

Zoom Training Advanced Topics

OLLI at Duke

January 2021

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Chair, IT Committee

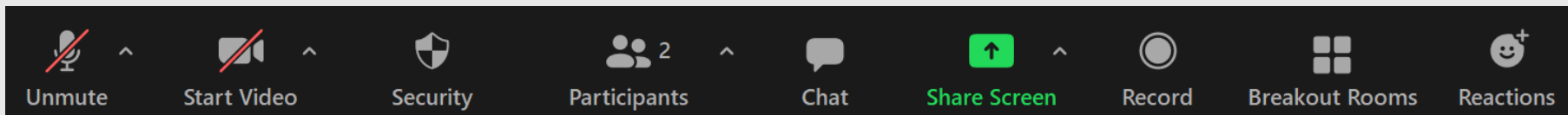
Agenda

- Screen Sharing
 - Review of basics
 - Sharing PowerPoint slides
 - Sharing videos
 - Annotations / Whiteboard
- Polling
- Breakout Rooms

Zoom Screen Sharing

Zoom Toolbar

- Differences as Zoom co-host
 - Share Screen is enabled
 - Breakout Rooms is added
 - Ignore added options: Security, Record



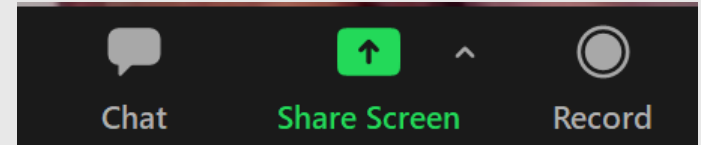
Screen Share: Scenarios

- Share one app, i.e., PowerPoint, Keynote
 - Select just that app window
- Share screen, i.e., entire desktop
 - Warning: all open apps are visible! (email, etc.)
 - Select app window on desktop and maximize it
 - Typical use: show slides with web links/videos

Screen Share: Steps

1. Click “share screen”

Share screen window appears:




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 

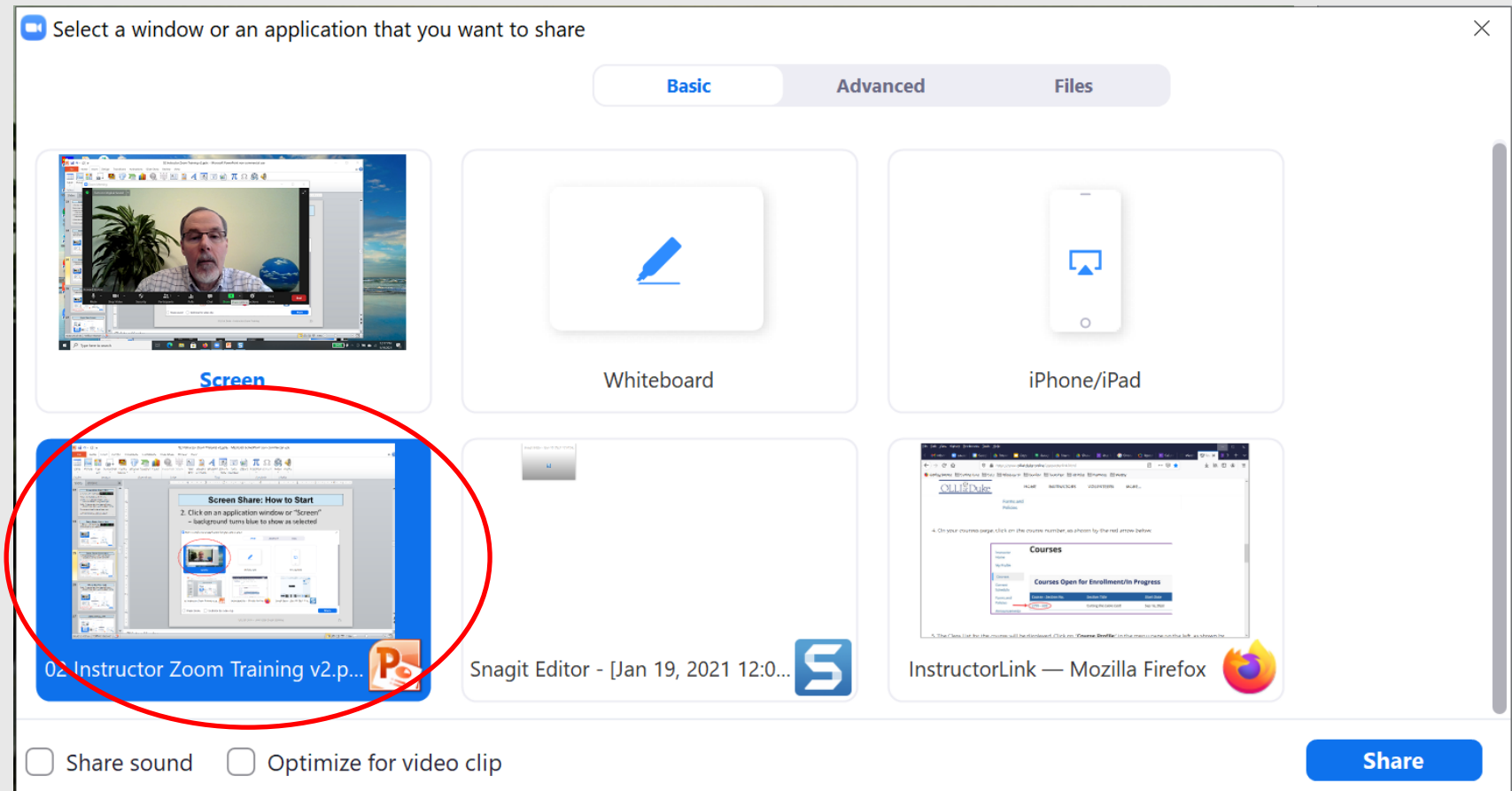
Share sound Optimize for video clip

Share

The image shows the Zoom screen sharing selection window. At the top, it says 'Select a window or an application that you want to share'. Below this are three tabs: 'Basic', 'Advanced', and 'Files'. The 'Basic' tab is selected. There are six options shown in a grid: 1. 'Screen' with a thumbnail of a Zoom meeting. 2. 'Whiteboard' with a blue pencil icon. 3. 'iPhone/iPad' with a white smartphone icon. 4. A PowerPoint presentation titled '02 Instructor Zoom Training v2.p...' with a red circle around a 'Screen Share: How to Start' slide. 5. 'Snagit Editor - [Jan 19, 2021 12:0...' with a blue 'S' logo. 6. 'InstructorLink — Mozilla Firefox' with a Firefox logo. At the bottom, there are two checkboxes: 'Share sound' and 'Optimize for video clip', both of which are unchecked. A blue 'Share' button is on the right.

