



# *Zoom Orientation for Members*

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Vassar College Lifelong Learning Institute  
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# Introduction



This presentation will be recorded. The slides will also be available at the LLI website.  
Regular LLI classes will NOT be recorded.

Today's presenter: Paul Stoddard

Zoom Support for the semester (Friday's only)

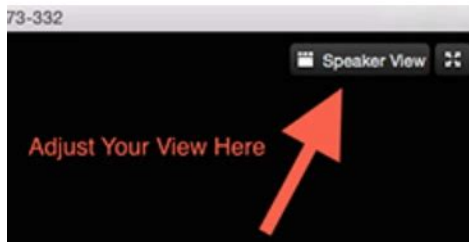
- Isaiah Humphries [ihumphries@vassar.edu](mailto:ihumphries@vassar.edu) (443) 566-2406
- Aiden Karnal [akarnal@vassar.edu](mailto:akarnal@vassar.edu) (203) 610-4563
- Denise Laforgue [dlaforgue@vassar.edu](mailto:dlaforgue@vassar.edu) (845) 227-7498

General questions about LLI classes can be sent to [LLI@Vassar.edu](mailto:LLI@Vassar.edu)

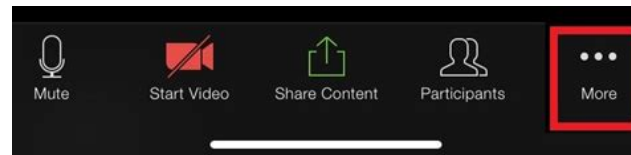




# Zoom basics



- + Speaker View vs Gallery View
- + How to mute yourself. Click on the microphone icon. Another way: point at your name on the Participant list. Click the mute button.
- + How to turn your camera on and off. Just like Mute, click on the camera icon.
- + Use the “Participant” icon at the bottom of the Zoom screen to see a list of everyone on the call.
- + How to chat (the default is everyone)
- + Make sure your full name is displayed in your video window.  
Point at your picture, click on the 3 dots, click on “rename”, type in your full name.





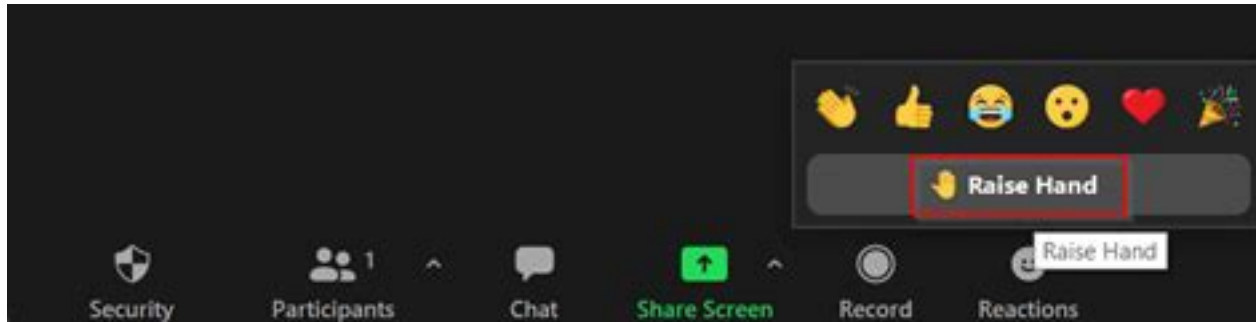
# Asking questions on Zoom



There are 3 ways to ask questions. Your Presenter will tell you which one they want you to use.

1. Participants can use the “Raise Hand” feature.
2. Participants can type questions in the “Chat” feature.
3. Participants can unmute themselves and speak.

The Class Manager will assist the Presenter and may answer some questions in the Chat.





# 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 ([dlaforge@vassar.edu](mailto:dlaforge@vassar.edu)).
- + This applies to these courses:
  - Pickleball
  - Collagraph Printmaking





# Polling and Breakout Rooms



- + Poll #1 - How much Zoom experience do you have? (single choice)
- + Answers:
  1. None
  2. A little
  3. A lot
  
- + Some presenters may use Breakout Rooms for discussions. We'll try one now.





