

Zoom Basics for SGLs (Updated 5/5/2022)

Settings. OLLI staff prepare the settings for all classes to ensure security for all users.

SGL Access to Class. Zoom meetings will be held at your scheduled class meeting time, for example, Tuesday at 9:45 AM. All Zoom invitations are for “Recurring Meetings,” which means the same link can be used for each class meeting. Before your first class, OLLI will email you a Zoom invitation with a link. The link will come from DoNotReply@olli-dc.org. This email does not accept replies. Click the link to enter your class. Once you have joined your class, an OLLI staff member will make you a Co-Host giving you access to the Zoom controls. If you opted for it in your proposal, a Virtual Room Monitor (VRM) will be there to assist you.

Meeting Invitations. Before the first class, OLLI will email members an invitation to your Zoom class with the same link that you have. You do not need to send any invitations to members. If a class member asks you for the meeting link, you can send it to them.

Before Your First Three Classes

Consider when and how you want to answer questions in your class. There are three options in Zoom.

- 1. Raise actual hand on screen.**

This is only appropriate for classes with 22 or fewer members (so all members are visible on screen). Announce to the class whether questions are acceptable at any time or you will stop periodically to take questions. Ask members to raise their physical hand on screen and you or the VRM will call on them.

- 2. Chat function.**

This is appropriate for any size class, including those with more than 100 members. Announce to the class whether you will take questions periodically or you will answer questions after you have finished your lecture. Ask members to enter their questions into the Chat panel at any time. When you stop for questions, you or the VRM can read the questions in order.

- 3. Raise Virtual Hand in Participants Panel.**

This is appropriate for any size class, including those with more than 100 members. Announce to the class whether you will take questions periodically or you will answer questions after you have finished your lecture. Ask members to Raise Hand (blue hand) in the Participants Panel by clicking Reactions at the bottom of the screen, then selecting Raise Hand. Zoom will automatically list the participants with raised hands in the order in which they raised their hand. When you stop for questions, you or the VRM will call on the individuals in order. The raised hand also appears in the participant’s screen.

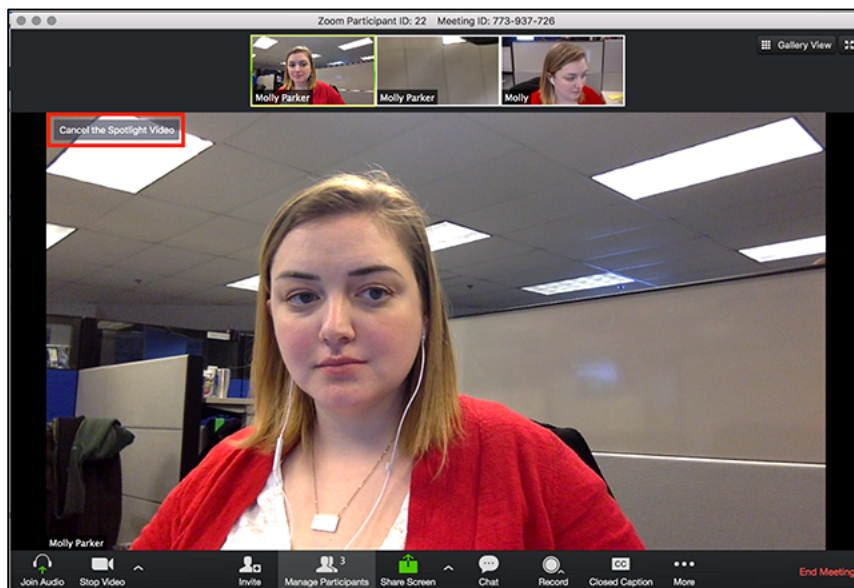
How to Manage a Meeting

Please give yourself 20-30 minutes before your class to make sure you have all of your online materials prepared. In order to share other applications with members, you must have them open beforehand.

