



Olli at DU Zoom Prep for Facilitators & Basic Controls

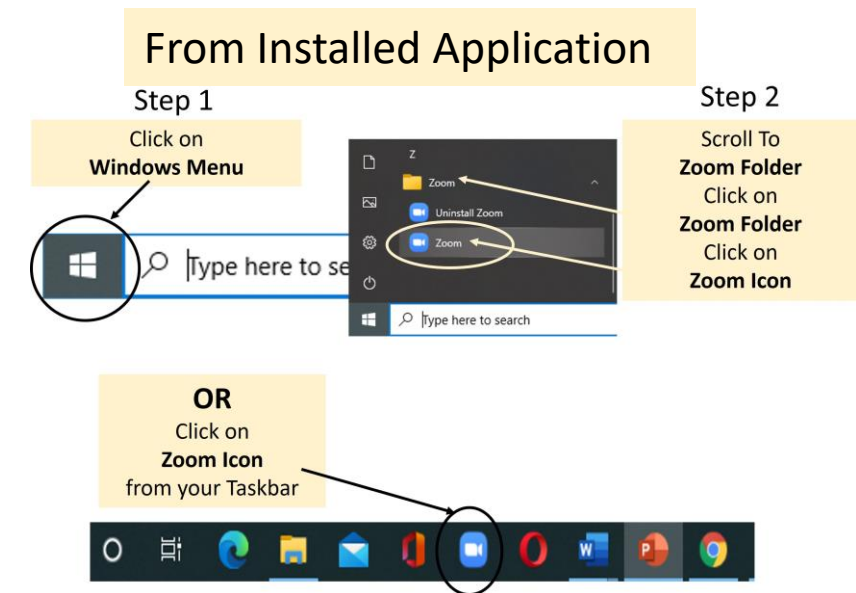
March 2022



Before Classes Begins

- **3-5 days before class begins**
 - Run a speed test to make sure your Internet bandwidth
 - Go to: Speedtest.net OR Fast.com
 - Ideally, 20-25Mbps download and maybe 3-4 upload
- **Install and or update Zoom Client Software**
 - From your installed application
 - Or online <https://zoom.us/download>
- **Touch base with your Class Assistant**
 - Discuss arriving 15 minutes early
 - Make CA a Co-Host
 - Discuss how to handle Q&A/Discussion

**Consider
using
ethernet vs.
wireless**



Host vs. Co-Host: CA's are Co-Hosts

Zoom allows only
one Host and
multiple Co-Hosts

CA's are Co-Hosts

	HOST	CO-HOST
Make a co-host	✓	
Assign participants to breakout rooms	✓	
Mute/unmute participants	✓	✓
Stop participant's camera	✓	✓
Ask participant to turn on their camera	✓	✓
Chat with participants	✓	✓
Manage who can chat	✓	✓
Remove participant	✓	✓
Rename participant	✓	✓
Lower participants hand	✓	✓
Share screen	✓	✓



Roles and Responsibilities

Self Sufficient Facilitator (SSF)

- Attend Basic and/or Advanced Training
- Arrive 15-30 minute early to class
- Contact CA before first class to discuss how to manage Q&A/discussion
- Do practice session with Staff, if needed
- Practice share screen
- Logs into Zoom room
- Starts meeting
- Rename if needed
- Make CA and other facilitators Co-Host

Regular Facilitator (RF)

- Attend Basic and/or Advanced Training
- Arrives 15-30 minute early to class
- Contact CA before first class to discuss how to manage Q&A/discussion
- Do practice session with Staff, if needed
- Practice share screen

Class Assistant (CA)

- Attend Basic or CA Training
- Arrive 15 minute early to class
- Ask to be made Co-Host
- Manages On/Off Audio Video
- 1st class does Zoom control walk-through
- Help manage Q&A/Discussion
- Make Announcements when necessary

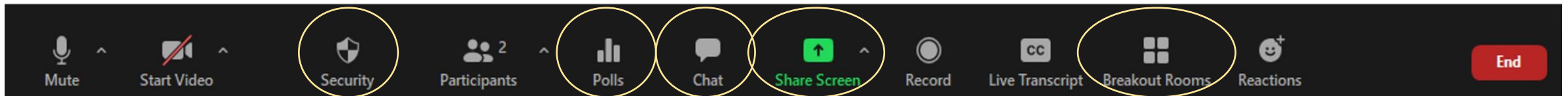
Staff Support

- Sets up Class in Zoom
- Email Roster to Facilitators
- Recruits and trains CA
- Emails Zoom registration
- Arranges weekly registration email
- Starts Class for RF 15-30 minute early
- Makes RF Co-Host
- Makes CA Co-Host in RF
- In-Class Technical Support for RF
- On Call for Technical Support for SSF
- Checks in to SSF class before start time
- Provides 1-hour practice for Facilitators

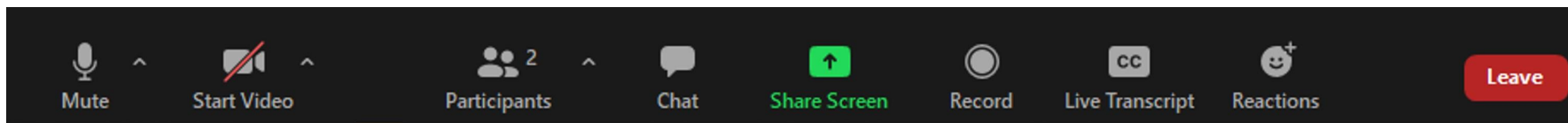
Basic Zoom Controls

Know your controls

Host & Co-Host Zoom Controls



Participant Zoom Controls



NOTE: We do not transcribe or record class due to privacy and copyright issues

- ✓ Participants can **only** chat with Host, Co-Host and Everyone
- ✓ Participants cannot share screen or activate Polls & Breakout rooms
- ✓ Participants **only** control their own audio/video