Screen Share: Steps

2. Click an application window or **Screen / Desktop 1** (mac)
 - background turns blue to show is selected



Screen Share: Steps

3. Only if sharing video, check boxes at bottom
- Optimize for video clip + Share sound

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: Steps

4. Press blue “Share” button at lower right

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

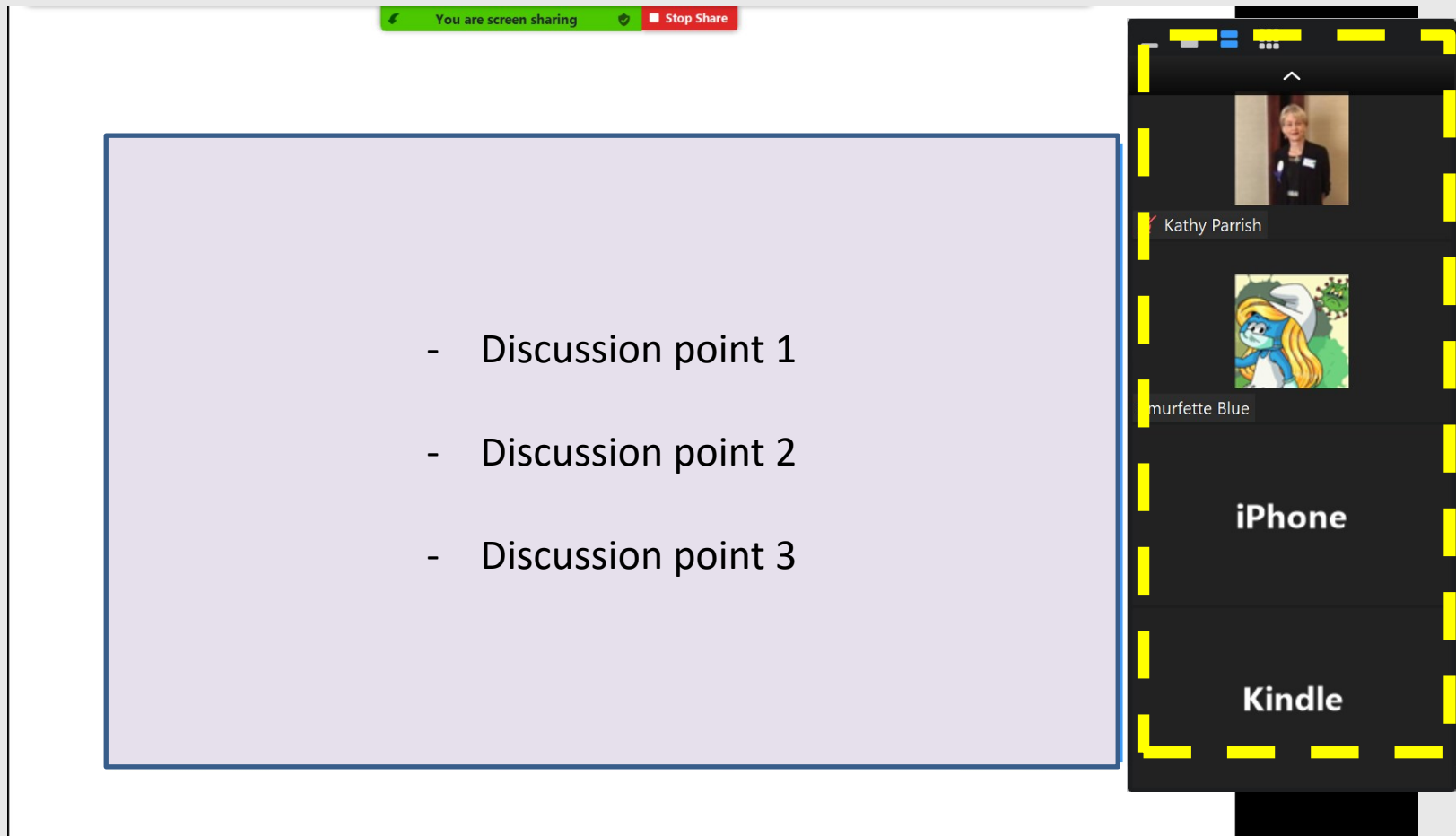
Share sound Optimize for video clip

Share

Screen Share: Steps

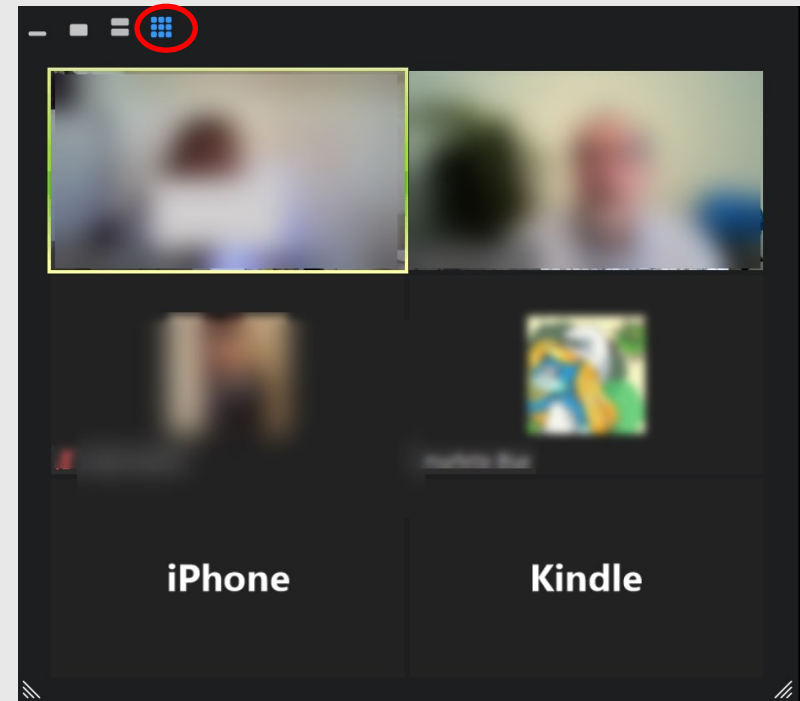
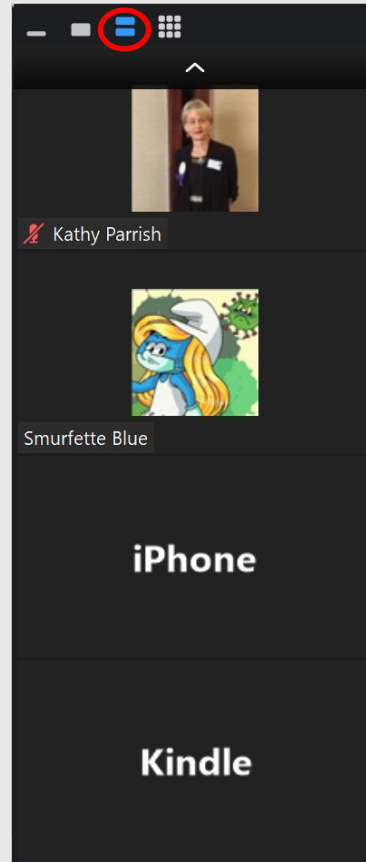
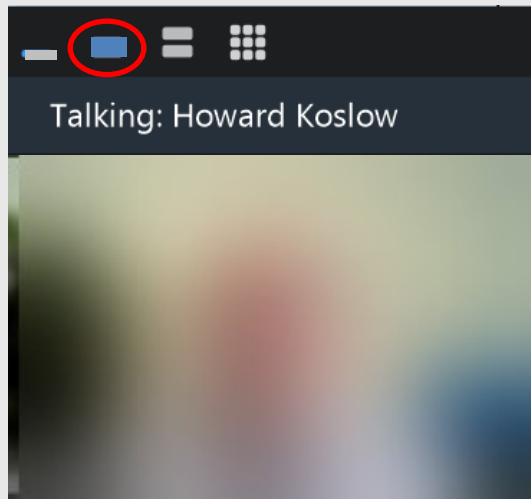
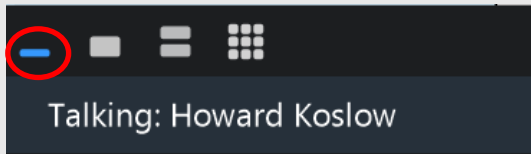
5. Click on application window to select it
(i.e., to be able to advance slides)

