Orientation for Presenters and Class Managers

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Vassar College Lifelong Learning Institute
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Today’s presenters

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Quick Reference and PowerPoint Slides

- This presentation will be **recorded**.
- PowerPoint located on VC LLI homepage
- Quick reference has been emailed
- Printable
- Copy/paste for commonly asked questions
Tech Support

Tech Support on **FRIDAY ONLY**:
- Isaiah Humphries ihumphries@vassar.edu (443) 566-2406
- Aiden Karnal akarnal@vassar.edu (203) 610-4563
- Denise LaForgue dlaforgue@vassar.edu (845) 227-7498
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:
  - Pickleball
  - Collagraph Printmaking
Zoom Roles for VC LLI

- **Presenter** – course instructor, prepares course content
- **Class Manager** – introduces the presenter and takes care of other duties mentioned in these slides
- **Participants** – course registrants
- **Zoom Host** – person who schedules and usually starts the meeting; typically the presenter or class manager; able to assign co-host
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 provides most of the Zoom links. The Presenter or Class Manager will use a Host Key to start.
+ **Host key** for all Zoom classes **135790**
+ **Do not** use the Waiting Room feature.
+ If using own Zoom account may want to make the Class Manager the co-host after the meeting starts.
+ Remind all students to silence their phones and use a quiet room.
+ The Presenter or Class Manager (as co-host) controls the “mute all” button and **must** use it when there’s background noise.
Ground Rules for Zoom Meetings

+ Briefly review prior to each meeting
+ Most commonly includes:
  ○ Mute all participants (recommended)
  ○ How questions/comments are managed
  ○ Raise hand/lower hand function
  ○ If showing videos, may ask to have participants turn off video
Tips for teaching online

+ Use the “Participant” icon at the bottom of the Zoom screen
  ○ to see the names and status of everyone on the Zoom
  ○ muted or not muted
  ○ hand raised
  ○ Chat

+ 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/comments

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 or receive link from VC LLI
- Zoom link will be accessible on ProClass
- 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.
- Each course will have a unique link, and the same link will be used every week of the course. Zoom links should not be shared.
- Will send the Zoom link out the Wednesday before Friday’s class or two days before a single session event
- 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.
Presenter Duties

- Attendance – **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.

- If the presenter desires to share class materials, this is done via **Moodle** (instructions are on the VC LLI homepage, Presenter/Class Managers)

- 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.)*.
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 **notify participants** by email if class is interrupted and can’t be restarted.

+ **Class evaluation** emails will be sent on the appropriate date.
Tips for teaching online

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

+ If the presenter’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.
Once the semester has ended, consider writing a paragraph or two about it for the LLI Newsletter.

- What did you learn?
- What did you like?
- What surprised you?
- Did it change your thinking or feelings about the subject?
- If you have any photos from the event or class, please consider submitting them.
- Share your experience!!  johausam138@gmail.com
ProClass makes life........
ProClass Access to Roster

- Presenters and assigned class managers provided access to the roster for their specific course – not all courses
ProClass Roster

- View class participants
- Email individual, some, or all participants
- Roster automatically updates when participant drops/adds a course
Accessing Class Roster

- Instructions are included on Quick Reference sheet
- Login
- Click on Roster (on upper left)
- Select Date for the Course
- Select Roster for registrants (email and telephone of each registrant)
- Select Email to contact all registrants
- Select Student, then Continue
- Enter Subject (remember to begin with VC LLI: xxxxxxxx), then continue to body of email
Accessing the Roster in ProClass
Click on Roster

Welcome to Vassar College Lifelong Learning Institute

- New Users, please create an account first. Click the Start Here link at the upper right of this screen to create a username and password.
- Existing Users, log in to your online account.
- If you forgot your username or password, click here to reset them.

Early registration for the Spring semester starts on Feb 5th.
Normal registration starts Feb 7th.

Search Options 🌟

View Courses for
All Contacts

Select Semester (required)
Select date of course (start/week)
Select Roster for registrants

<table>
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<tr>
<th>Student Name</th>
<th>Primary Contact</th>
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</table>
Emailing registrants
Select Email recipient types
Enter Subject - VC LLI:

**VASSAR COLLEGE LIFELONG LEARNERS**

From: Maribeth King <kingmaribeth@gmail.com>

* Subject

Begin with VC LLI:

All recipients with be BCC
Zoom security

- Zoom link for each course available via ProClass in registrants' membership
- 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)
Zoom training links

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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