

OLLI Instructor Zoom Training

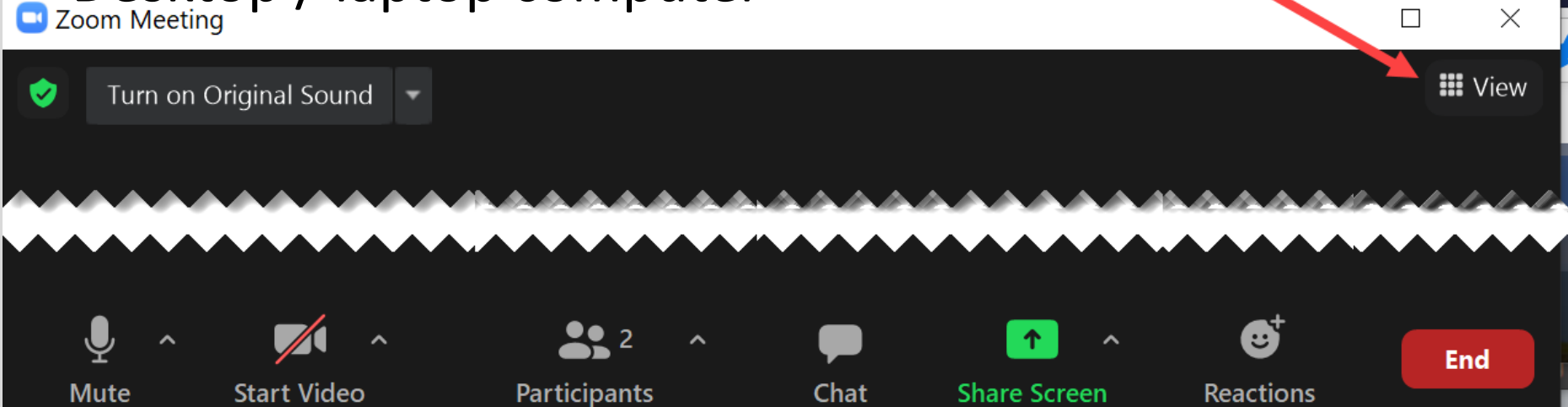
OLLI at Duke

January 2021

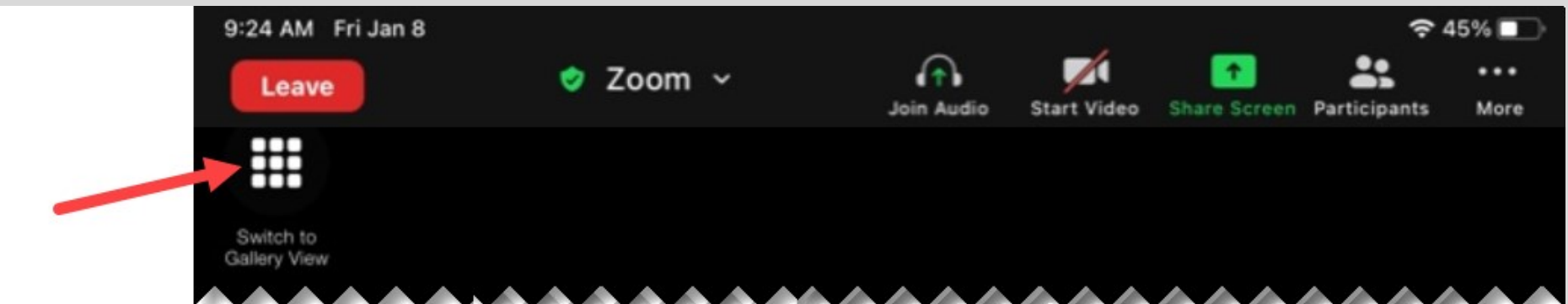
Howard Koslow
Chair, IT Committee

Zoom: View Controls

Desktop / laptop computer



Mobile device



Intro: Try Zoom Chat

What course are you teaching in the Fall?

Agenda

- Using the Learnmore Instructor Portal
- Technology and Zoom Prep
- Zoom Features for Instructors
- Next Steps

**Learnmore
Instructor Portal**

Instructor Portal

- Log in: learnmore.duke.edu



- My Profile
 - ✓ Change user name or password
 - ✓ Change email address
- List of Courses: Click title to display Class List

Instructor Portal: New Login

- Click "Forgot User Name" to have it emailed
To: email from proposal, **From:** learnmore@duke.edu
- Open *User Name* email and login with Tnnnnn
- Click "Forgot Password" to have reset link emailed
- Open *Password Reset* email and click on reset link
 - within 30 minutes or will need to repeat

User Name (case insensitive) : **Forgot User Name**

Password (case sensitive) : **Forgot Password**

Instructor Portal: Communicating

- Instructor to students
 - ✓ Email using Learnmore instructor portal
sender appears as: **learnmore@duke.edu**
 - ✓ Student emails not provided by OLLI office
 - ✓ Also post information on course website
- Students to instructor
 - ✓ Reply to instructor email
 - ✓ Email instructor directly
 - ✓ Post files to dropbox, etc.

Instructor Portal: Email

- Send to entire class or selected student(s)
 - Compose email - can include URLs to websites and include the **https://** prefix
 - Optional file attachments (keep them small)
- Include link to course website (repeat this!)
- Portal handles email to large classes
- Consider creating a separate instructor email
 - Use your favorite email system, e.g. Gmail
 - Share with students to contact you

Instructor Portal: Email

Class List (as of Jan 21, 2021 9:00:34 AM)

	<u>Name</u>	<u>Student No.</u>	<u>Tuition</u>	<u>Units</u>	<u>Method</u>	<u>Date Added</u>
<input type="checkbox"/>	[REDACTED], Wendy	X05 [REDACTED]	Tuition		Classroom	04 Dec 2019
<input type="checkbox"/>	[REDACTED], Steve	X04 [REDACTED]	Tuition		Classroom	04 Dec 2019
<input type="checkbox"/>	[REDACTED], Helen	X05 [REDACTED]	Tuition		Classroom	30 Dec 2019
<input type="checkbox"/>	[REDACTED], Connie	X00 [REDACTED]	Tuition		Classroom	04 Dec 2019
<input type="checkbox"/>	[REDACTED], Margaret	X00 [REDACTED]	Tuition		Classroom	02 Dec 2019

10 items found, displaying all items.

Print Class List

Print Attendance Sheet

Print Emergency Contact Report

Email Selected Students

Email All

Instructor Portal: Course Zoom Link

- Look in Course Profile / Online Resources

2795 - Cutting the Cable Cord Howard Koslow

Delivery Options: Virtual Classroom T002134

Course Description

Are you tired of price increases from your cable provider, finding you watch fewer cable channels, or just hungry for new video content to watch while spending more time at home? This course will guide students through the maze of TV and streaming technology to plan the best approach to switch from cable TV service to

2795 - 009 Fall 2020 Virtual Classroom

Section Title: Cutting the Cable Cord

Instructors: Howard Koslow

Section Notes: Class sessions are recorded.

Online Resources

Koslow-Cutting the Cable Cord-Wednesday-1:30pm-2795	25 Aug 2020 — 08 Oct 2020
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Scroll to bottom of page "Online Resources" and click on title

Questions?