Practice Zoom Controls

1. Click on icon to **Mute / Unmute**

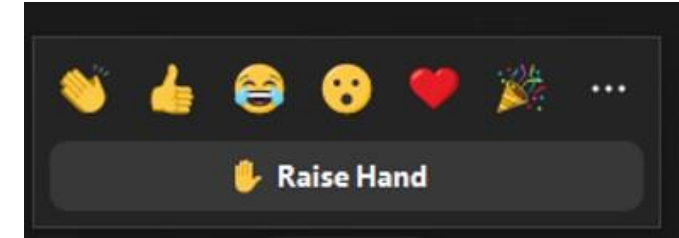
3. Click on icon to **Open Participant Box**

2. Click on icon to **Show / Not Show Camera**

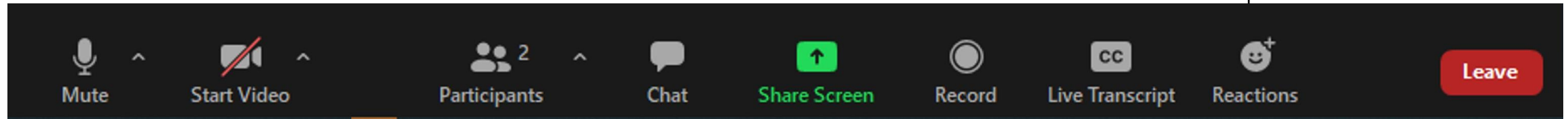
4. Click on icon to **Open Chat Box**

5. Click on icon to **Open Reactions**
Raise Hand

Icons disappear after several seconds



Hand stays up until **lowered**



 Red line = off

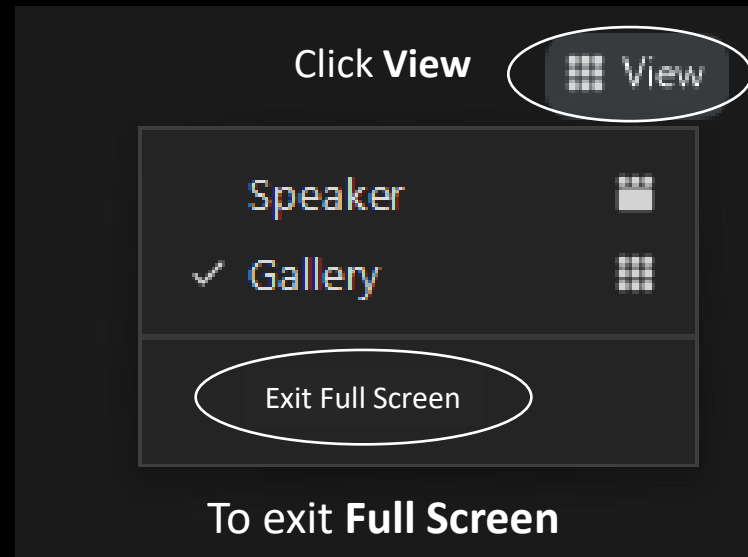
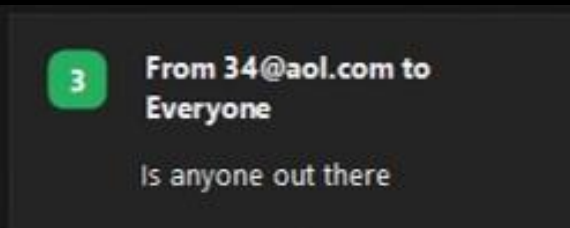
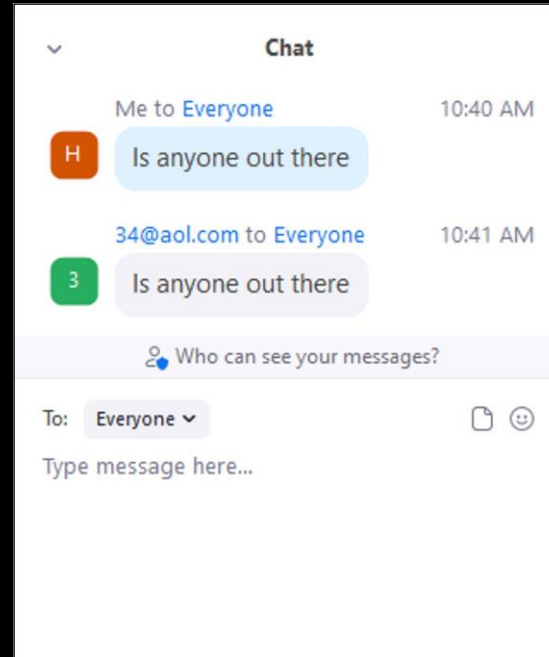


TIP Hold down SPACE BAR unmute



Chat Box

If you are in
Full Screen,
Chat Box will open
in middle of screen



To exit **Full Screen**
select **Exit Full**
Screen



Participant Box



Dara Hughes



Marcie Smith

Click View













 ViewSpeaker ✓ Gallery 

Exit Full Screen

To exit Full Screen select Exit Full Screen

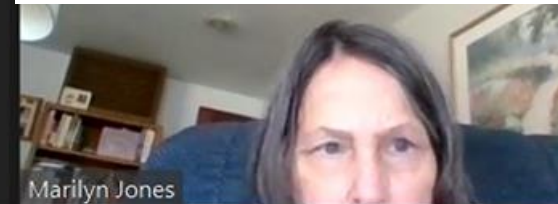
Participants (24)

Find a participant

	Ann Sun (Host, me)	 
	Jan Jones	 
	Fred Johnson	 
	Cindy Williams	 

Invite Mute All ...