1. If you are using a PowerPoint presentation as part of your class, open PowerPoint and open the document. **Do not start the Slideshow.**
2. If you are using a YouTube video(s), music, etc., open your browser and open the link(s) to the video(s).
3. Join the meeting no more than 15 minutes before your class begins.
4. Go to the email containing the link for your class. Click the link to join the meeting.
5. You will see the Zoom screen. The participants will see you and hear you speaking. The VRM who is monitoring your class will make you Co-Host.

In the upper right-hand corner of the screen, you can toggle between two views.

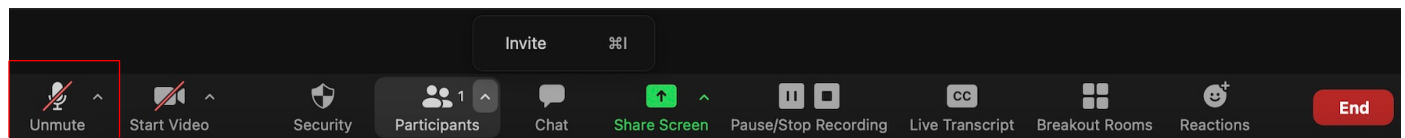
Speaker View will show the speaker only in large format with participants in smaller format above.



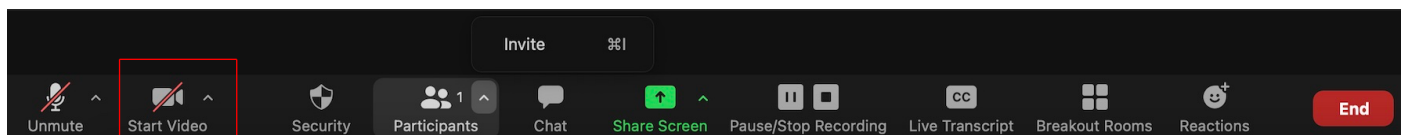
Gallery View will show all of the participants in a meeting. If there are more than 50, Zoom will show 25 or 49 at a time on the screen.



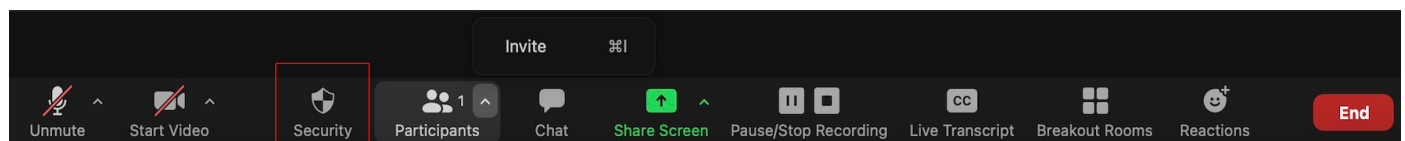
Other Zoom Controls



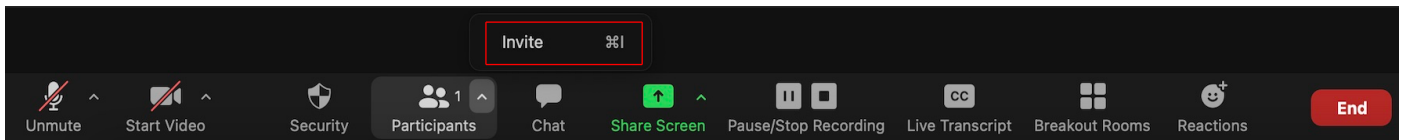
Mute/Unmute. This controls only whether or not others can hear you. A line through the icon means your microphone is muted. Click it to unmute yourself. Click on the arrow to the right of the microphone for a submenu related to your system’s microphone and audio (e.g., internal vs. external speakers). **Make sure to Test Speaker & Microphone before starting your class.**



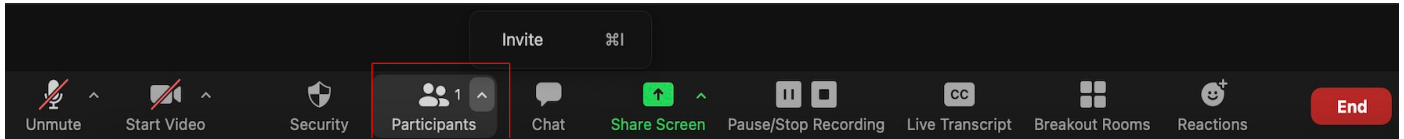
Start/Stop Video. If it says Stop Video, your camera is on and others can see you. Click on the icon to turn your camera off. A red diagonal line will appear across the camera icon. Click on the arrow to the right of the camera for a submenu related to your system’s camera. Typically, you won’t have to change anything.