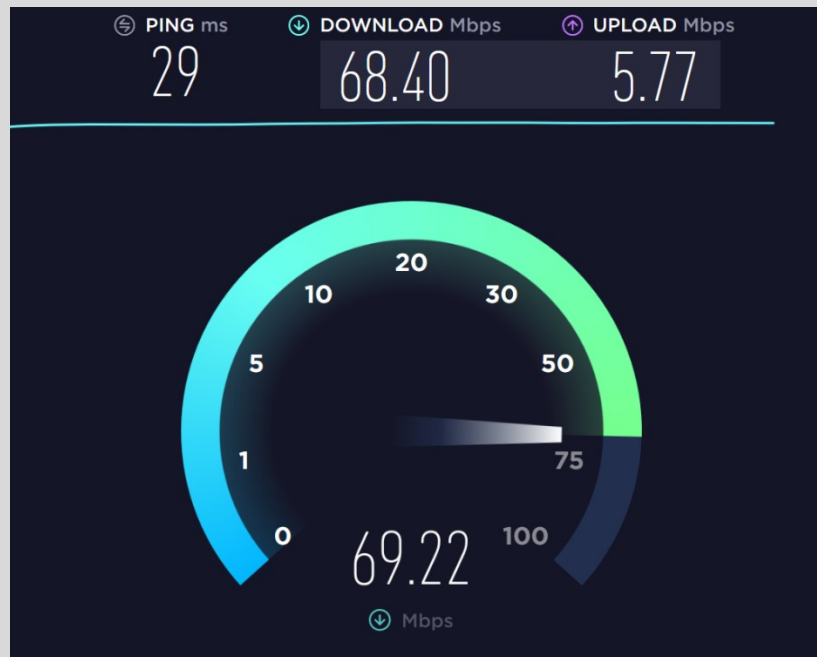
Technology and Zoom Prep

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

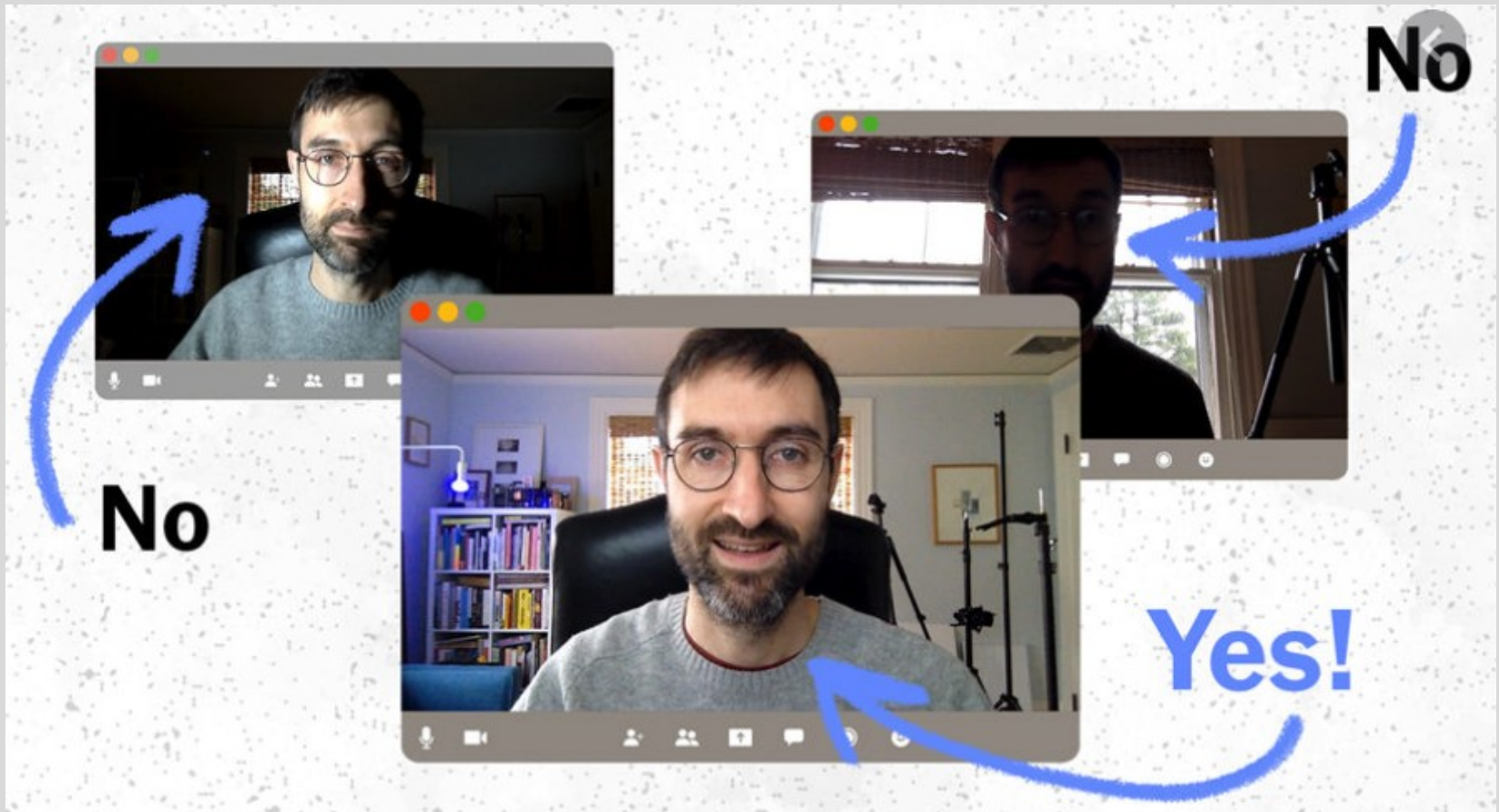
- Speed: > 30 Mbps download, 5 Mbps upload
 - Check internet: speedtest.net and click “Go”
 - Try 5 Ghz band vs. 2.4 Ghz, or wired connection
 - If slow or unstable call provider for assistance