# Tips for using Zoom

- + Pay attention to lighting – use front lighting, avoid windows behind you or cover them with shades.
- + The camera should be aimed straight at you (not up from an iPad). Make sure your whole face is showing.
- + Mute yourself when not speaking to the Zoom conference. The Presenter or Class Manager may mute everyone when the class starts.
- + Turn off your phone and avoid other background noise (like barking dogs).
- + There will not be a Zoom Hospitality Room this semester.





# How to find the Zoom links for your courses (live demo)

- + Log on to ProClass
- + Click on your name (upper right)
- + Click on My Account
- + Scroll down to bottom and click on My Registrations
- + Find the course name and click on Download PDF in the same row
- + The Zoom link is in the PDF







# Class Manager Duties



- + Class Managers will send Zoom meeting links to participants via email every week, 2 days before class. The link will be the same each week.
- + Do not share the link or post it on Facebook or other social media.
- + Classrooms will be open 15 minutes before class begins.
- + Class Managers will monitor the meeting for raised hands and chat messages to assist the Presenter with your questions.
- + Class Managers will send class materials out by email (unless Presenter prefers to do this). Some Presenters may use Moodle for sharing class materials (see Resources on the LLI website).
- + You will receive class evaluation emails near the end of the course.
- + Class Managers will notify participants by email if class is interrupted and can't be continued.





# Other Tips



- + Do not sign on to the Zoom class on multiple devices. It causes feedback.
- + If you get disconnected from the meeting, try getting back in by clicking on the Zoom meeting link.
- + If the teacher's video gets choppy, try turning off your own video to reduce bandwidth demands. You can turn it back on during discussion.





# Other Tips



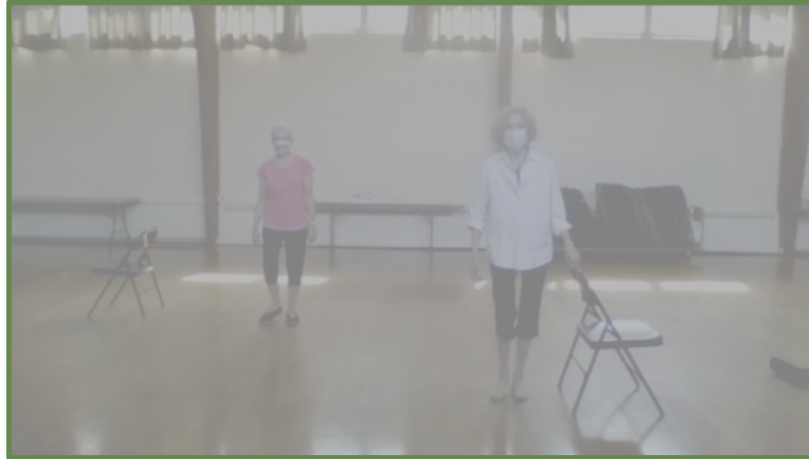
- + Bandwidth – if other people in your house are watching videos or playing games online it will use up your bandwidth and affect your Zoom experience. Ask your family not to watch videos or play online games while you're in class.
- + If you're consistently having problems, you might need more bandwidth. Try a bandwidth speed test: <https://www.speakeasy.net/speedtest/>
- + Zoom looks slightly different on different devices, so if someone has difficulty finding Zoom buttons during class that's probably why. See the following slides.