If you are in **Full Screen**,
Participant Box will
open in middle of screen



Marilyn Jones

Mute

Start Video

Participants 2

Chat

Share Screen

Record

Live Transcript

Reactions

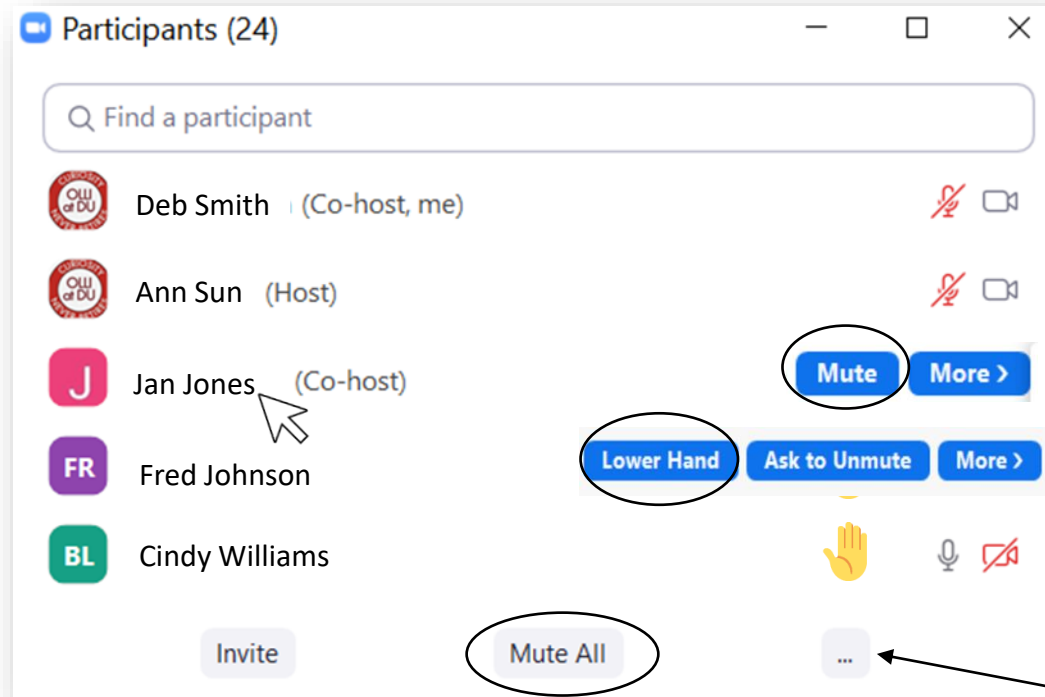
Leave

Participant Box - Host & Co-Host Controls

Facilitators

Class Assistant

Regular
Participants



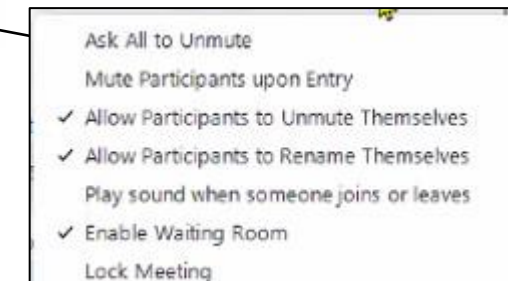
Click icons to **mute** and **stop video**