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



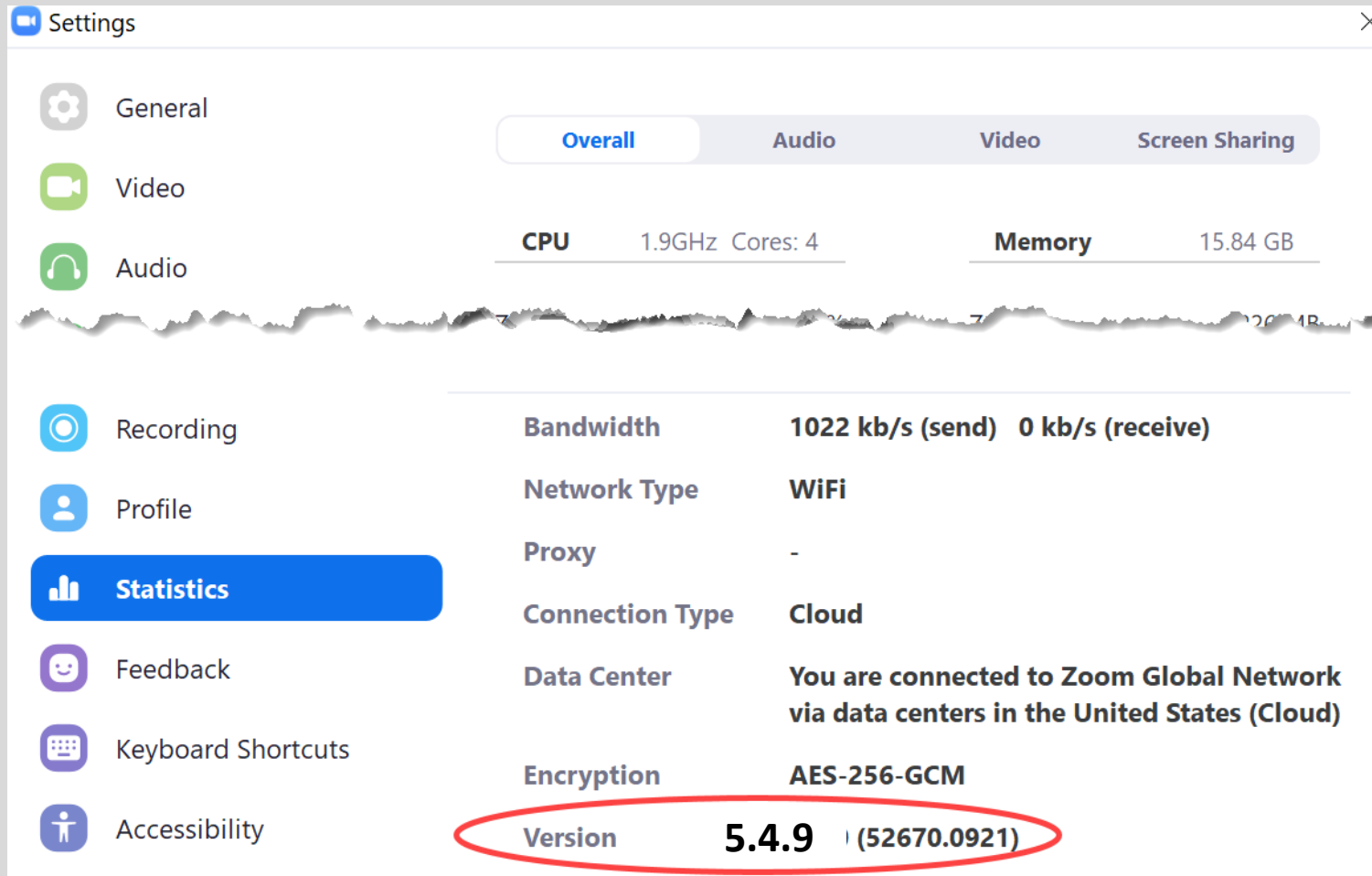
- Link: [Video lighting tips](#)

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)

Technology: Zoom Version

- Check Zoom client version: Settings / Statistics

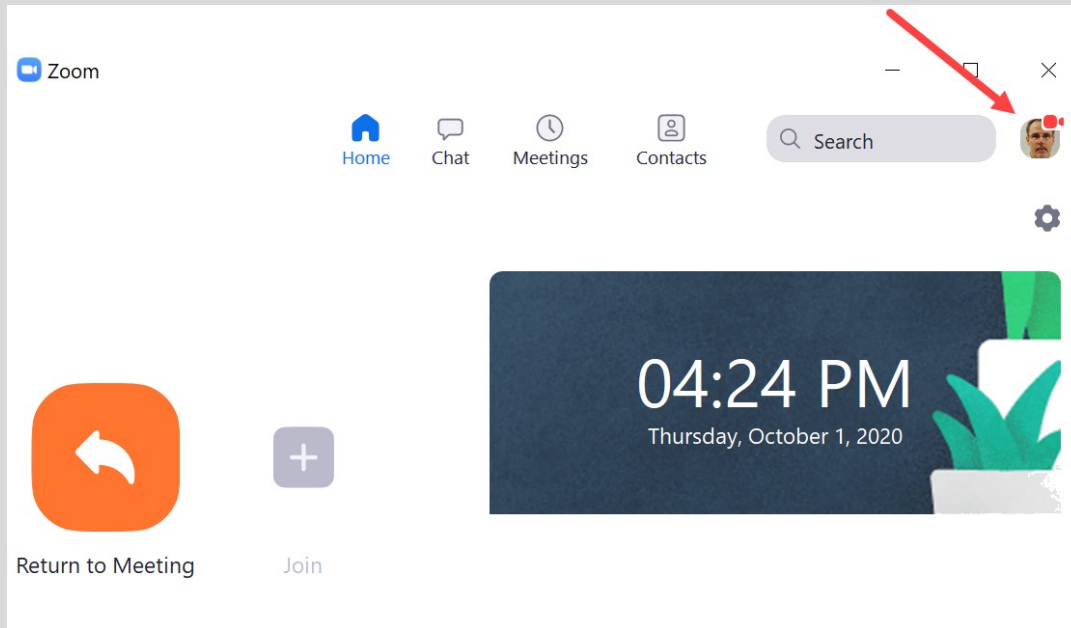


The screenshot shows the Zoom Settings application window with the 'Statistics' tab selected. The left sidebar contains menu items: General, Video, Audio, Recording, Profile, Statistics (highlighted), Feedback, Keyboard Shortcuts, and Accessibility. The main content area is divided into sections: Overall, Audio, Video, and Screen Sharing. Under 'Overall', system specifications are listed: CPU (1.9GHz Cores: 4) and Memory (15.84 GB). A network performance section shows Bandwidth (1022 kb/s send, 0 kb/s receive), Network Type (WiFi), Proxy (-), and Connection Type (Cloud). The Data Center section states: 'You are connected to Zoom Global Network via data centers in the United States (Cloud)'. The Encryption section shows AES-256-GCM. The Version section at the bottom is circled in red and displays '5.4.9 | (52670.0921)'.

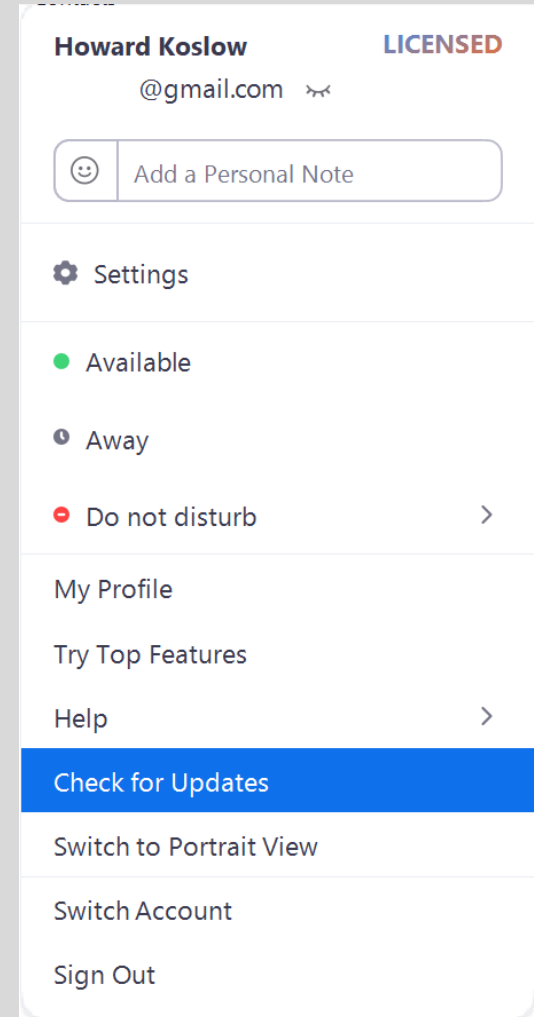
Section	Item	Value
Overall	CPU	1.9GHz Cores: 4
	Memory	15.84 GB
Bandwidth	Send	1022 kb/s
	Receive	0 kb/s
Network Type		WiFi
Proxy		-
Connection Type		Cloud
Data Center		You are connected to Zoom Global Network via data centers in the United States (Cloud)
Encryption		AES-256-GCM
Version		5.4.9 (52670.0921)