Gallery



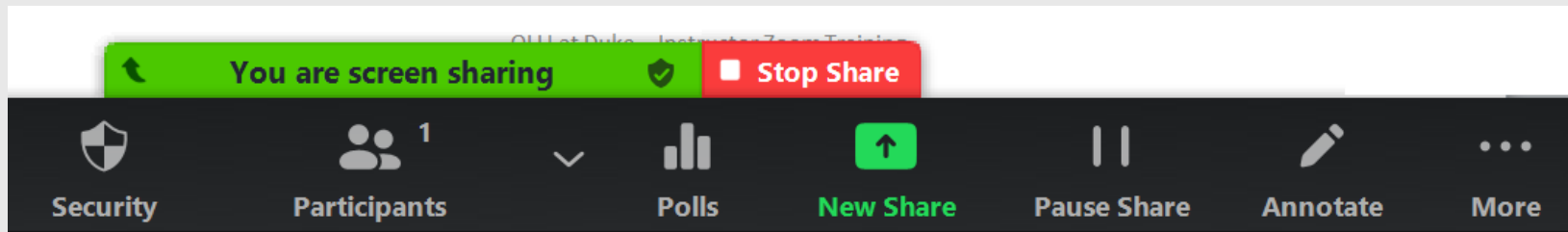
Screen Share: Gallery

Floating Gallery: pick size, drag around screen



Screen Share: Controls

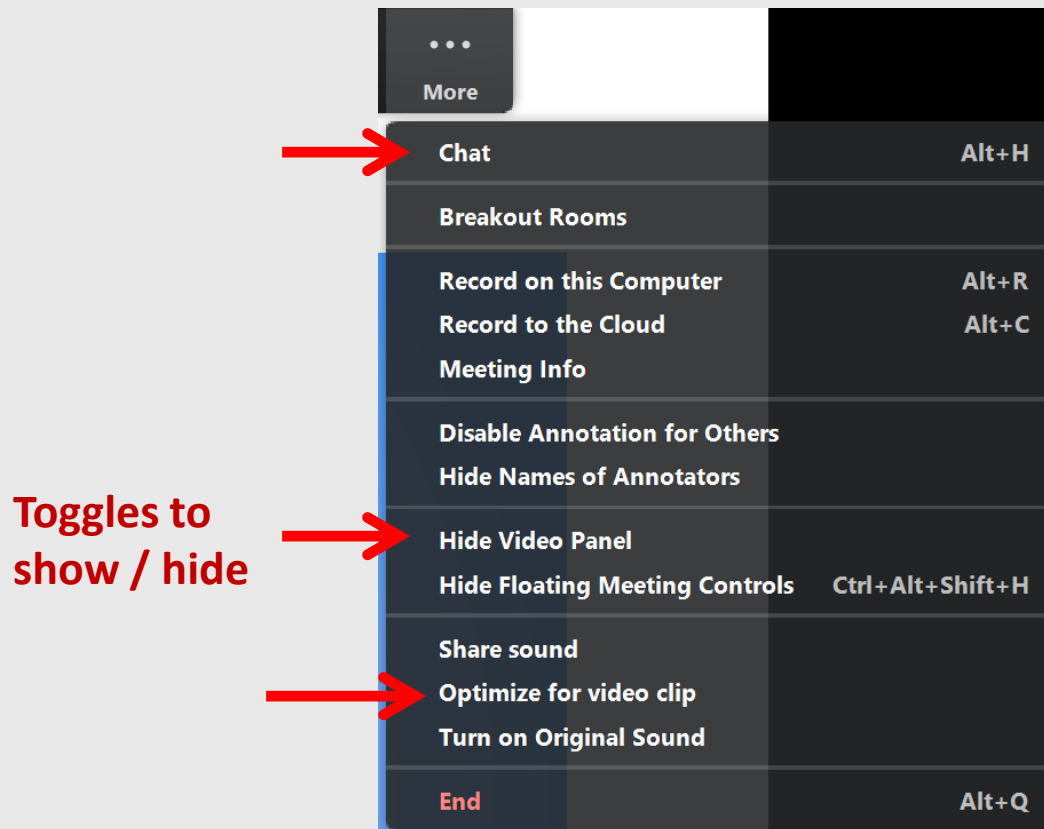
- Hover mouse over control to display full tool bar



- 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

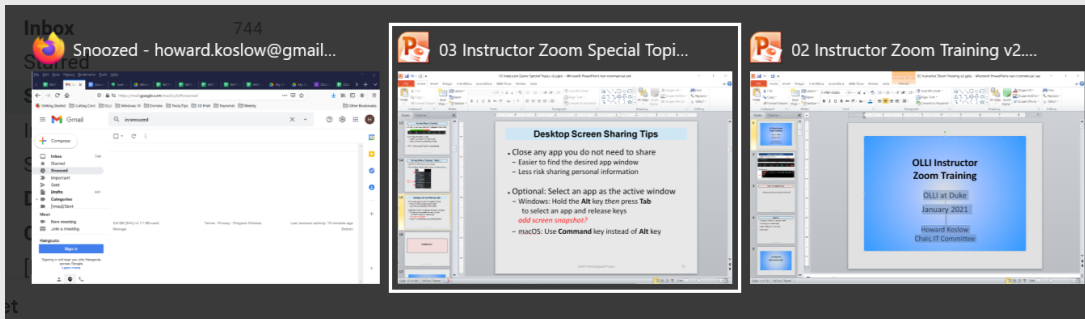
Screen Share: Controls - More . . .

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



Desktop Screen Sharing Tips

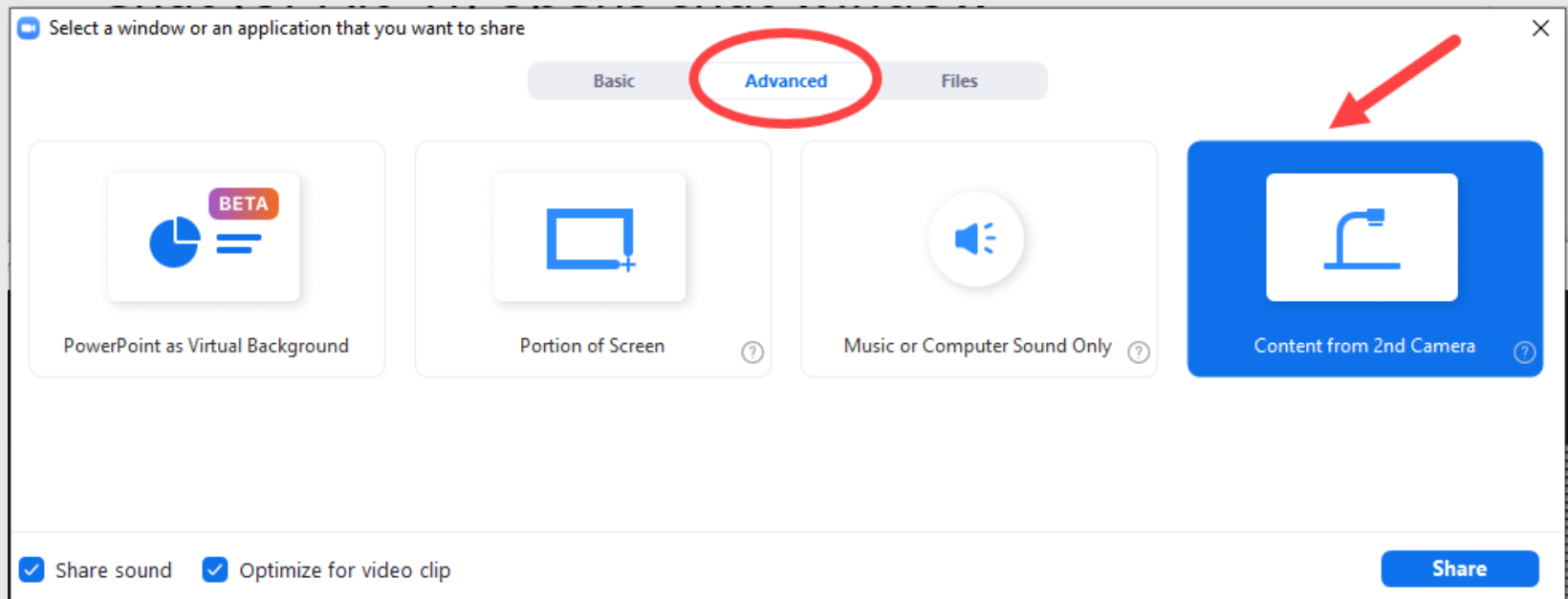
- Close any app you will not share
 - Easier to find desired app window
 - Less risk sharing personal info
- Optional: Select app to share (active window)
 - Windows: Hold **Alt** key, *then* press **Tab** once to pick next app; release **Alt** to select as active