OR place cursor over name for **Mute** and **More** to emerge

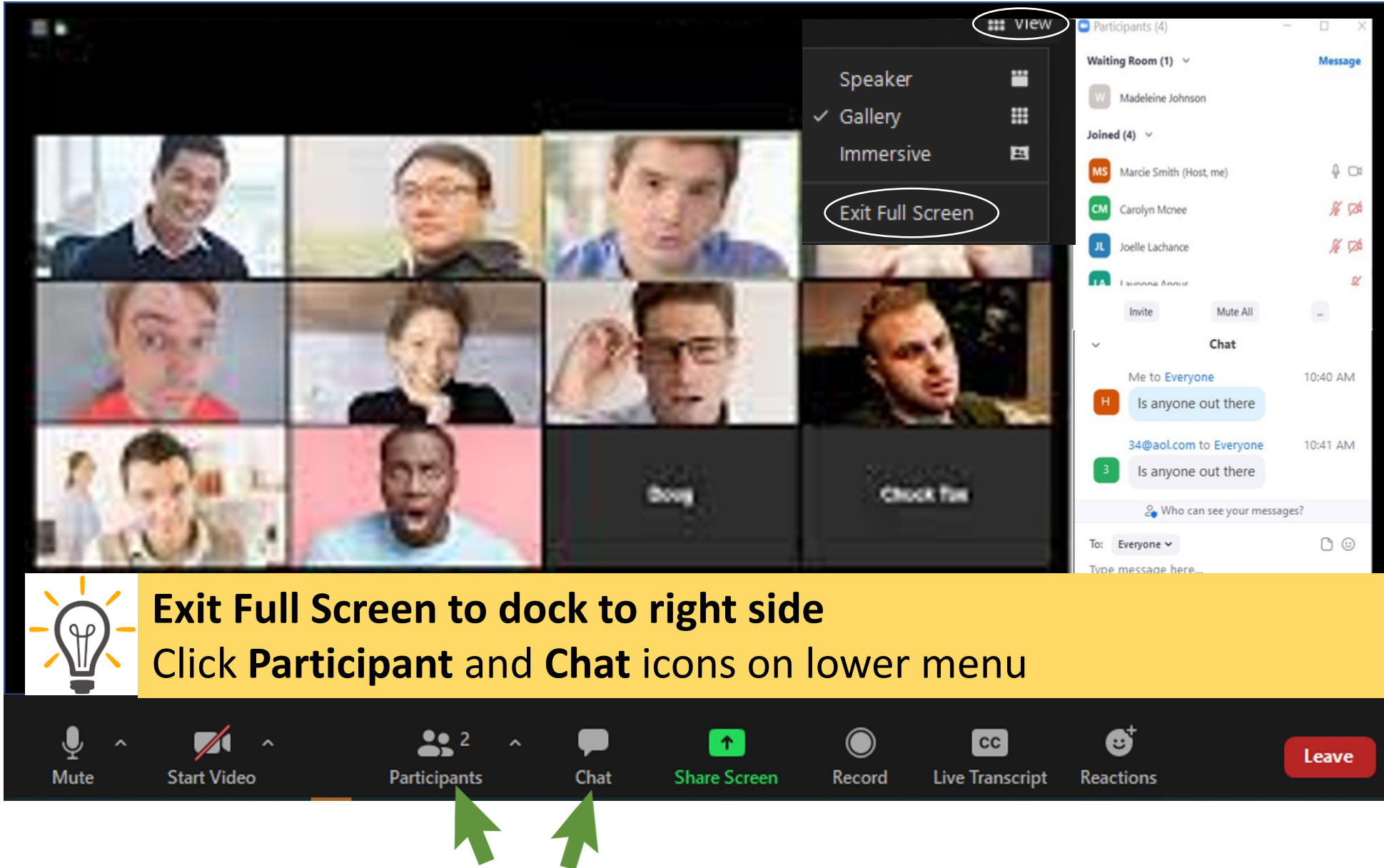
If muted, click **Ask to Unmute**

If **hand raised**, place cursor over name for **Lower Hand** to emerge

Before selecting **Mute All**
Tell Facilitator to **Unmute** themselves



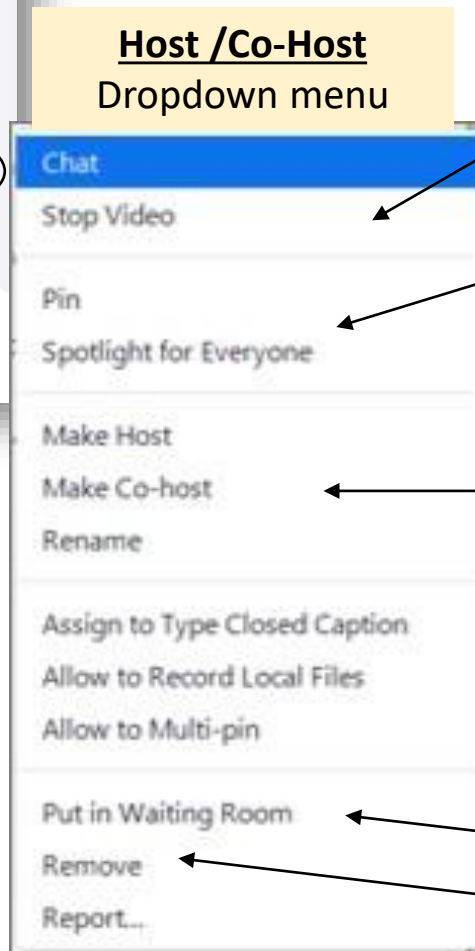
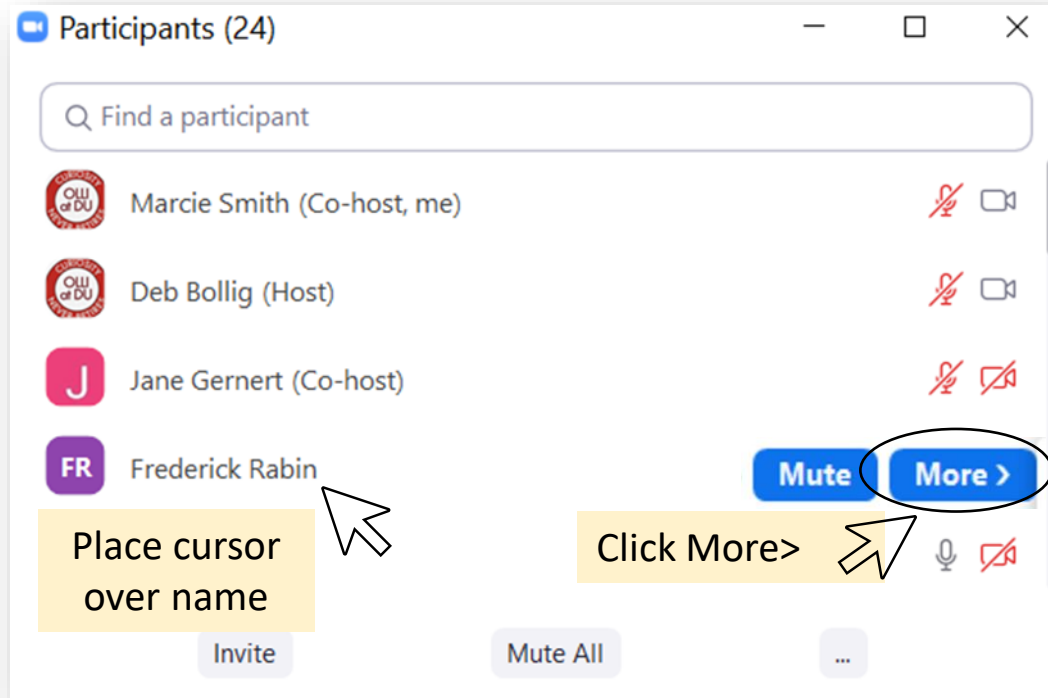
Participant & Chat Box – Right Side Docked



The screenshot shows a Zoom meeting in progress. The main window displays a grid of participants. On the right side, the 'Participants (4)' and 'Chat' boxes are docked. The 'Participants' box lists the host and other participants with their status (e.g., 'Waiting Room (1)', 'Joined (4)'). The 'Chat' box shows a message history and a 'Who can see your messages?' dropdown. A 'VIEW' menu is open over the grid, showing options: 'Speaker', 'Gallery' (selected), 'Immersive', and 'Exit Full Screen' (circled). A yellow banner at the bottom of the grid contains a lightbulb icon and the text: 'Exit Full Screen to dock to right side' and 'Click Participant and Chat icons on lower menu'. The bottom toolbar includes icons for 'Mute', 'Start Video', 'Participants' (with a count of 2), 'Chat', 'Share Screen', 'Record', 'Live Transcript', 'Reactions', and a 'Leave' button. Two green arrows point to the 'Participants' and 'Chat' icons in the toolbar.

