

## OLLI at Duke – Guide to Zoom Course Rehearsals (1/13/22)

Rehearsals are intended for course support teams – OLLI staff, the instructor, and the course moderator (if assigned) — to review OLLI's Zoom classroom protocol and practice using Zoom features (e.g., sharing slides and videos). The team will also identify and resolve potential problems before your class begins.

Your OLLI staff will open the rehearsal session five minutes before the scheduled time. The course team will then cover these items.

- Review the instructor's plans for the course (i.e., how a typical class session will be presented, including class interactions like Q&A)
- Play the standard OLLI at Duke course "Welcome" video.
- Perform quick audio and video checks of instructor and moderator (if any).
- Practice introductions of the moderator (if any) and the instructor.
- Practice screen sharing (if any) of slides and video. Be sure the instructor is comfortable with using two screens if they plan to do so.
- Practice any other Zoom features to be used, e.g., polls, breakout rooms.

**Please prepare as you would for your actual class.** Join the rehearsal in the room and on the device you plan to teach from. You should have available at least a draft slide deck to practice screen sharing, as well as any videos you plan to show (even if not in the first class). It is important to join the rehearsal with your PowerPoint (or similar) already open on your computer and ready to share.