- macOS: Use **Command** key instead of **Alt** key

Screen Share: Second Camera

- Share Screen / Advanced: Content from 2nd Camera
 - Your face is still visible in Zoom gallery



- Alternate method: Video settings / select camera

Questions

Sharing PowerPoint Slides

Sharing PowerPoint Slides

1. Present with Slide Show (without slide notes)
2. Optionally with Presenter View if have 2 displays
 - Zoom lets you select Screen 1 or Screen 2
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. click Slide Show / From Beginning (in ribbon bar)
 - Windows: **F5** = first slide
Shift + F5 = current slide
 - macOS: **Command + Return** = first slide
Command + Shift + Return = current slide

PowerPoint Presenter View

- One screen shows: current slide, notes, preview next
- Other screen shows just current slide
 - Select this one to share via Zoom
- Recommend using only if you have 2 displays and have experience using presenter view

Sharing Videos and Web Pages

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
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
 - Note: embedded videos can make ppt very large!

Videos in PowerPoint

- Embedded video

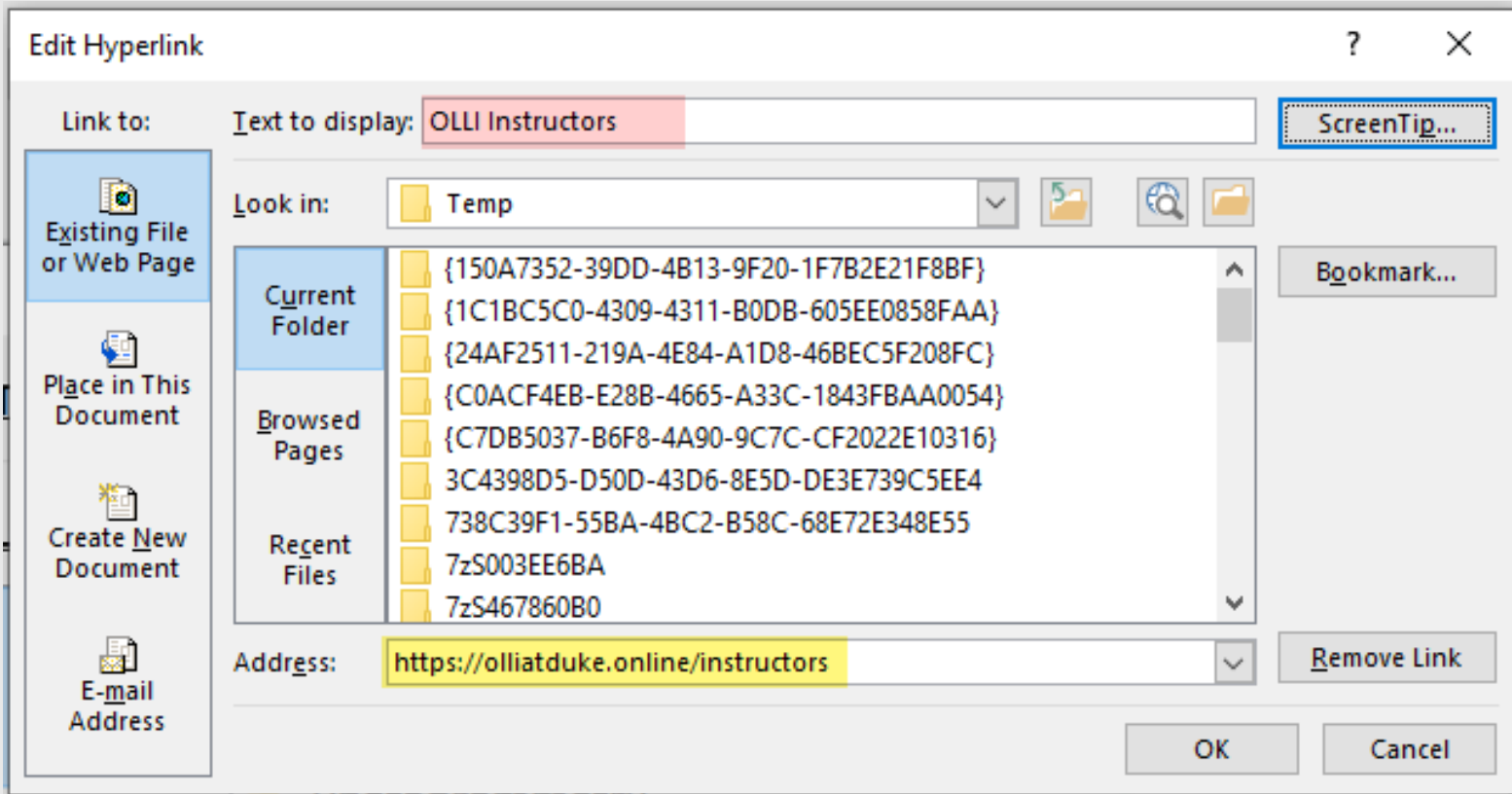


Videos in PowerPoint

- Local [video file](#)
- Web link [YouTube puppies](#)
<https://www.youtube.com/watch?v=pwVgP0jC6AA>

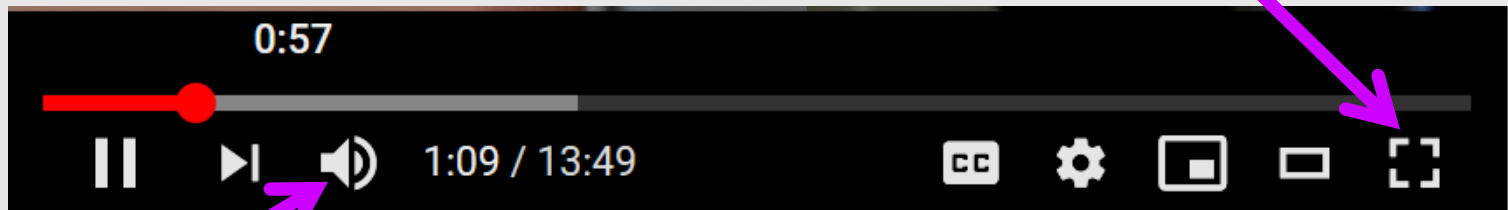
Adding Videos to PowerPoint

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



Playing YouTube Videos

- Be ready to adjust Youtube volume
- Skip or mute ads
- Know start and end times for partial play
- YouTube controls



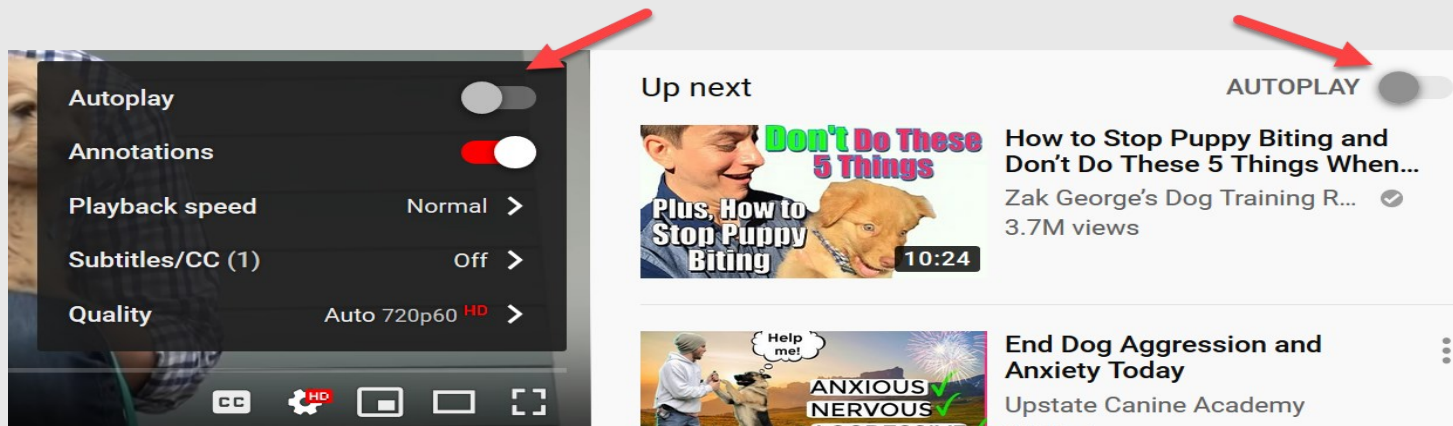
Fullscreen

Volume / mute
(mouse over)