## Zoom meeting on an iPad

Your Zoom session will start with the “Speaker View”

Your “Image” or “Name” (if you have stopped the video) will be in the lower right corner



Clicking the “+” will expand it to a strip to show the other people in the meeting



Clicking the “-” will reduce the image or your video to an icon

## Zoom meeting on an iPad



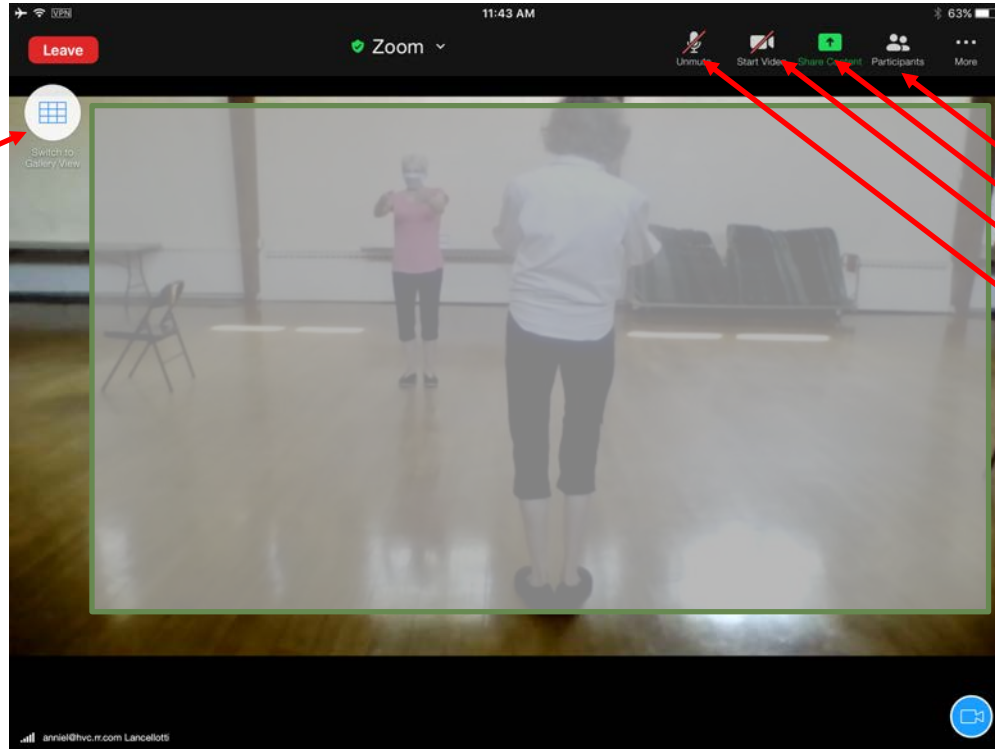
Expanded strip to show the other people in the meeting. To see more people, swipe left on the strip



Clicking the “-” will reduce the image or your video to an icon

## Zoom meeting on an iPad

Touching the screen in the upper area will also bring out an icon to go to grid view that will show all the participants in a grid