Technology: Zoom Updates

1. Click initials/face icon



2. Click “Check for Updates” →

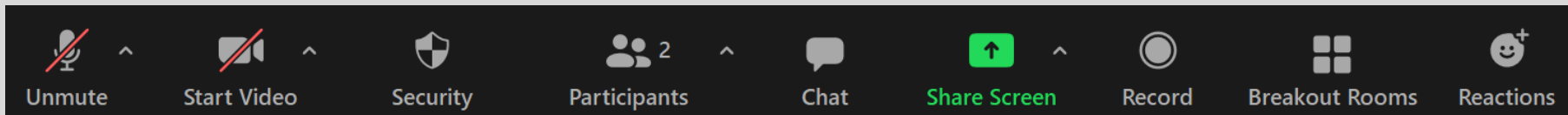


Questions?

Zoom Features For Instructors

Zoom Toolbar

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



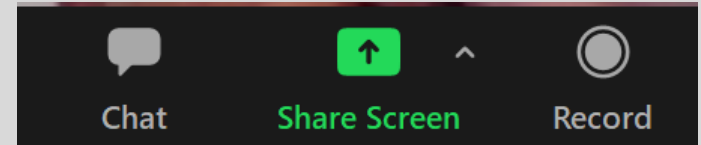
Screen Share: Scenarios

- Share one app: 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: Steps

1. Tool bar: 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...