Playing YouTube Videos

- Turn off autoplay
 - Switch AUTOPLAY off - top right above “Up Next” video list
 - Select gear icon for settings and switch AUTOPLAY off



→ Newer control:



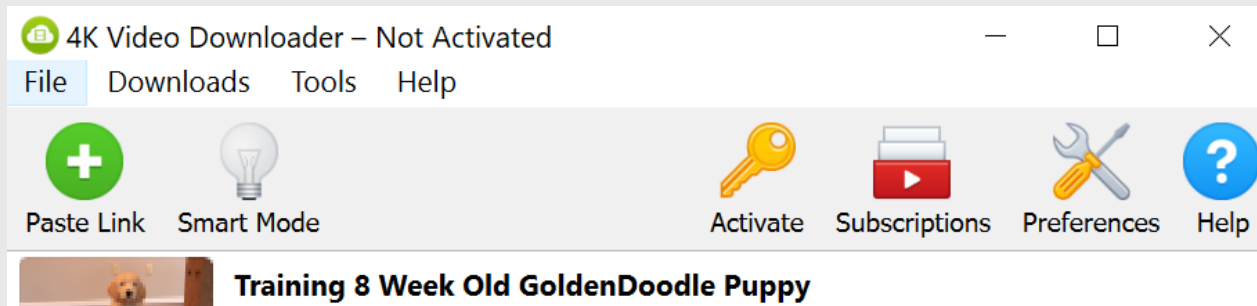
- Stop video before closing browser window

Common Problems

- Video not visible or students see dark box
 - 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

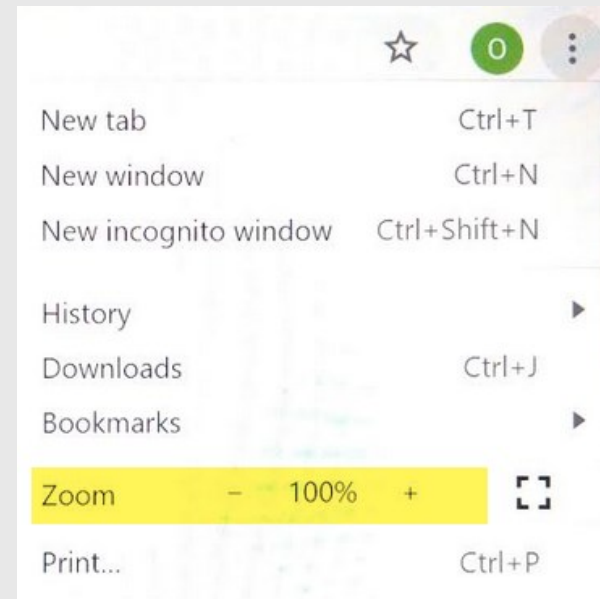
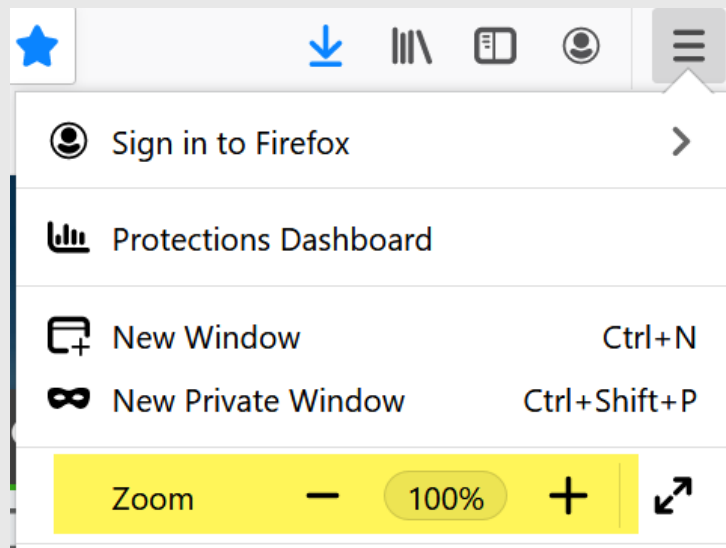


Playing DVDs

- Recommend free program: VLC
 - ✓ Works on macOS / Windows / Linux
 - ✓ <https://www.videolan.org/vlc/>
- Simple to use
- Schedule a practice session

Sharing Web Pages

- Text to click on: short and user-friendly
[OLLI Home](#) vs. <https://learnmore.duke.edu/olli>
- If text is small, use browser “zoom” to magnify

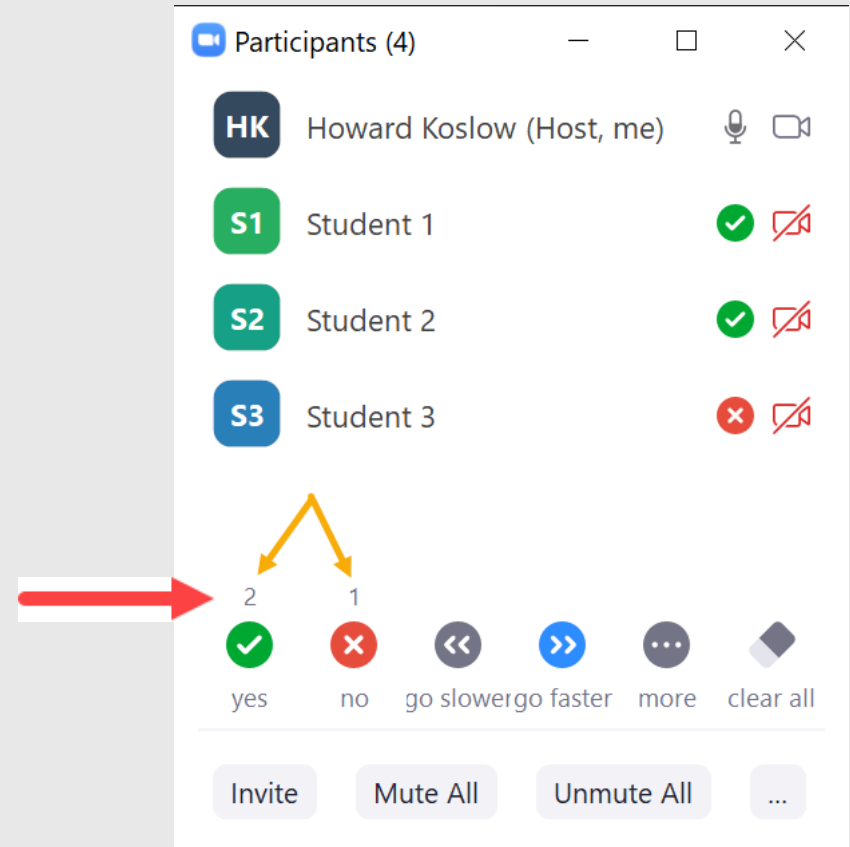
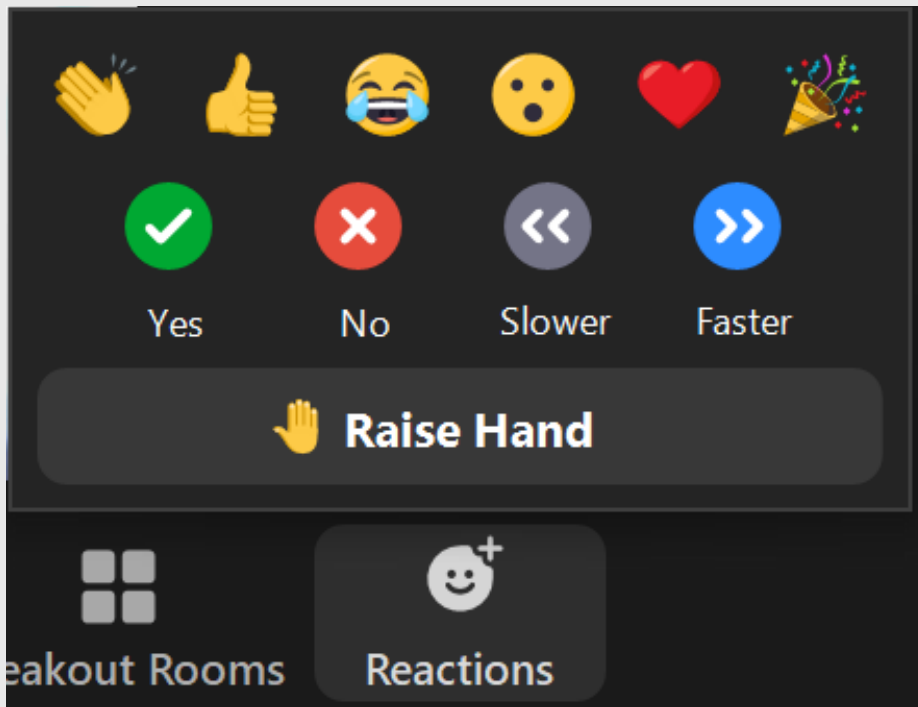