Exit Full Screen to dock to right side
Click **Participant** and **Chat** icons on lower menu

Participant Box More> Dropdown Menu



Stop a Participant's video

Pin someone
Spotlight others

If Host, assign Host to another
If Host, assign Co-Host
Rename your screen name

Put someone in waiting room
Remove from meeting permanently

Participant Box - More> Pin and Spotlight

Participants can **Pin**

It disables active **speaker view** to **watch a specific thumbnail as the speaker view.**

Spotlight is activated by a Host or Co-Host

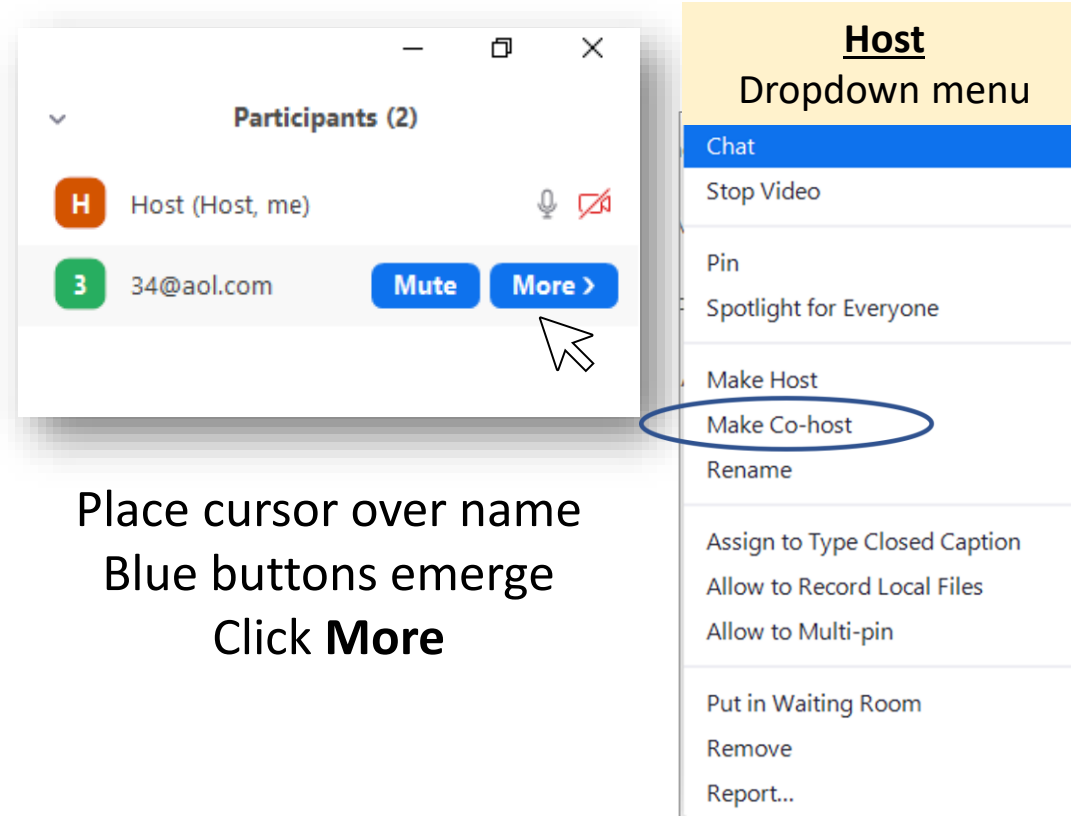
Requires a **minimum of three participants** in the Zoom meeting.

Best used for **multiple facilitators/presenters, perhaps presenting multiple topics.**

Less distracting for the participants, especially in large classes.



Participant Box - More > Make Co-Host

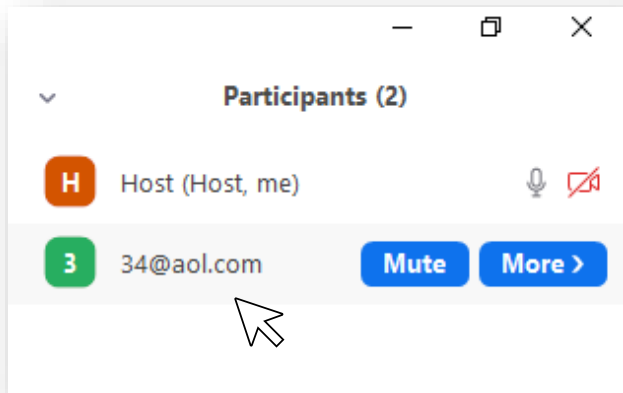


Place cursor over name
Blue buttons emerge
Click **More**

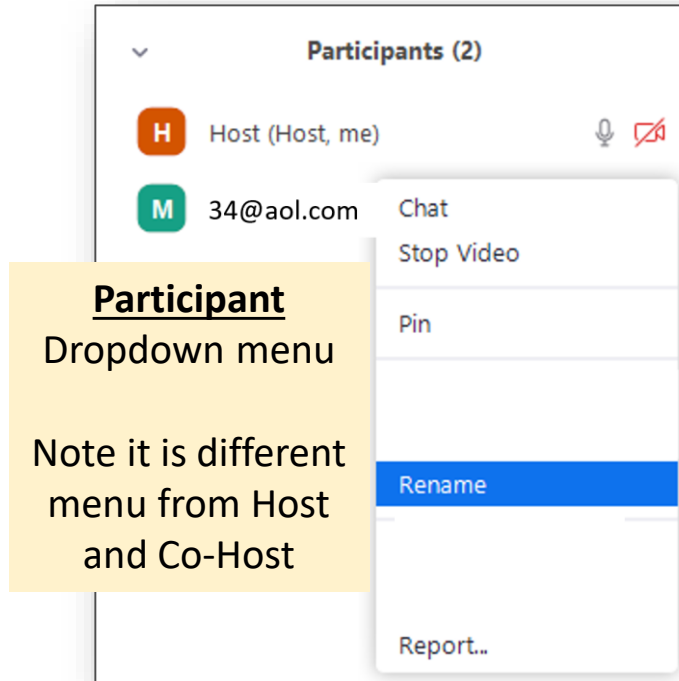
Select **Make Co-host**

**Only the Host
can assign
Co-Hosts**

Participant Box - More> Renaming



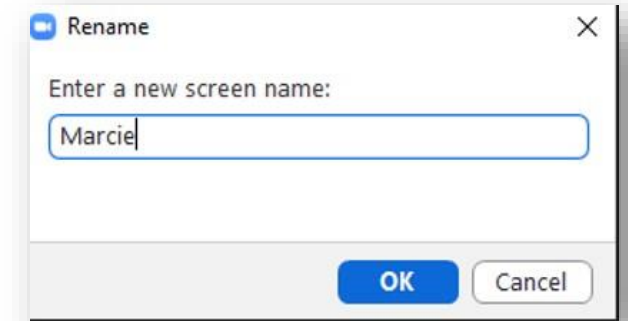
Place cursor over name
Blue buttons emerge
Click **More**