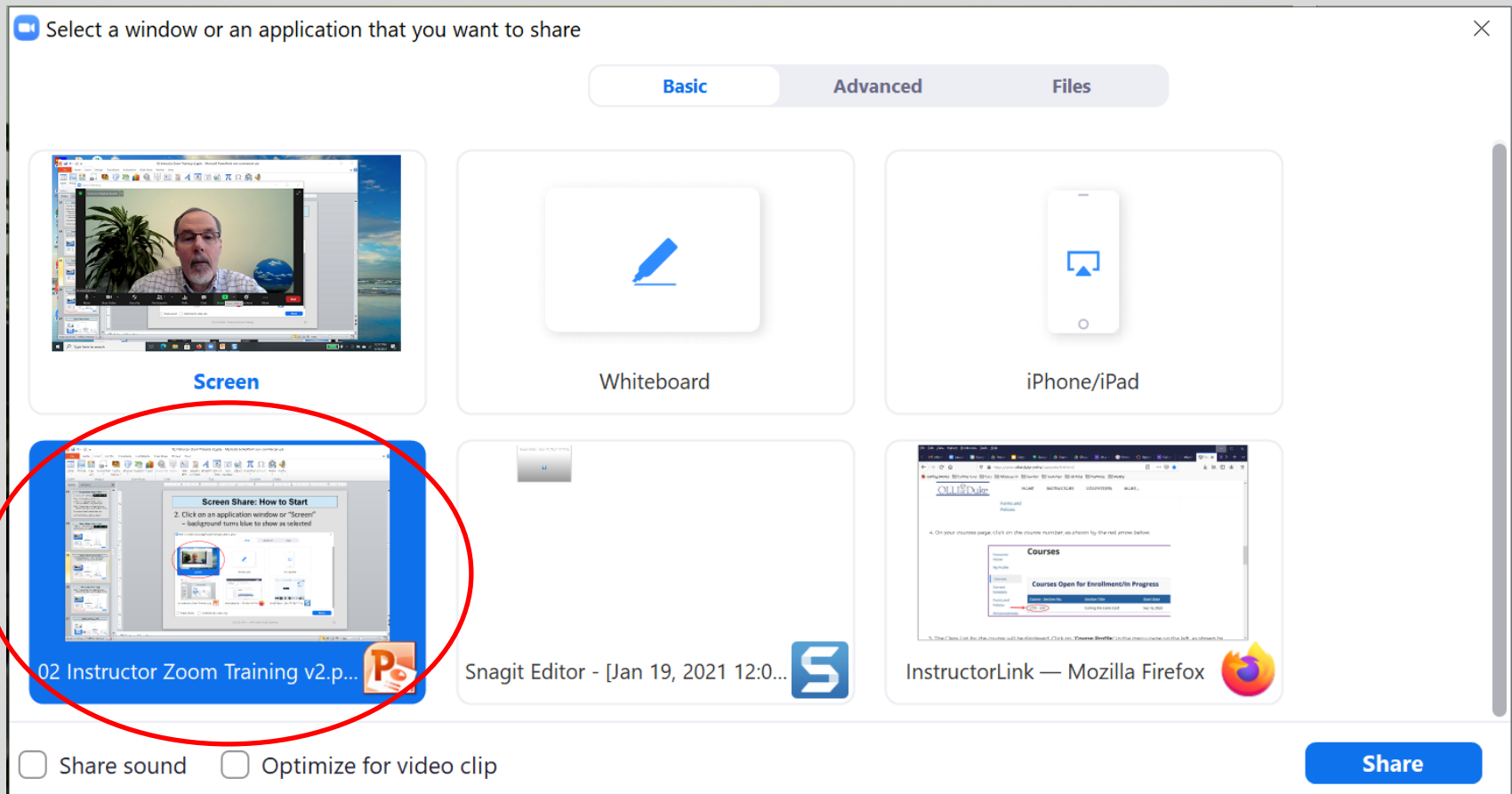
InstructorLink — Mozilla Firefox

Share sound Optimize for video clip

Share

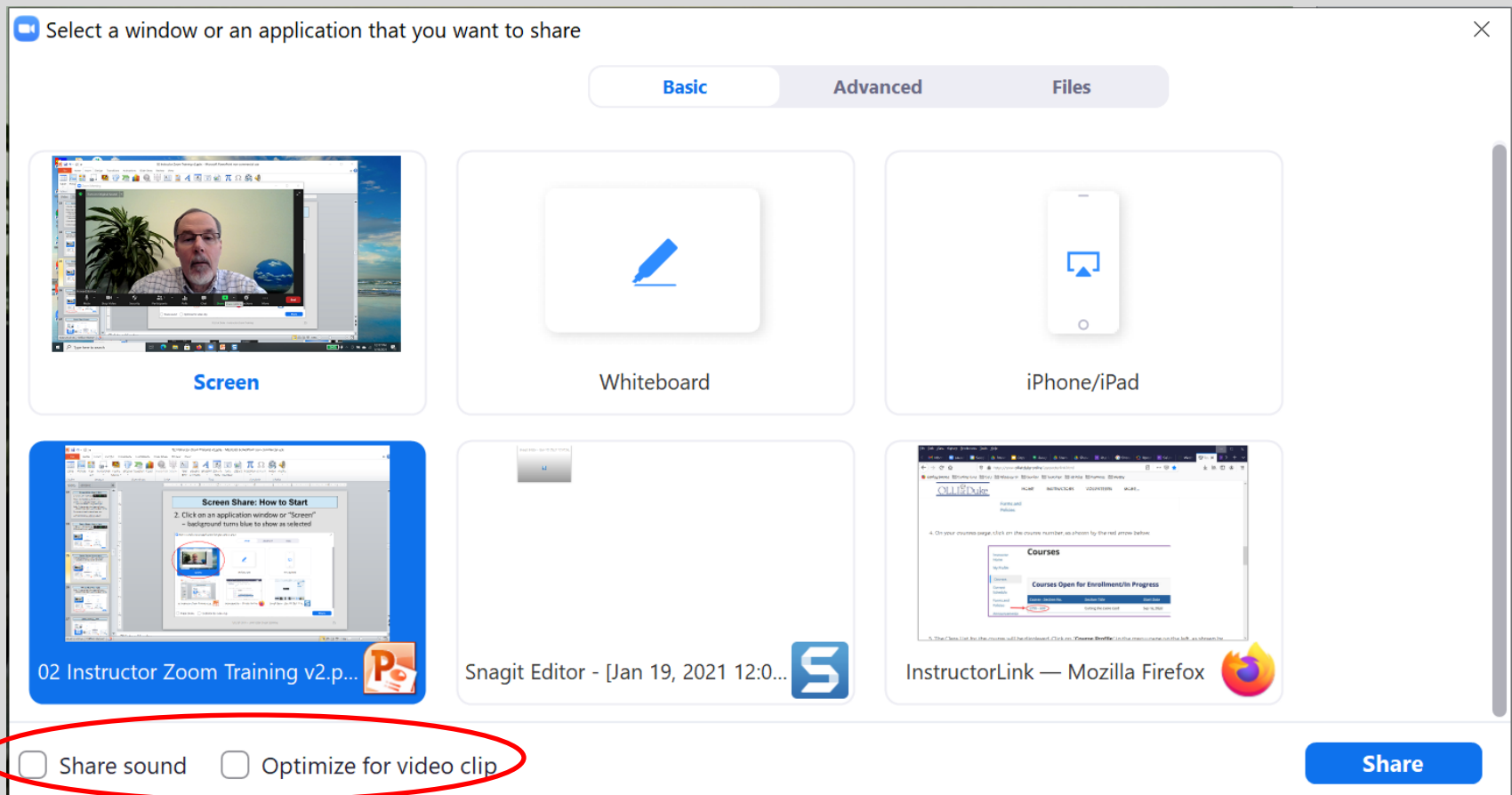
Screen Share: Steps

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



Screen Share: Steps

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



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

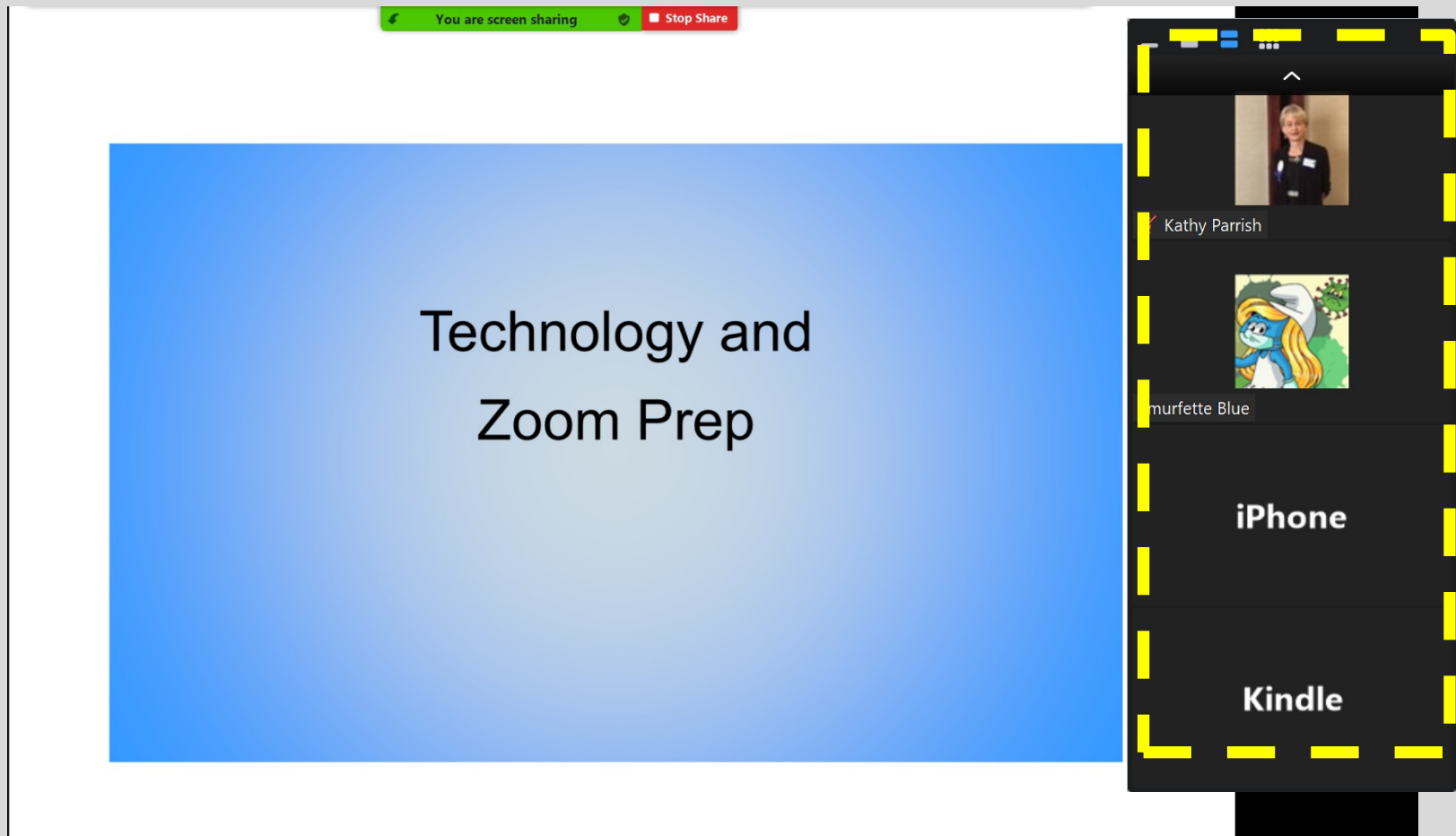
Share sound Optimize for video clip

Share

Screen Share: Steps