Security. Several shortcuts to security settings are included here. We have already prepared classes with specified settings. Please don’t change these settings.

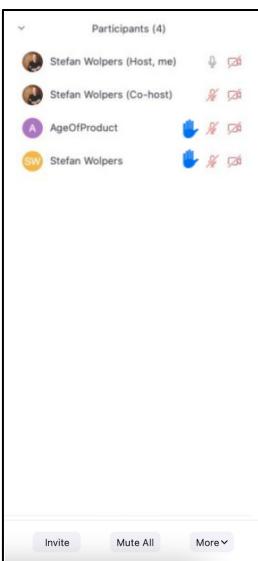


Invite. You can invite additional participants by clicking the right arrow next to the Participants icon. No one outside of OLLI members should be invited to meetings. If you want to schedule a guest speaker(s), please contact the OLLI office.



Participants. This is one of the most important tools in Zoom. Click on **Participants** to pop up a list of participants. At a glance, you can see whether each person is muted or unmuted, visible or hidden.

Participants' Muting/Unmuting



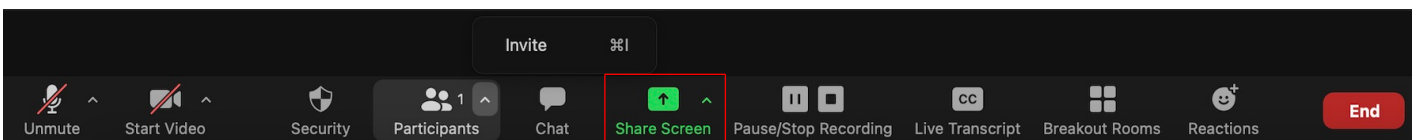
- At the bottom of the panel, click on **Mute All** or to close discussion or to eliminate distracting background noise. To open discussion, click More, then **Ask all to Unmute**.
- To mute or unmute an individual, **hover over the individual's name**, click **More**, then select **Mute** or **Unmute**.
- Participants can unmute themselves.

Participants' Video

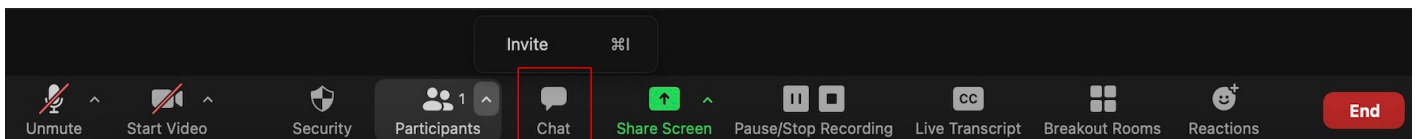
- As Host, you cannot turn on a participant's video. You can, though, request a participant to turn off their video. Or, if needed, you can turn off the participant's video. **Hover over the individual's name**, click **More**, then select **Stop Video**.

Raise Hand

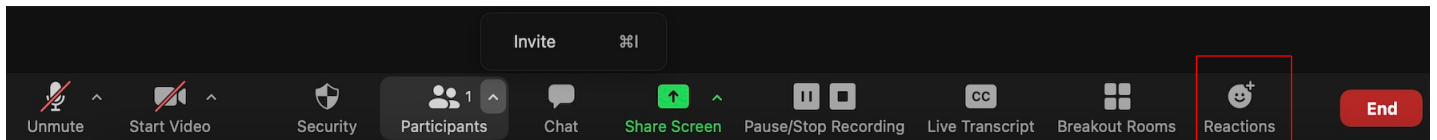
- Members can Raise Hand in the Participants Panel to indicate they have a question. This is done most easily in a small class or with the assistance of the VRM in a larger class.