Participant
Dropdown menu

Note it is different
menu from Host
and Co-Host

Select
Rename



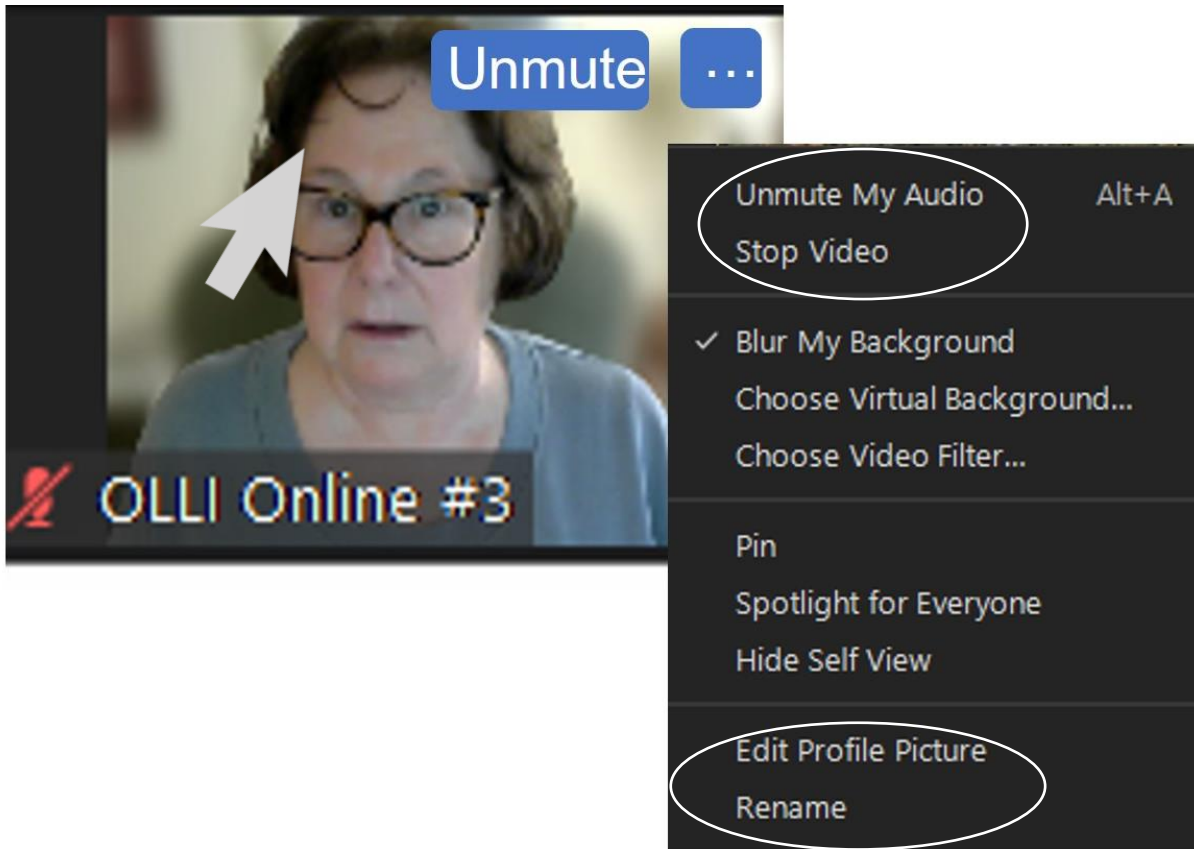
Type in name
Click OK

Controls from Thumbnails /Tiles

Available to **Hosts, Co-Hosts & Participants**


Place cursor on thumbnail

- Mute/unmute
- Stop/start video
- Rename





Views


 View



Mute



Start Video


 2
Participants


Chat


Share Screen


Record


Live Transcript

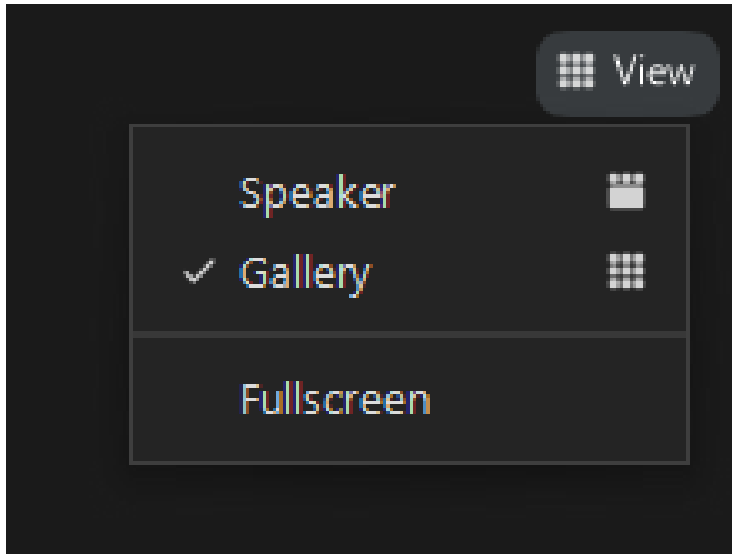

Reactions

Leave

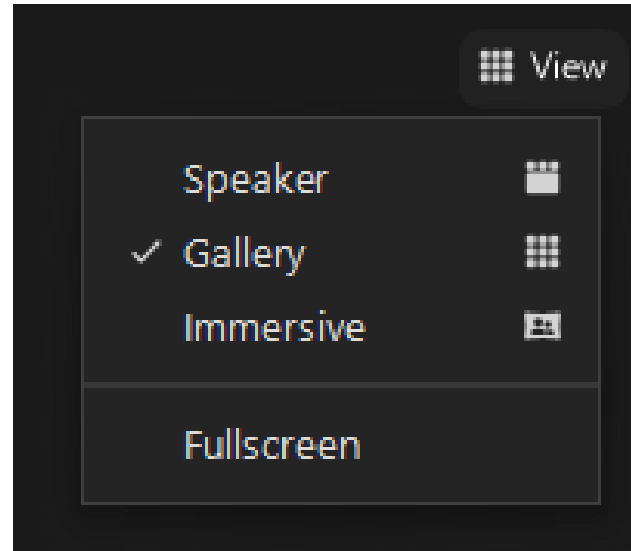


Views options are Accessed in Upper Right-Hand Corner

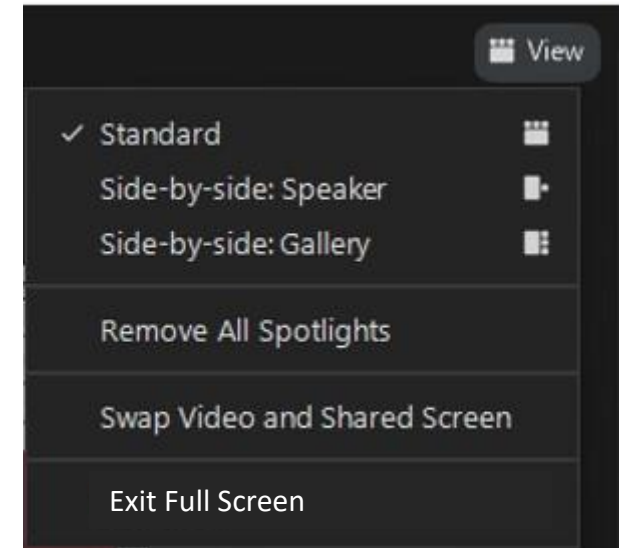
Participant
View Controls



Host & Co-Host
View Controls



More **views** when Host
Shares Screen



If Host is **not sharing screen**, the only view options are **Gallery** or **Speaker**, **Full Screen** or **Exit Full Screen**

When Host **Shares Screen** everyone's screen automatically sets to an **Enhanced Full Screen Menu** – different from regular Full Screen

Gallery View – No Screen Share

Zoom Meeting



This is the **Gallery View**

This view is **ideal for Q&A and discussion.**

Participants like to see other class members.

Participants set their choice of view options.