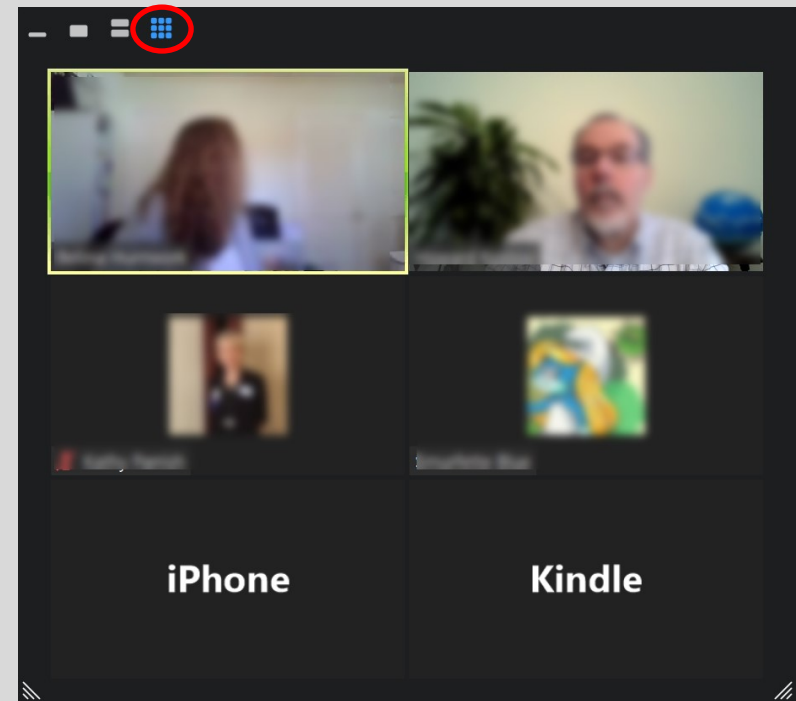
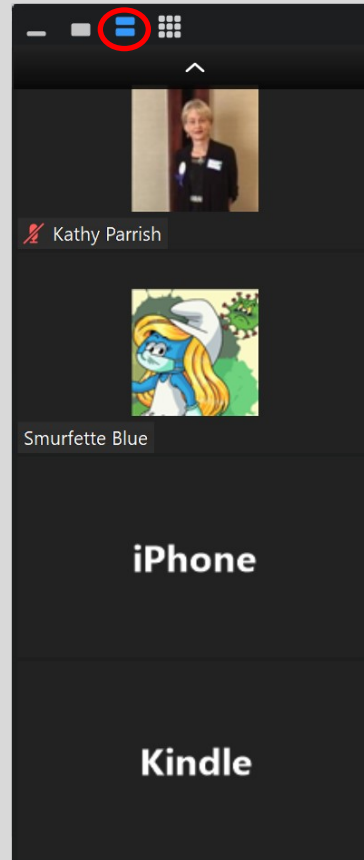
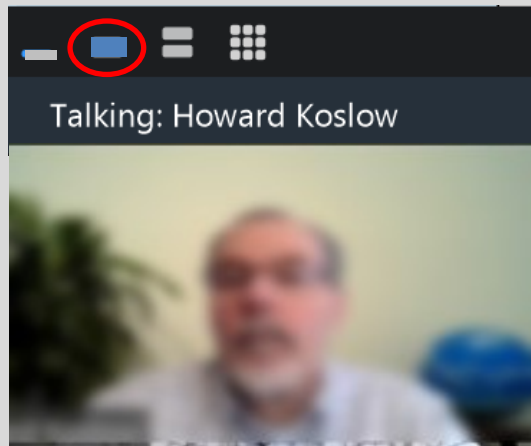
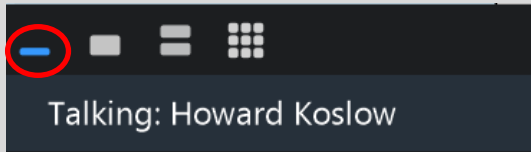
5. Click on application window to select it (i.e., to be able to advance slides)

Gallery



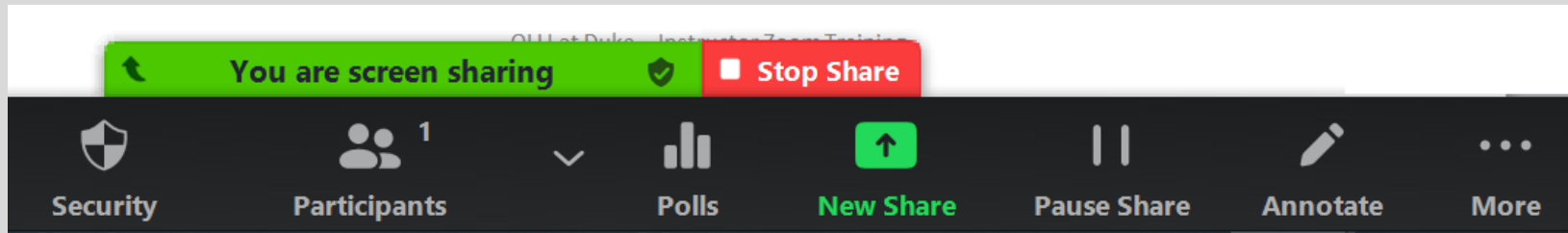
Screen Share: Gallery

Floating Gallery: pick size, drag around screen



Screen Share: Controls

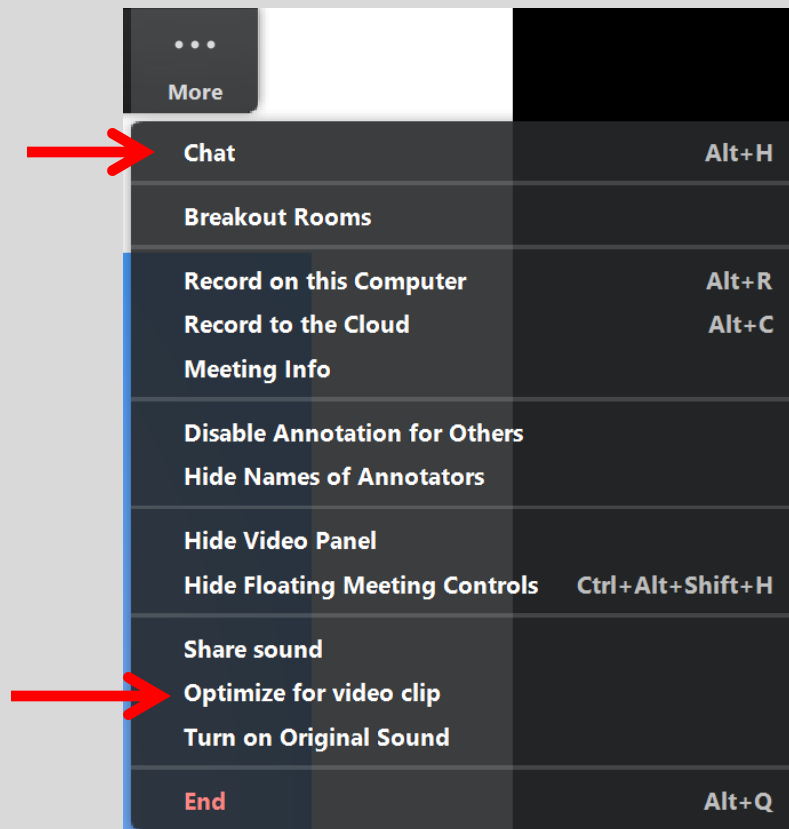
- Hover mouse over control to display full tool bar



