

ZOOM GUIDELINES for CLASS MANAGERS

BEFORE THE FIRST CLASS

- _____ Speak with the presenter (the week before first class)
- _____ Test the Vassar supplied link
- _____ Share host key 135790
- _____ Obtain his/her bio so you can introduce them (Brief bios are in the course catalog on the LLI website **except** for the multiple-presenter classes)
- _____ Exchange your emails and phone numbers for emergency cancellations
- _____ Discuss how questions and comments will be handled.

CLASS DATES

- _____ Start the Zoom **15 minutes before** class start time - host key is 135790
- _____ Make presenter co-host
- _____ Time flies by quickly, best to start class on time
- _____ Share any pertinent announcements
- _____ Advise that all participants will be muted as the presenter begins to speak
- _____ Announce where the class material (if any) is found on the VCLLI webpage "*Current Semester - Course Materials*"
- _____ Discuss how questions/comments will be handled using chat room or raised hand function, during or after the presentation
- _____ Introduce the presenter using the bio you've agreed upon.
- _____ Send the **number** of attendees to retkin@vassar.edu using link on VCLLI webpage under "*Information for Class Managers and Presenters*"
- _____ It's a nice touch to thank the presenter and give a round of applause

BEFORE THE FIRST CLASS AND WEEKLY

- _____ Send a reminder email 2 days prior to the class with the time/Zoom link
- _____ Recommended: **Subject: VC LLI: Guide to Exploring Tuesday September 21 @ 9:20**
- _____ A reminder that the Zoom link remains the same for the duration of the semester. Please do not share the link with non-registrants. **Recording of a presentation using a Vassar Zoom link is prohibited.**

IN THE EVENT OF A LAST MINUTE CANCELLATION, IMMEDIATELY NOTIFY EVERYONE BY EMAIL. MEMBERS ARE RESPONSIBLE FOR CHECKING THE VASSAR COLLEGE WEBSITE FOR EMERGENCY NOTIFICATIONS (SNOW CANCELLATIONS OR OTHER CAMPUS-WIDE NOTIFICATIONS)

If you would like 1:1 "hands on" training with the basic operations Zoom or sending an email to course registrants via ProClass, please contact me at: mking-guest4@vassar.edu