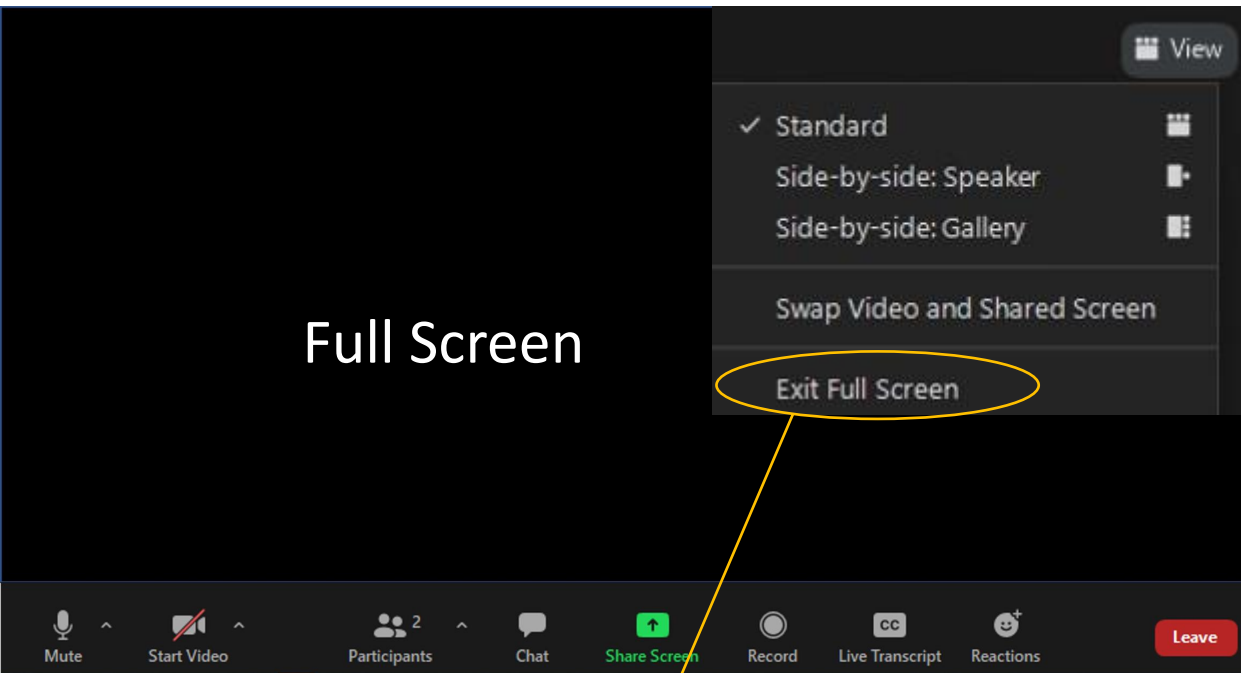
Speaker View – No Screen Sharing



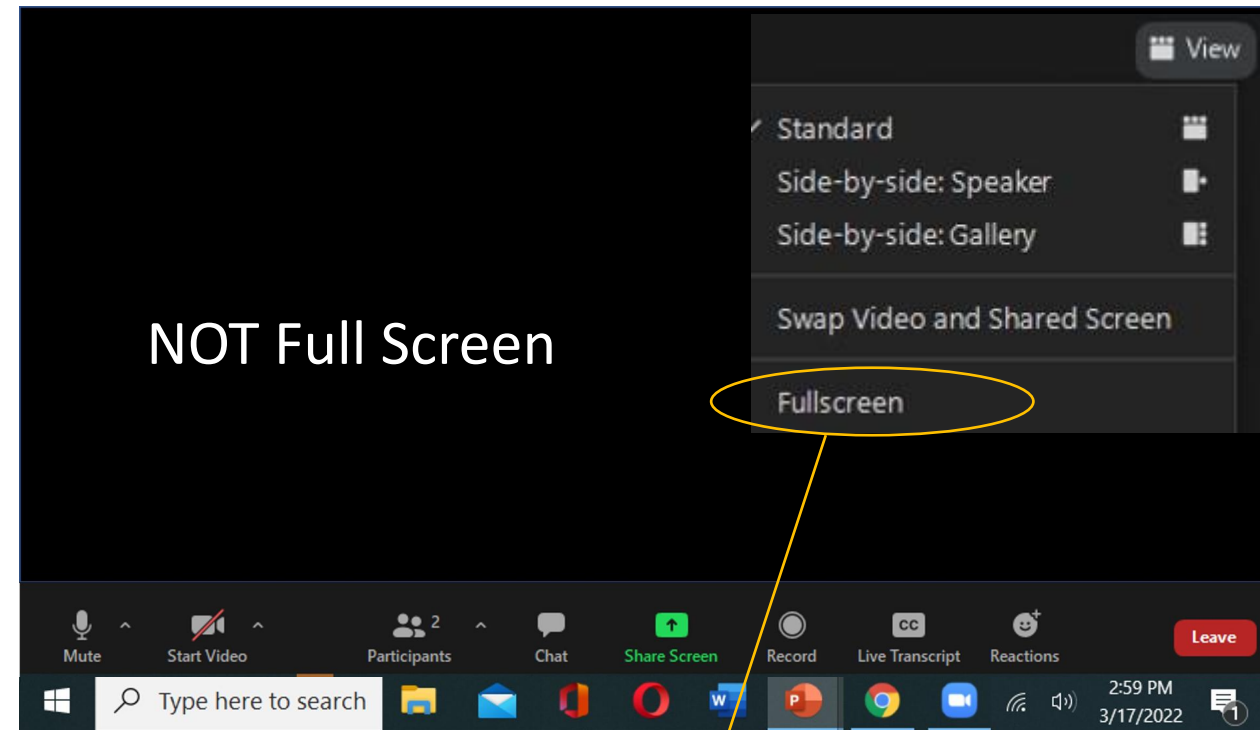
This view is **ideal for when Facilitator is lecturing without sharing screen.**

Participants set their choice of view options.

When Host Shares Screen, View has an Enhanced Menu



If you are in **Full Screen** –
the menu shows **Exit Full Screen**



Desktop Access