Touching the screen in the upper area will show the other Zoom actions

Show participant list

Share Screen

Video on/off

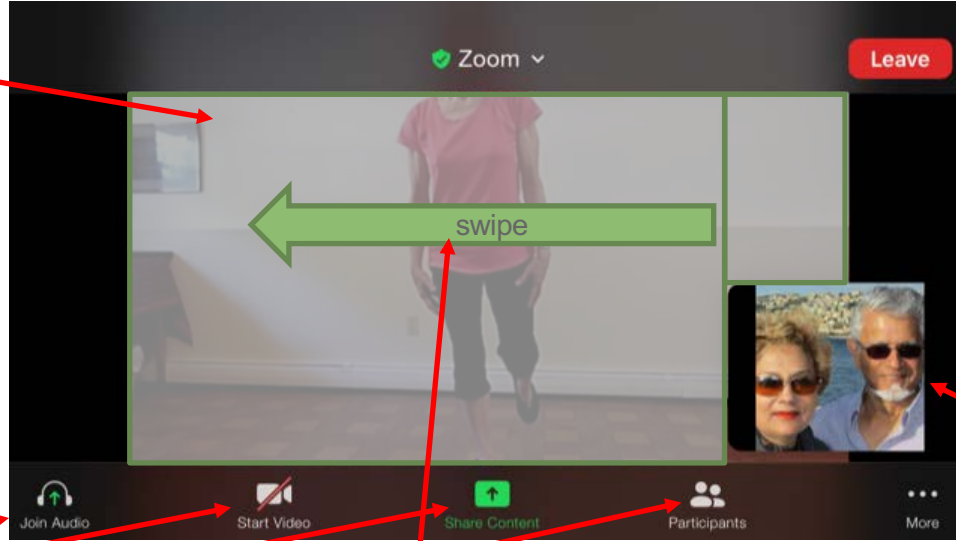
Mute/Unmute

Clicking the “-” will reduce the image or your video to an icon



## Zoom meeting on an iPhone

Your Zoom session will start with the "Speaker View"



Touching the screen will show the other Zoom actions

Mute/Unmute

Video on/off

Share Screen

Show participant list

Swipe the screen from right to left to get the grid view

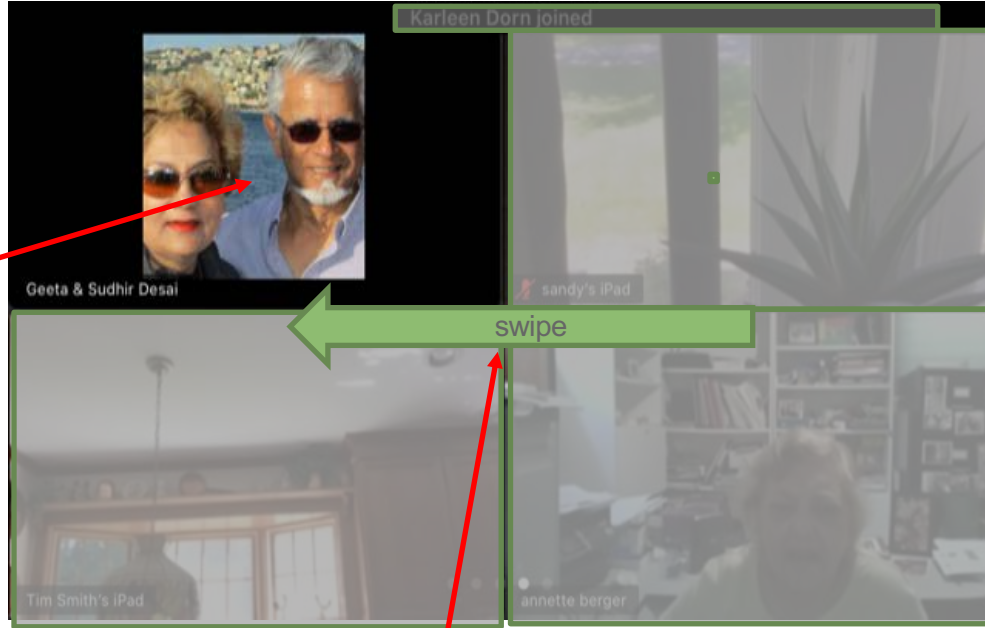
Your "Image" or "Name" (if you have stopped the video) will be in the lower right corner



## Zoom meeting on an iPhone

This is the “Grid View” you will see after swiping left on the “Speaker View” screen

Your “Image” or “Name” (if you have stopped the video) will be in the upper left corner



