow@gmail.com