- 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

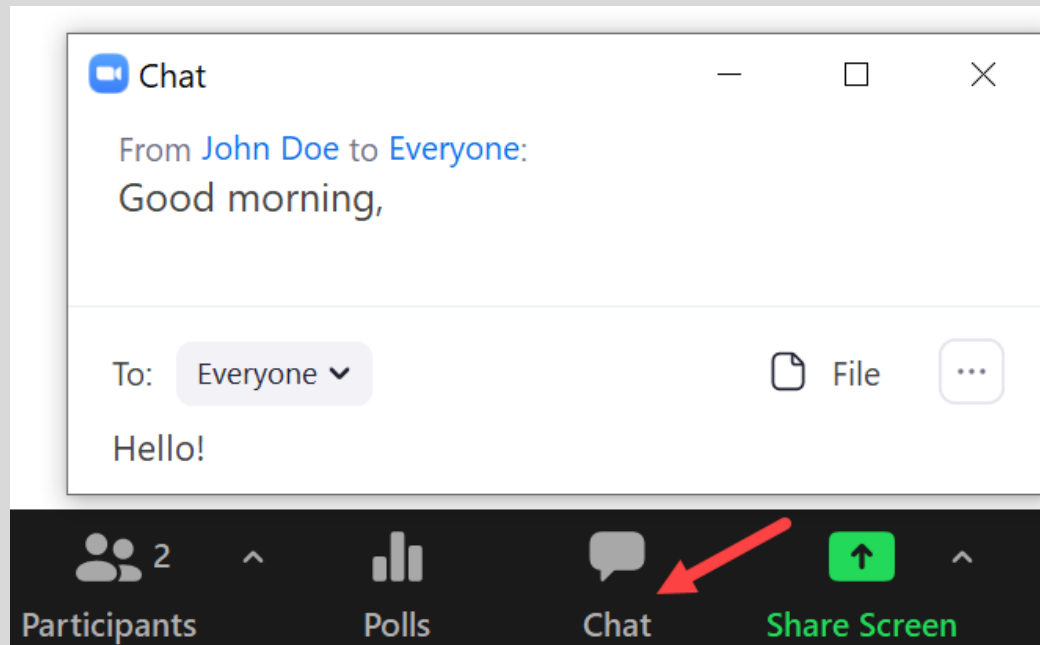


PowerPoint Slide Show

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

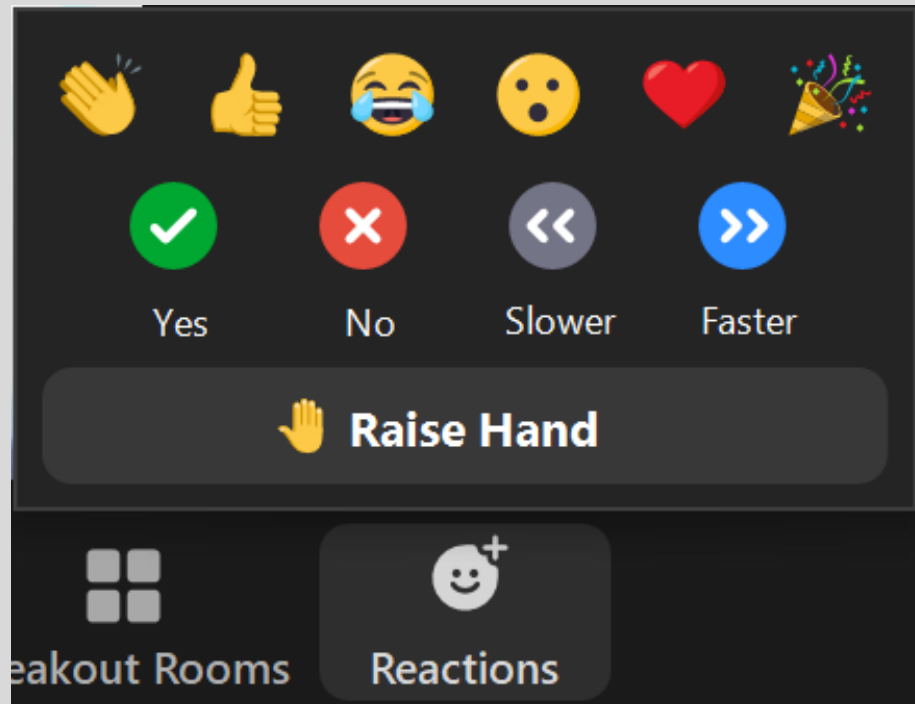
Interactions: Chat

- 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



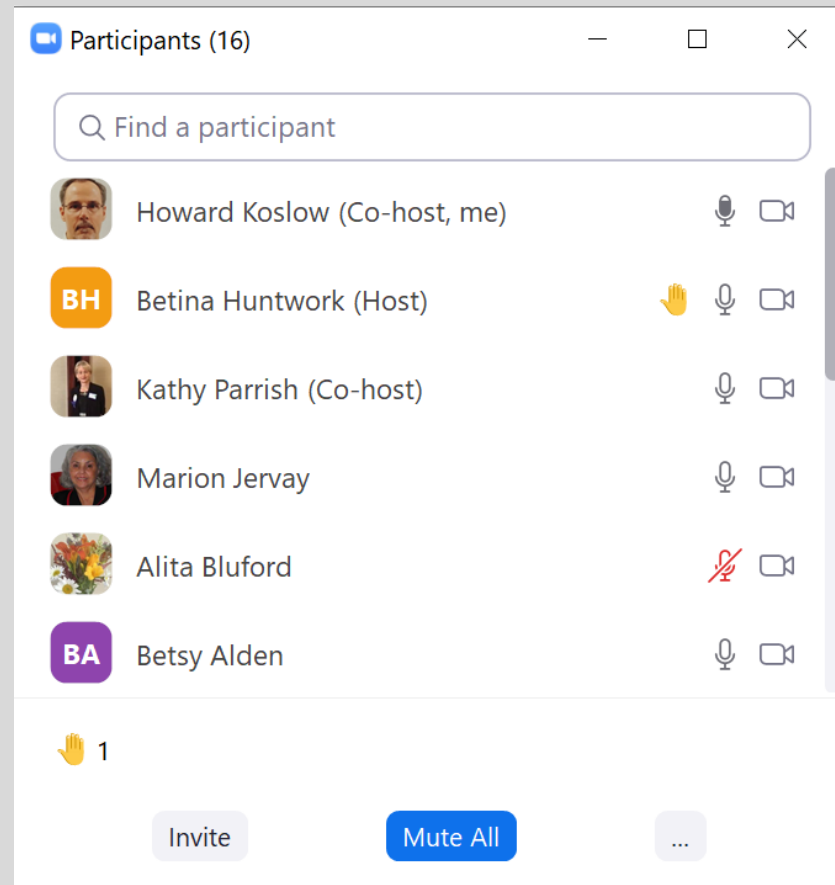
Interactions: Raise Hand

- Click “Reactions”
 - Old way: “Participants” + press blue hand



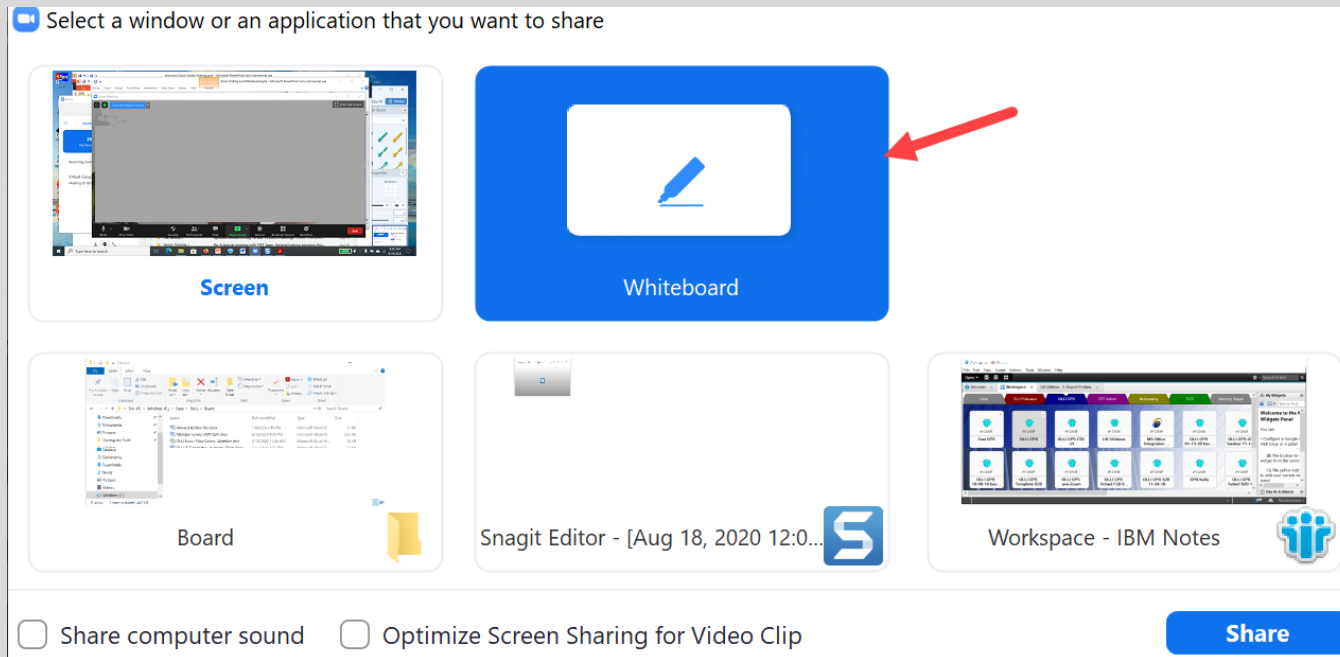
Interactions: Raise Hand

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



Whiteboard

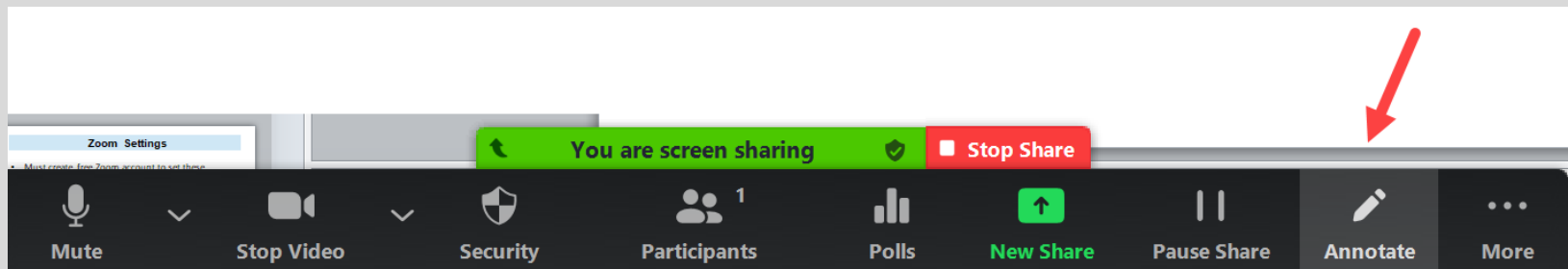
- Click “Share Screen” select “Whiteboard”



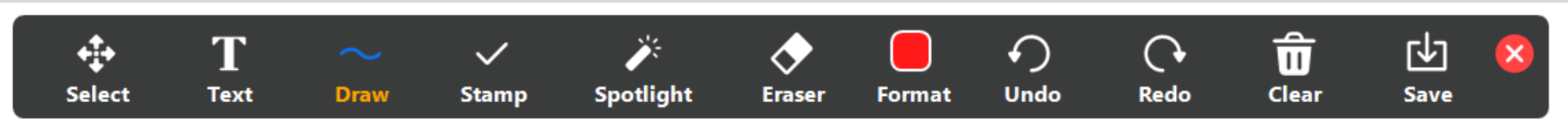
- Use Annotation Tools
 - ✓ Mouse pointer appears as a pencil

Annotation Tools

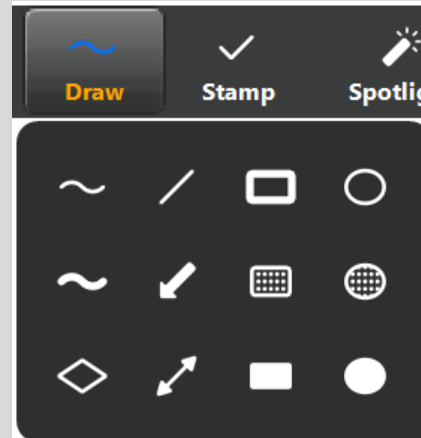
- Can also be used when sharing screen
 - Click on “Annotate” in tool bar
 - Adds annotation tools to screen share




Annotation Tools



- Mouse pointer appears as pencil
- Default tool is Draw



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 for Instructors – Jan 19, 21 (same content)
 - Technology for Zoom
 - Zoom features for instructors
 - Using Learnmore Instructor Portal

- Zoom “Special Topics” – Jan 26
 - sharing slides with videos
 - polling
 - breakout rooms

Practice & Rehearsal

- Zoom Practice – sharing slides/videos + other as needed