Questions?

Zoom Polls

“Quick” Polls

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



Zoom Poll

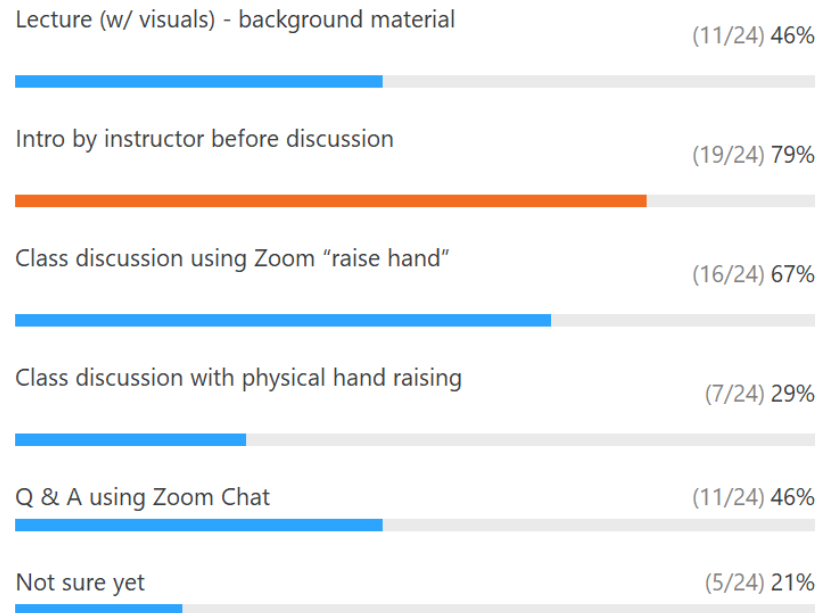
- Multiple choice questions
- Single or multiple answers
- Can share results with participants

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

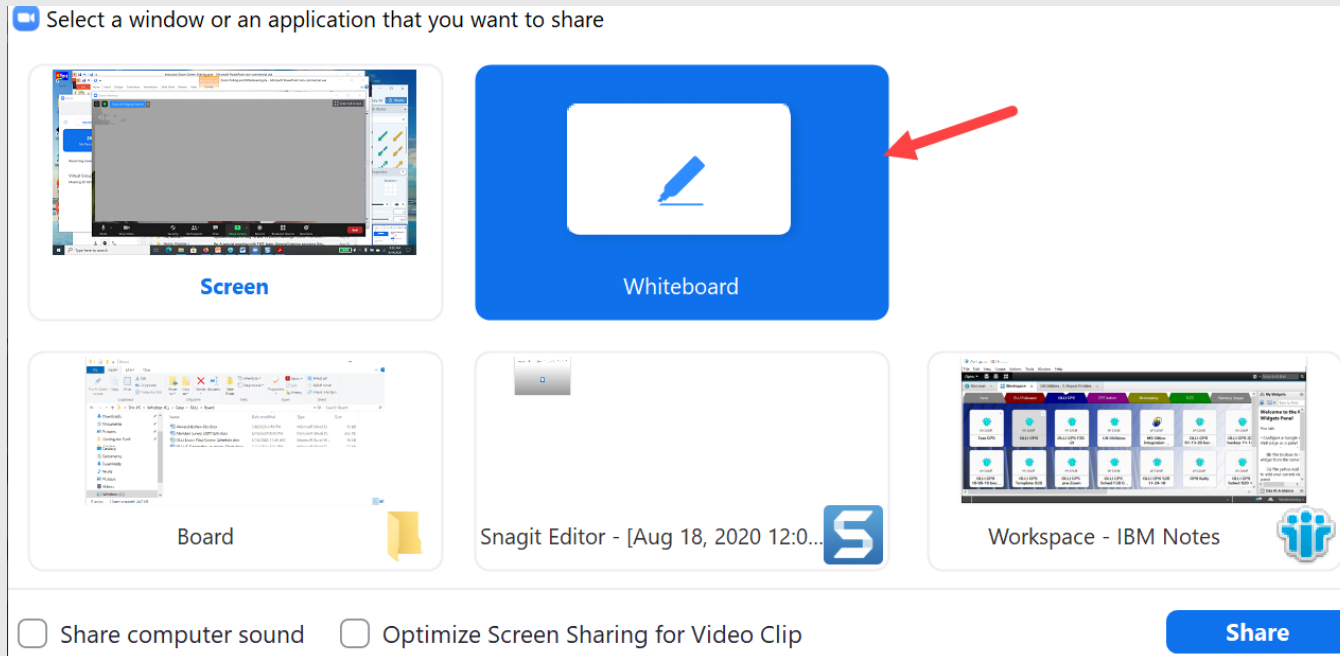
- Prepare question(s) with answer choices
 - ✓ Single or multiple answers
 - ✓ Up to ten answers per question
 - ✓ Email to Betina 48 hours before your class
betina.huntwork@duke.edu
- Plan when to ask each poll question
 - ✓ Discuss with staff/moderator during pre-class
 - ✓ Staff will launch poll at desired time
 - ✓ Give fixed time for participants to respond
 - ✓ Share results (anonymous) with class

Questions?

