

OLLI Checklist for Zoom Guest Speakers (9/1/21)

Category	Topic	Tips
Tech	<p><i>Check your Zoom technology</i></p> <p>Check Zoom version is 5.6.4 (or above)</p> <p>Check internet speed >30 Mbps download, 5 Mbps upload</p> <p>Check Audio</p> <p>Reminder to mute phones, including landline!</p> <p>Check video and background</p> <p>Check lighting</p> <p>Check framing your face in video</p> <p>Using multiple displays?</p> <p>Using external (second) camera?</p> <p>Instructor wants to be spotlighted? (esp. for interviews)</p>	<p>Instructions to check Zoom version</p> <p>https://speedtest.net</p> <p>no virtual background</p> <p>even light on face, no bright background</p>
Screen Sharing	<p><i>Practice these transitions and Zoom features</i></p> <p>Share single app vs. "screen" (entire desktop), - must share entire screen if showing slides + videos</p> <p>Application switching</p> <p>Slides: PowerPoint or Keynote</p> <p>Setup of dual (multiple) displays for Presenter Mode</p> <p>Videos: links in slides, pre-loaded in browser, downloaded</p> <p>Websites to show in browser</p> <p>2nd camera</p> <p>Annotation / whiteboard</p>	<p>Steps to share screen:</p> <ol style="list-style-type: none">1. Click green "Share Screen" in Zoom toolbar2. Select single app or "Screen"/ "Desktop 1"3. If sharing video: click "Optimize for video" box4. Press blue "Share" button in lower right5. Click on application window (e.g., Powerpoint) <p>Windows: Hold Alt key, then press Tab once to pick next app; release Alt to select as active</p> <p>macOS: Use Command key instead of Alt key or F3 to see all open apps/windows arranged on</p> <p>Windows: F5 = first slide Shift + F5 = current slide Note: F5 may need Fn, Shift or Ctrl key pressed</p> <p>macOS: Command + Return = first slide Command + Shift + Return = current slide</p> <p>May need to use PPT Display settings, "swap"</p> <p>Remember to click "Optimize for video!"</p> <p>Use browser "Zoom screen" option if needed</p> <p>share screen / advanced / second camera</p>
Interactions	<p><i>Interact with students in the Zoom classroom</i></p> <p>Moderator/Facilitator handles chat questions</p> <p>Quick polls: reactions Yes/No</p> <p>Zoom "Poll" feature: multiple choice questions</p>	