Zoom Orientation for Presenters and Class Managers

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Introduction

Today’s Presenters
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Zoom Support for the semester
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General support: Denise LaForgue  dlaforgue@vassar.edu

This presentation will be recorded. The slides will also be available at the LLI website.
Poll

On a scale of 1 to 5, how much experience do you have using Zoom? (single choice)

Answers:

1. None
2. A little
3. Have attended some Zoom calls and familiar with basic controls
4. Have hosted calls
5. Familiar with hosting calls, creating polls, using breakout rooms

Setting up polls in Zoom. Set up polls before class. Only the Zoom account holder (aka Zoom Host) can do this.
Zoom Roles for LLI courses

- **Presenter** – The instructor of the LLI course.
- **Class Manager** – The person who makes sure all Participants have the right link, introduces the Presenter, and takes care of other duties mentioned in these slides.
- **Participants** – The LLI members who are listening to the class (the students).
- **Zoom Host** – The person who schedules and usually starts the meeting. Sometimes, the Zoom Host is the same person as the Presenter or the Class Manager.
Waivers for off campus courses

- In-person, off campus courses require a signed waiver of liability for each member prior to allowing them to participate. These must be signed and sent to Denise LaForgue before the course starts.

- This applies to these courses:
  - Pickleball
  - Printmaking with a Press
  - Gentle Walks in the Hudson Valley
  - Reconnecting with Nature for Health & Well-Being
Presenter tips for teaching on Zoom

+ Pay attention to lighting – use front lighting, avoid windows and bright lights behind the presenter. Cover windows with shades.
+ The camera should be aimed straight at the Presenter (not up from an iPad).
+ Have an uncluttered background behind you. Backgrounds are cool but can be distracting. However, bookshelves can also be distracting.
+ Recommended if you plan to show lots of YouTube videos – get YouTube Premium ($12/month, first month free). It’s annoying and a waste of time to get interrupted by ads during class.
Tips for teaching online

- LLI will provide Zoom links. Class Managers or the person that created the link (the Zoom Host) will start the meeting. Class Manager will use a Host Key to start.
- A Presenter who is using their own Zoom account may want to make their Class Manager the co-host. This is done after the meeting starts.
- The Presenter or Class Manager (as co-host) controls the “mute all” button and must use it when there’s background noise.
- Remind all students to silence their phones and use a quiet room.
Tips for teaching online

✦ Use the “Participant” icon at the bottom of the Zoom screen to see the status of everyone on the call. From that list you can see if they are muted, raised their hand, etc.

✦ Note: When the Host or Co-host Unmutes someone, Zoom will ask them if they want to unmute or stay muted. Until they click on this, they are still muted.
Taking questions

Presenters must discuss this with their CMs and decide which method(s) they want to use.

Tell participants how you want them to ask questions. Here are some choices:

1. Participants can use the “Raise Hand” feature *
2. Participants can type questions in the “Chat” feature *
3. Participants can unmute themselves and speak.
   (For small classes, #3 is easiest. But it doesn’t work well for large classes.)

* Presenter or Class Manager must watch the Participants list for 1 or 2.
Class Manager & Zoom Host Duties

- Zoom Host will schedule the meeting and the link will be shared with the CM.
- Do not use the Waiting Room feature.
- If the Presenter is using their own Zoom account, they will have to schedule it and share it with the CM and with Denise LaForgue.
- CM sends Zoom meeting links to students via email, every week, 2 days before class.
- Each class will have a unique link, and the same link will be used every week of the class.
- Polls – If the Presenter is using their own Zoom account, they should make polls ahead of class. If someone else is the Zoom Host, you will have to ask the Host to make the polls.
Class Manager & Zoom Host Duties

+ CM will Co-host and monitor the meeting for raised hands and chat messages. They will assist the Presenter by making sure the Presenter is aware of questions (or answer questions that do not require the Presenter).

+ CM will send class materials out by email (unless Presenter prefers to do this).

+ CM will notify participants by email if class is interrupted and can’t be restarted.

+ Attendance – CM will keep track of the total number of participants in each class. This is shown in a number next to the Participant icon on Zoom. At the end of the course, send these counts to Denise LaForgue. The CM will end up reporting one number for each date the course is held.

+ Moodle is available to share documents for those who want to use it.

+ Class evaluation emails will be sent on the appropriate date.
Presenter Duties

Attendace – **Presenters who manage their own classes** will keep track of the total number of participants in each class. This is shown in a number next to the Participant icon if you’re using Zoom. Send these counts to Denise LaForgue for each date the course is held.

Presenters who manage their own classes will also need to cover other Class Manager duties mentioned in these slides (sending out reminder emails each week, etc.).
Tips for teaching online

+ Zoom looks slightly different on different devices, so if students have difficulty finding buttons during class that’s probably why.

+ If the teacher’s video gets choppy, try having the participants turn off their own video to reduce bandwidth demands. They can turn it back on during discussion.

+ Bandwidth – if other people in your house are streaming videos (Netflix) or playing online games it will use up your bandwidth and affect your Zoom experience. Ask your family not to watch videos or play online games while you’re teaching.

+ You might need more bandwidth. Try a bandwidth speed test: https://www.speakeasy.net/speedtest/
When sharing videos or music on Zoom, click the boxes to share sound and optimize video.
Tips for teaching online

- Start classes 15 minutes early to give students time to chat with each other. Seeing friends is important during social distancing!
- Just like a regular classroom, the instructor must take control if a participant talks too much. (“We need to move on.” “We need to give others a chance to speak.”)
- If you have a long video to discuss in class, send the link to the participants a few days ahead to watch on their own time. Then show a minute or two in class before discussing.
Zoom security

+ To avoid Zoom-bombing don’t publish meeting links on websites or public places like Facebook. Send them to students by email.

+ LLI will use the same Zoom link for each day of the course.

+ Sometimes Zoom requires you to install a new version of its software. If that happens, you may be delayed a few minutes while the software installs.

+ [https://zoom.us/security](https://zoom.us/security)
Go to the [Zoom Help Center](#) website

+ **Required** videos for Members, Presenters and Class Managers:
  - Joining a Zoom meeting (1:09 minutes)
  - Joining & Configuring Audio & Video (1:42 minutes)
  - Meeting Controls (10:16 minutes)

+ **Required** videos for Presenters and Class Managers only:
  - Sharing Your Screen (1:11 minutes)
  - [Scheduling a Meeting](#) (1:15 minutes)

+ Optional for Presenters and Class Managers:
  - [Zoom Meetings for Education](#) (45 minutes)

+ Explore the Zoom Help Center for more information. You can find instructions specific to smart phones and iPads there.
Zoom training links for special features

- **Sharing** your screen (more details)
- **Using** polls
- **Managing Breakout rooms**
- **Annotating** what’s on the screen

**Note:** sometimes participants accidentally start drawing on the screen. This is because they have started the “annotate” feature. The Presenter can erase the drawings by clicking on Annotate, then choosing Erase All from the menu. Then click the little red x on the annotate menu to go back to regular sharing. There is also a way to turn off participant annotation.
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