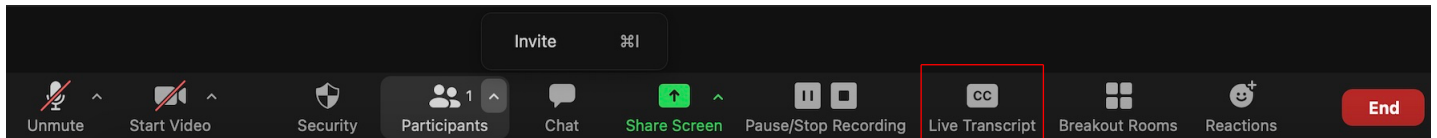
Share Screen. Use Share Screen to share presentations (such as PowerPoint), videos (such as on YouTube), or any other application on your computer. See page 4 for more information.



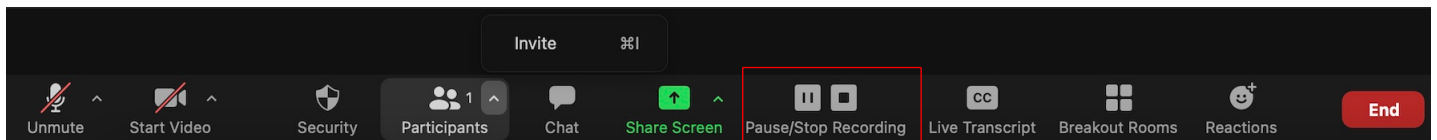
Chat. Chat also can be a useful tool for managing questions in Zoom. Users can simply chat with everyone in the group or with one another privately. In an education setting, though, Chat can be used as a forum for submitting questions. Members can submit questions when they think of them. The SGL can reply to one or more questions at stopping points or at the end of the study group. Again, this is done most easily in a small class or with the assistance of the VRM in a large class.



Reactions. Participants can Raise their hand and or give a Thumbs Up or Applause emoji.



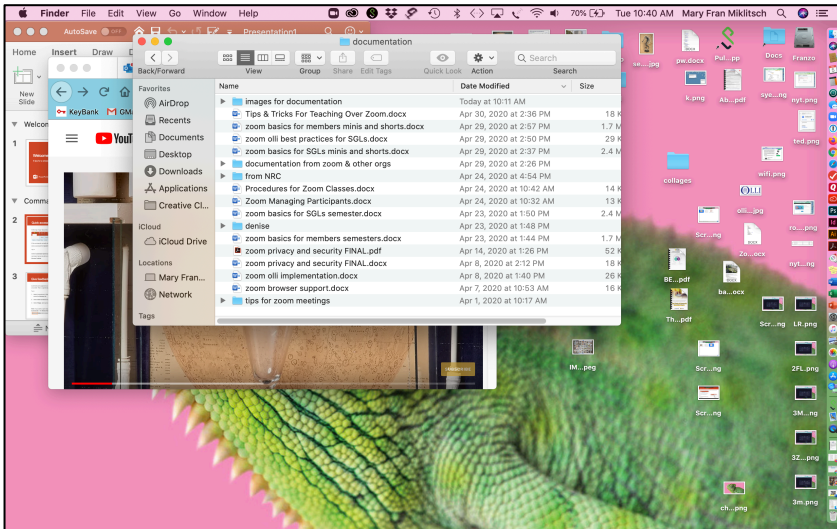
CC Live Transcript. Participants can activate live captions by clicking the CC Live transcript icon. Only the Host can enable live transcription for the class. If you are not comfortable with enabling captions, an OLLI