White Board And Annotation

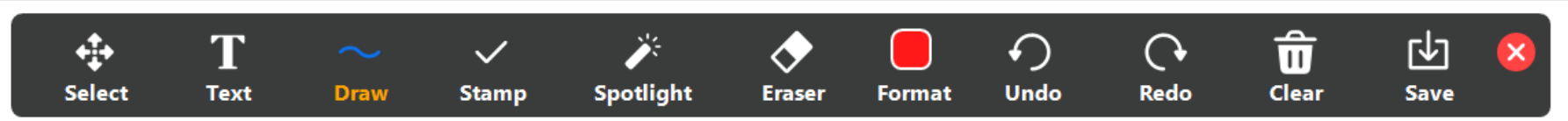
Interactions: Whiteboard

- Click “Share Screen” select “Whiteboard”



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

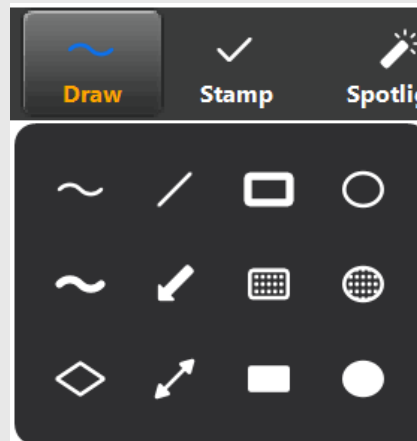
Annotation Tools



- Mouse pointer appears as pencil
- Can create/scroll pages (bottom right of board)



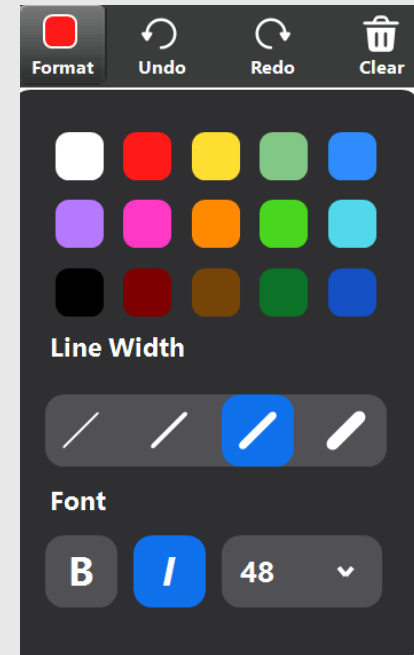
- Default tool is Draw



Annotation Tools

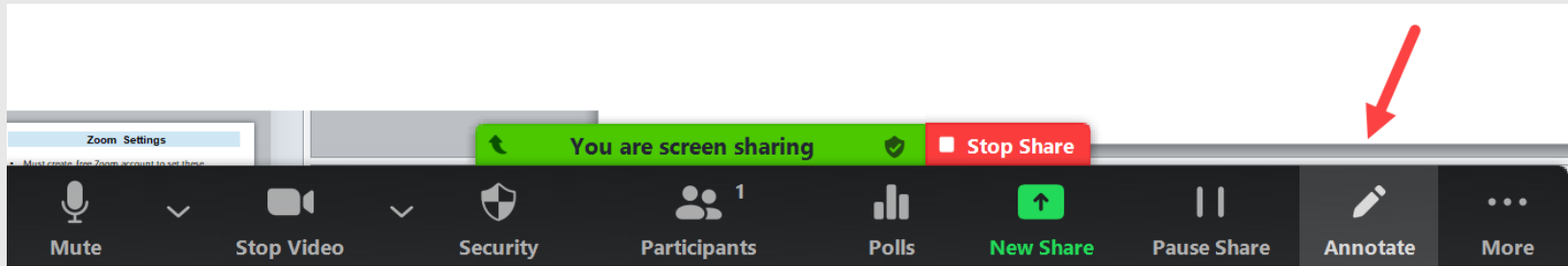
- Text (box)
- Stamp - ? X ✓ etc.
- Spotlight – blob or arrow
- Select – edit/move
- Save – explicit (not automatic)

• Format



Annotation Tools

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



Zoom

Breakout Rooms

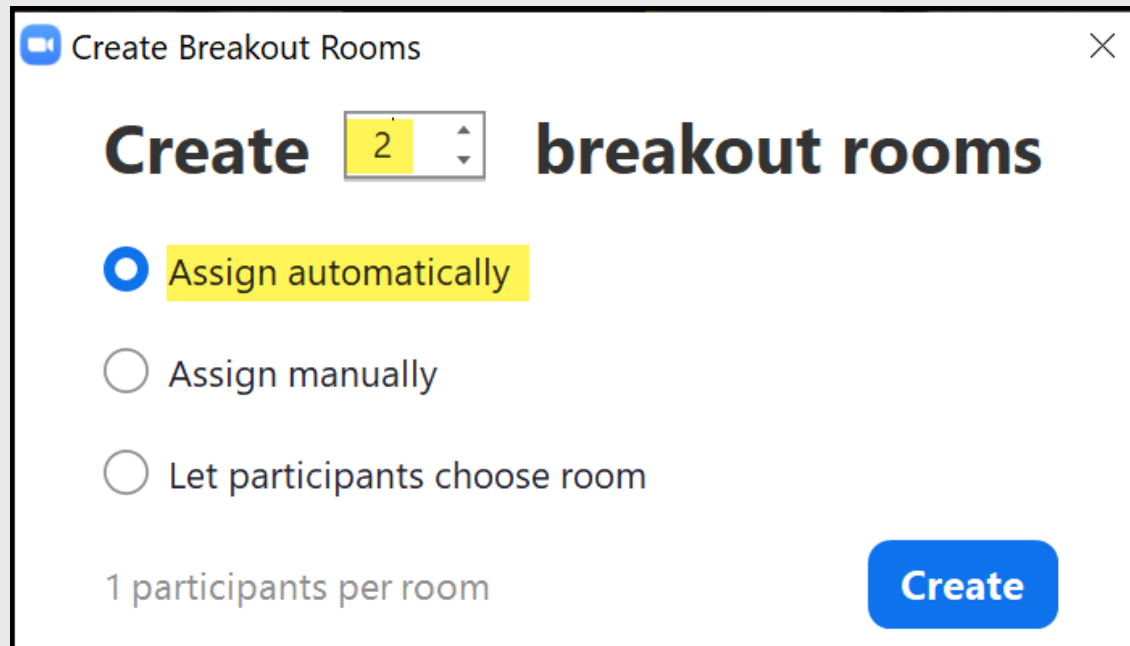
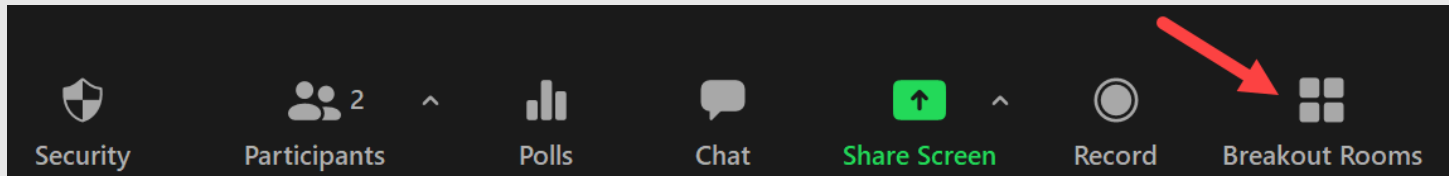
Breakout Rooms

- 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)