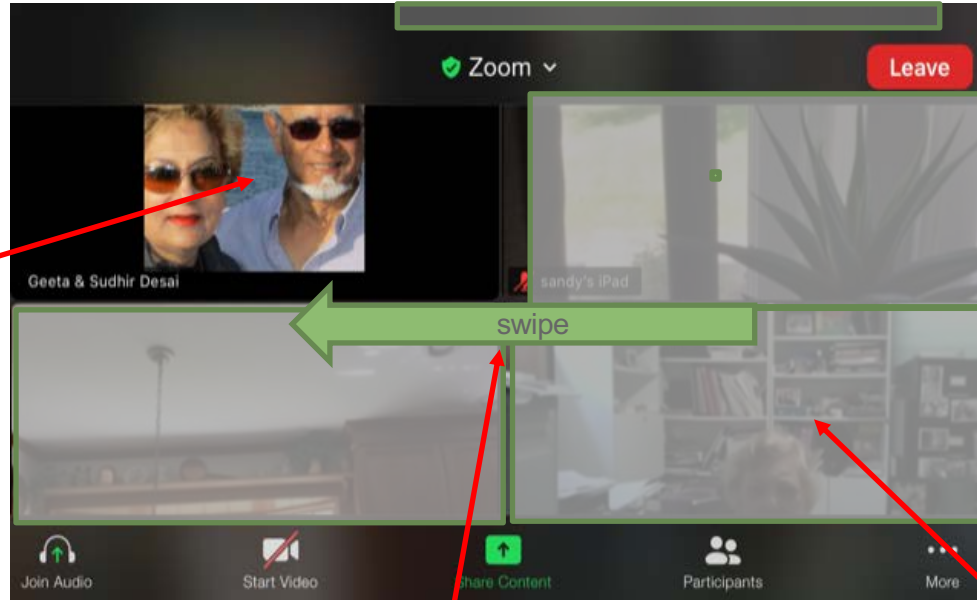
Swipe the screen from right to left to get additional participants in the “Grid View”

Double clicking one of the participants in the “Grid View”, will “Pin” that video





## Zoom meeting on an iPhone



Your "Image" or "Name" (if you have stopped the video) will always be in the upper left corner

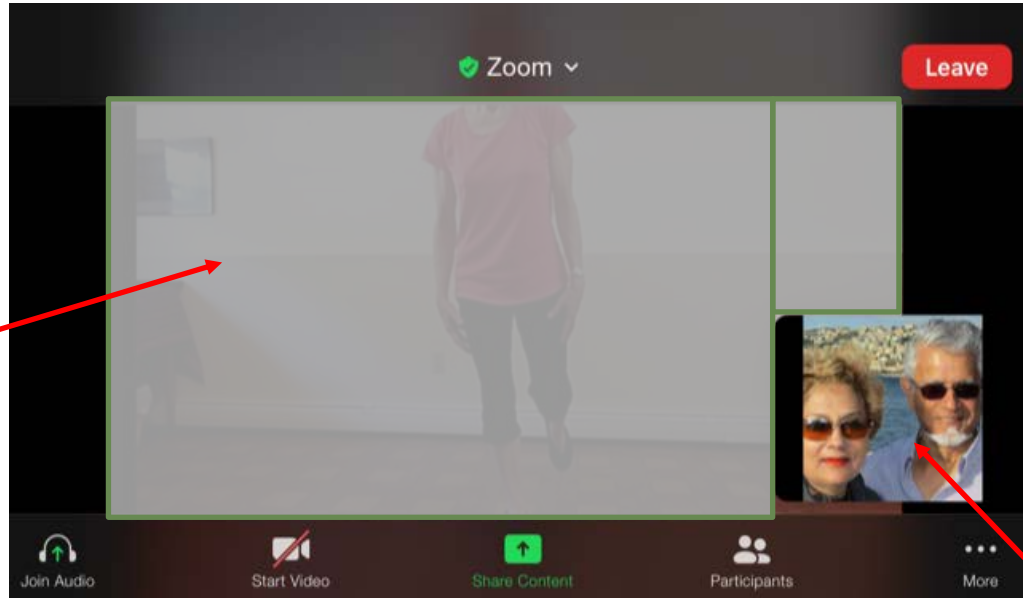
Swipe the screen from right to left to get additional participants in the "Grid View"

Double clicking one of the participants in the "Grid View", will "Pin" that video



## Zoom meeting on an iPhone

“Pinned video”



Your “Image” or “Name” (if you have stopped the video) will always be in the lower right corner