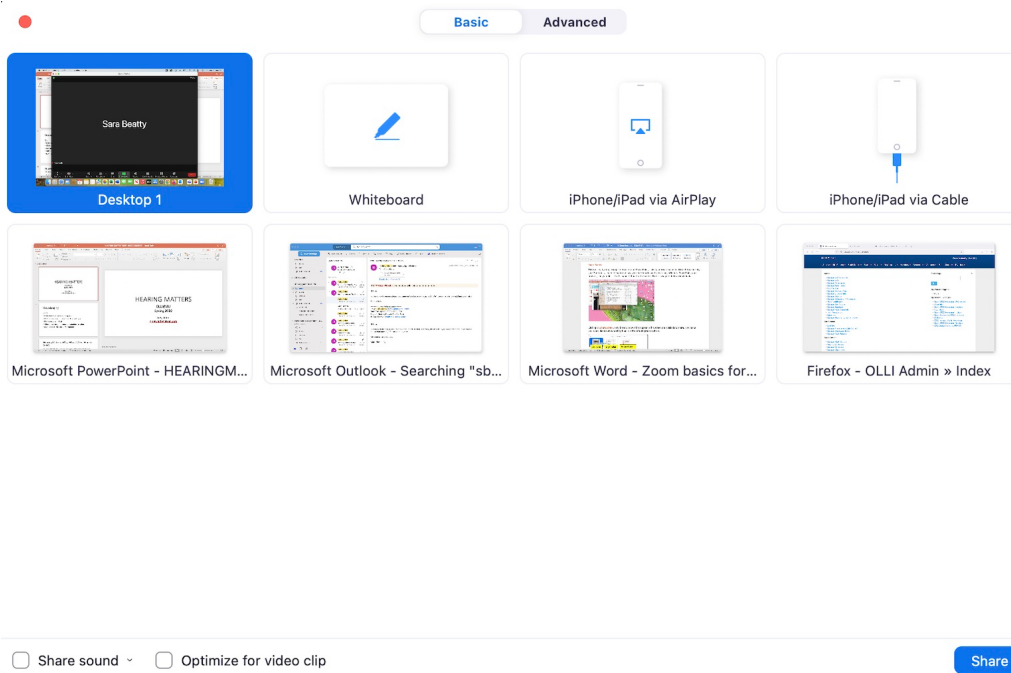
Pause/Stop Recording. As a Host or Co-Host, you can pause the recording before class or stop the recording altogether if you would prefer not to have your class recorded. We do not recommend pausing your recording, as this sometimes leads to human error and the class doesn't get recorded. Note: if your class automatically starts recording, but you've opted out of class recording, we will delete the recordings.

Share Screen (Updated 5/5/2022)

This is a step-by-step example of how to share PowerPoint, a video, or other document. **Note:** Before starting your Zoom class, I open the apps and have your presentation and video ready.

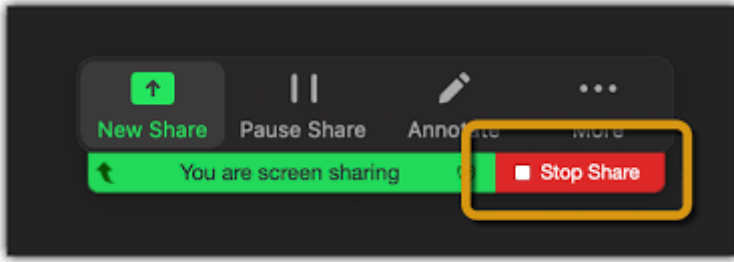


Clicking on **Share Screen**, only those windows that appear in this screen are available to share. Notice the Desktop option is surrounded by blue. It is the default option to share.



Always share using the Desktop option. That way, you can pull up both PowerPoint and videos without having to stop sharing. If you're sharing a video, be sure to also click on the **Share Sound** and **Optimize for Video Clip** boxes towards the bottom of the window. This projects the sound from the browser and smooths the video. Click on the blue Share button to share your screen. Then, open your PowerPoint or video(s).

To stop sharing your screen, click the **Stop Share** button at the top where the controls are.



When your class is over, click on Leave in the far right of the bottom menu. **Be sure to stop your class on time or you will be knocked off by the next class.**