Breakout Rooms: Create

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



Breakout Rooms: Assign & Open

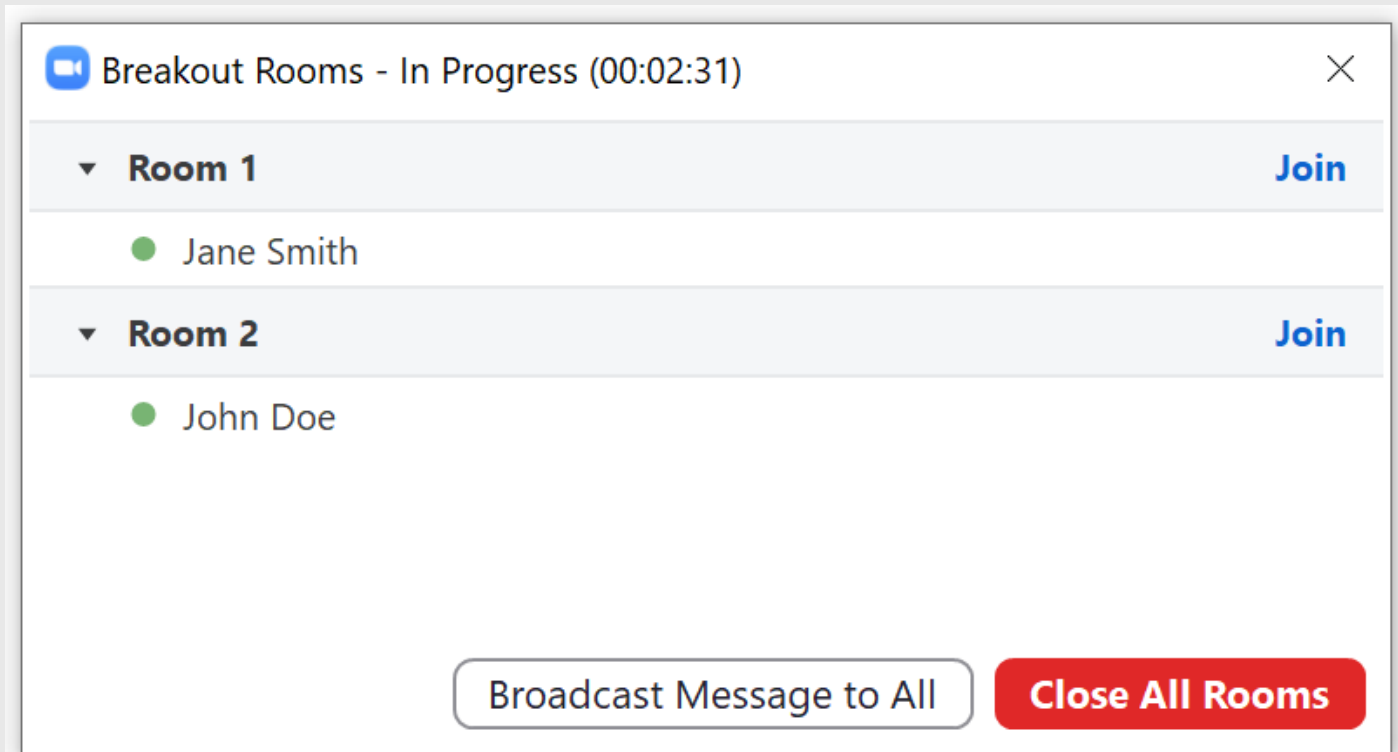
1. Set options,
2. (Re)assign participants
3. Open rooms

The screenshot displays the Zoom Breakout Rooms interface. At the top, a window titled "Breakout Rooms - Not Started" shows 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. Below this, a settings panel is open, showing various options. A red arrow labeled "1" points to the "Options" button at the bottom of the settings panel. The settings panel includes the following options:

- Allow participants to choose room
- Allow participants to return to the main session at any time
- Automatically move all assigned participants into breakout rooms
- Breakout rooms close automatically after: minutes
- Notify me when the time is up
- Countdown after closing breakout room

Below the settings panel, there are three buttons: "Recreate", "Add a Room", and "Open All Rooms". A red arrow labeled "3" points to the "Open All Rooms" button. At the bottom of the settings panel, there is a "Set countdown timer:" field with a dropdown menu set to "10" and the unit "seconds".

Breakout Rooms: Close



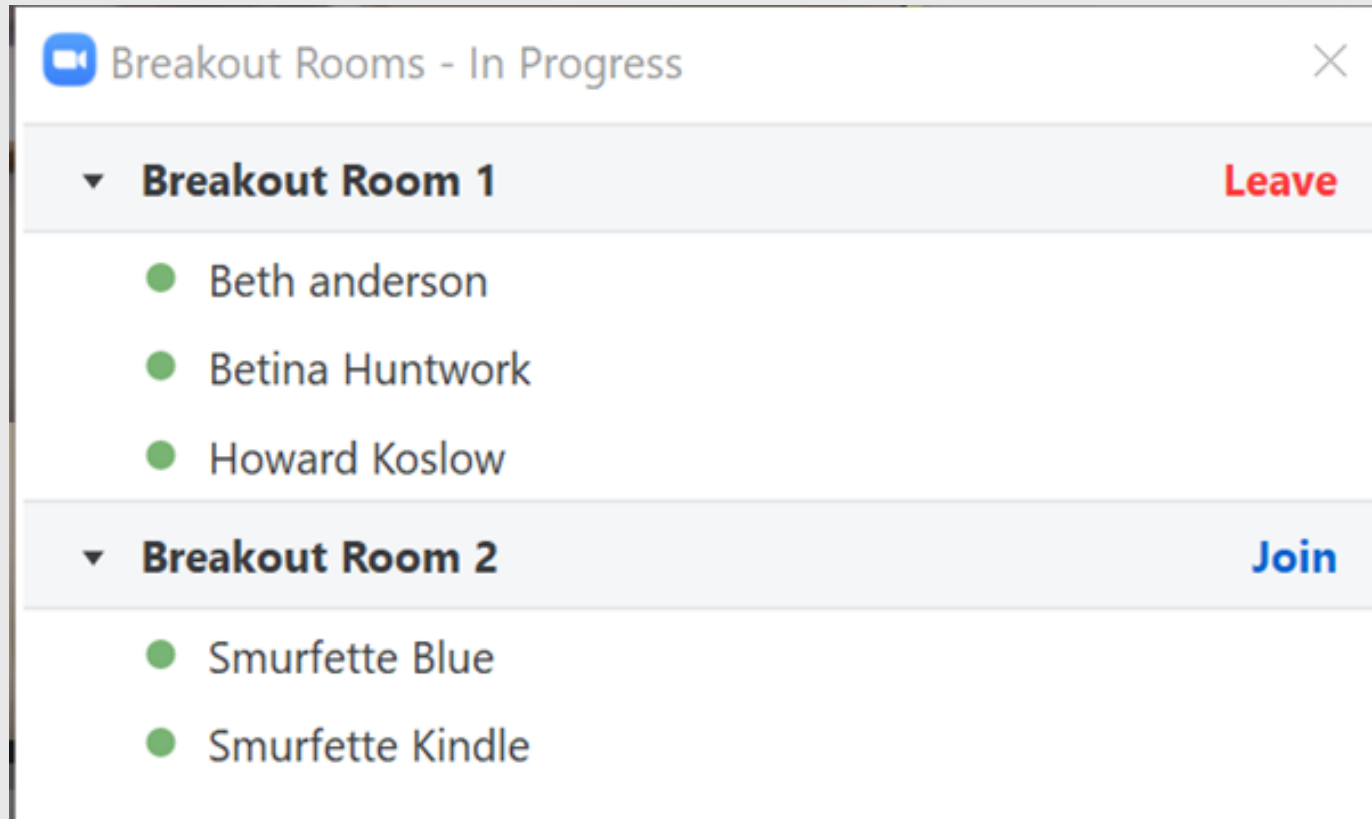
The screenshot shows a Zoom interface for managing breakout rooms. At the top, a window title bar reads "Breakout Rooms - In Progress (00:02:31)" with a close button (X) on the right. Below this, there are two room entries:

- Room 1**: Includes a dropdown arrow, a "Join" button, and a participant named Jane Smith with a green status dot.
- Room 2**: Includes a dropdown arrow, a "Join" button, and a participant named John Doe with a green status dot.

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: Visit

- Host/co-hosts can leave or move between rooms



Breakout Rooms: Tips

- All features of full meeting: chat, share screen, etc.
- Close rooms at designated time
 - ✓ Broadcast a “wrap up” message to all rooms
 - ✓ Manually close vs. schedule close after “n” minutes
- Can reopen the same rooms later
- Participant can return to main room
 - ✓ But need host in main to send back to breakout
 - ✓ Can be disabled when creating breakouts

Demo of Breakout Rooms

Breakout Rooms: Considerations

- 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 automatically (random) vs. manual?
- How long to keep rooms open? Will reopen?
- Assign a moderator in each breakout?
 - ✓ Facilitates discussion
 - ✓ Will have Zoom co-host ability (share screen, etc.)

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

Questions?

General Tips

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

Resources:

<https://olliatduke.online/instructors>

Contact:

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