# Zoom training links

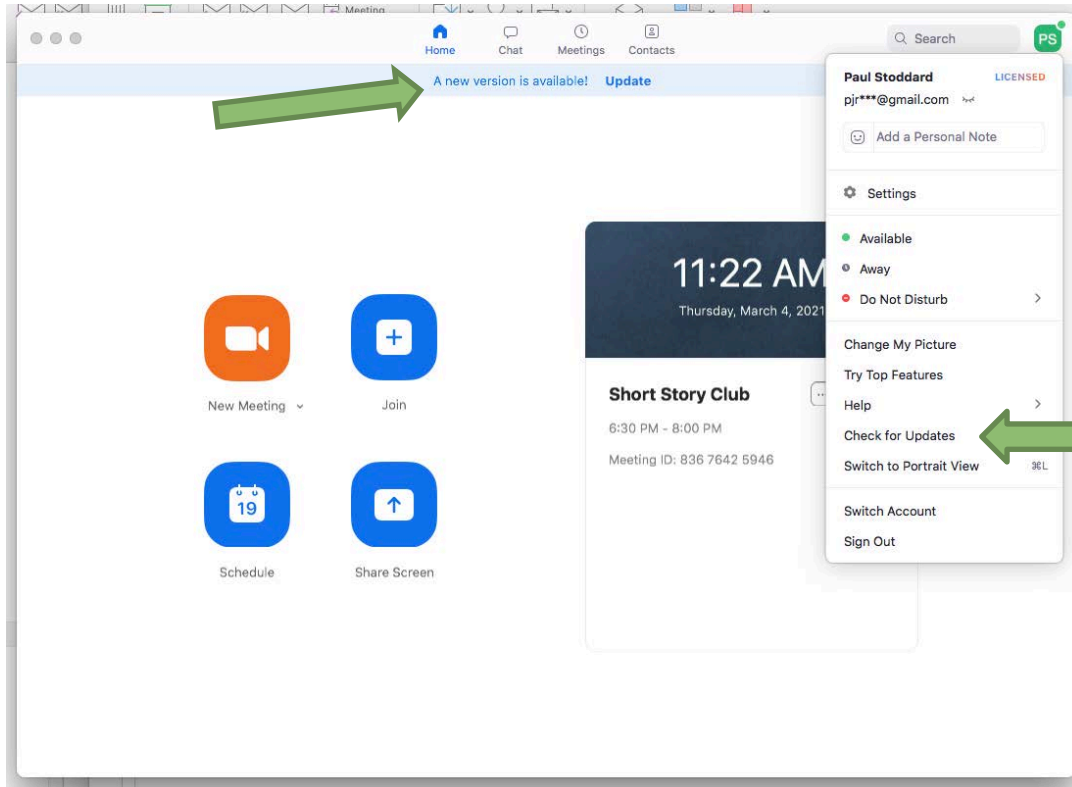


Go to the [Zoom Help Center](#) website

- + **Required** videos for Members:
  - Joining a Zoom meeting (1:09 minutes)
  - Joining & Configuring Audio & Video (1:42 minutes)
  - Meeting Controls (10:16 minutes)
- + Explore the Zoom Help Center for more information.
- + YouTube also has instructional videos.



# How to make sure you have the current version of Zoom (if you have a Zoom account)



# How to make sure you have the current version of Zoom, page 2

## Update Available

New version 5.5.4 (13130.0228) is available. You have 5.4.7 (59780.1220).

Release notes of 5.5.4 (13130.0228)

Meeting/webinar features

- Enhanced custom gallery view with hidden non-video participants
- Clearer designation of shared content

Resolved Issues

- Resolved an issue regarding slides as virtual background not recording properly
- Resolved an issue for a subset of users regarding annotation with an extended display on an iPad and Apple Pencil
- Resolved an issue for a subset of users regarding annotation with a portion of the screen
- Security enhancements
- Minor bug fixes

Release notes of 5.5.2 (12513.0205)

Resolved Issues

Not Now

Update

# Q&A





## Free templates for all your presentation needs



For PowerPoint and  
Google Slides



100% free for personal  
or commercial use



Ready to use,  
professional and  
customizable



Blow your audience  
away with attractive  
visuals