 - **Required** for new OLLI Zoom instructors
 - Technical check on audio, video and internet
 - Jan 27 – Feb 5
 - Small groups or 1-on-1 if requested
 - Sign-up for slots starting Jan 21
- Rehearsals (**mandatory**) - with staff + moderators
 - A week prior to term start – Feb 8-12
 - At your course assigned day & time (or reschedule)
 - Invite (with Zoom link) emailed by Feb 5

Rehearsal Details

- 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
Jan 2021	11	12 Tech Support Info Session	13	14 10 AM - <u>Online</u> Teaching	15
	18 <i>MLK Day</i>	19 1 PM - Zoom for Instructors	20 <i>Inauguration</i>	21 10 AM - <u>Zoom</u> for Instructors	22 <i>10 AM - Zoom Basics/Refresher</i> 1 PM - Moderator Info Session
	25	26 <i>Winter Term Registration</i> 10 AM - Zoom Special Topics	27 <i>Winter Term Registration</i>	28	29
	Instructor Zoom Practice Sessions				
	1	2 <i>10 AM - Moderator Info Session</i> 1 PM - <i>Zoom Basics/Refresher</i>	3	4	5
Instructor Zoom Practice Sessions					
Feb 2021	8 Rehearsals* Mon classes	9 Rehearsals* Tue classes	10 Rehearsals* Wed classes	11 Rehearsals* Thu classes	12 Rehearsals* Fri classes
	15 <i>Winter Term Starts</i>	16	17	18	19
	22	23	24	25	26

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
 - Equipment list
 - Instructions to update Zoom
 - Need help? Click **Request Tech Support** button

Reminder: Update to latest Zoom!

Questions?

Contact:

howard.koslow@gmail.com