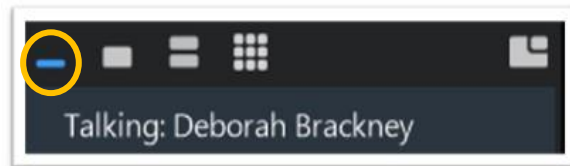
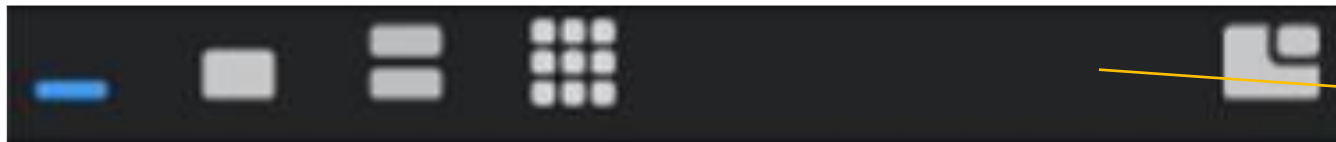
If you are **NOT** in **Full Screen** –
the menu shows **Exit Full Screen**



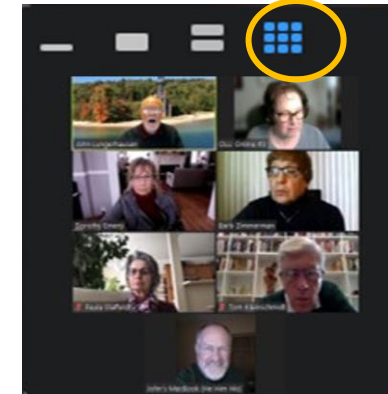
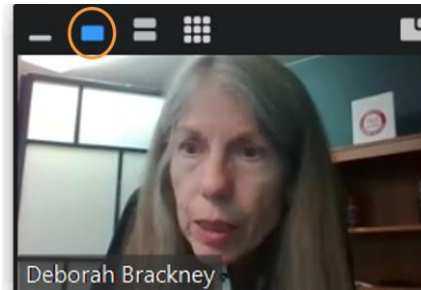
TIP Press **ESC** key to exit full screen

Screen Share, Full Screen, Enhanced Menu Standard View

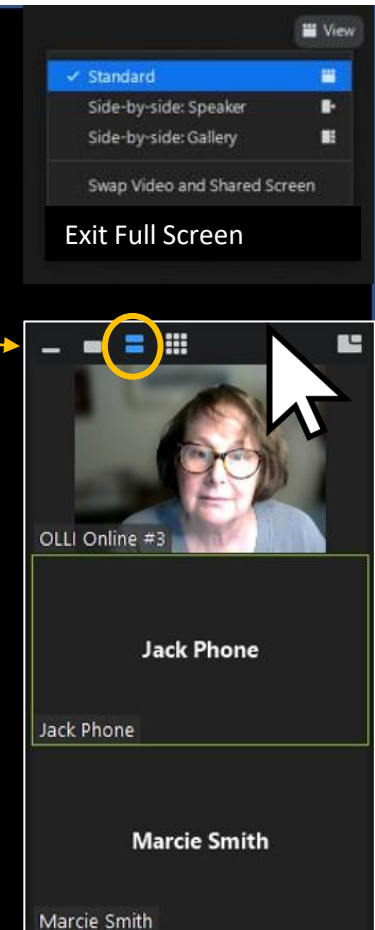
Moveable Options



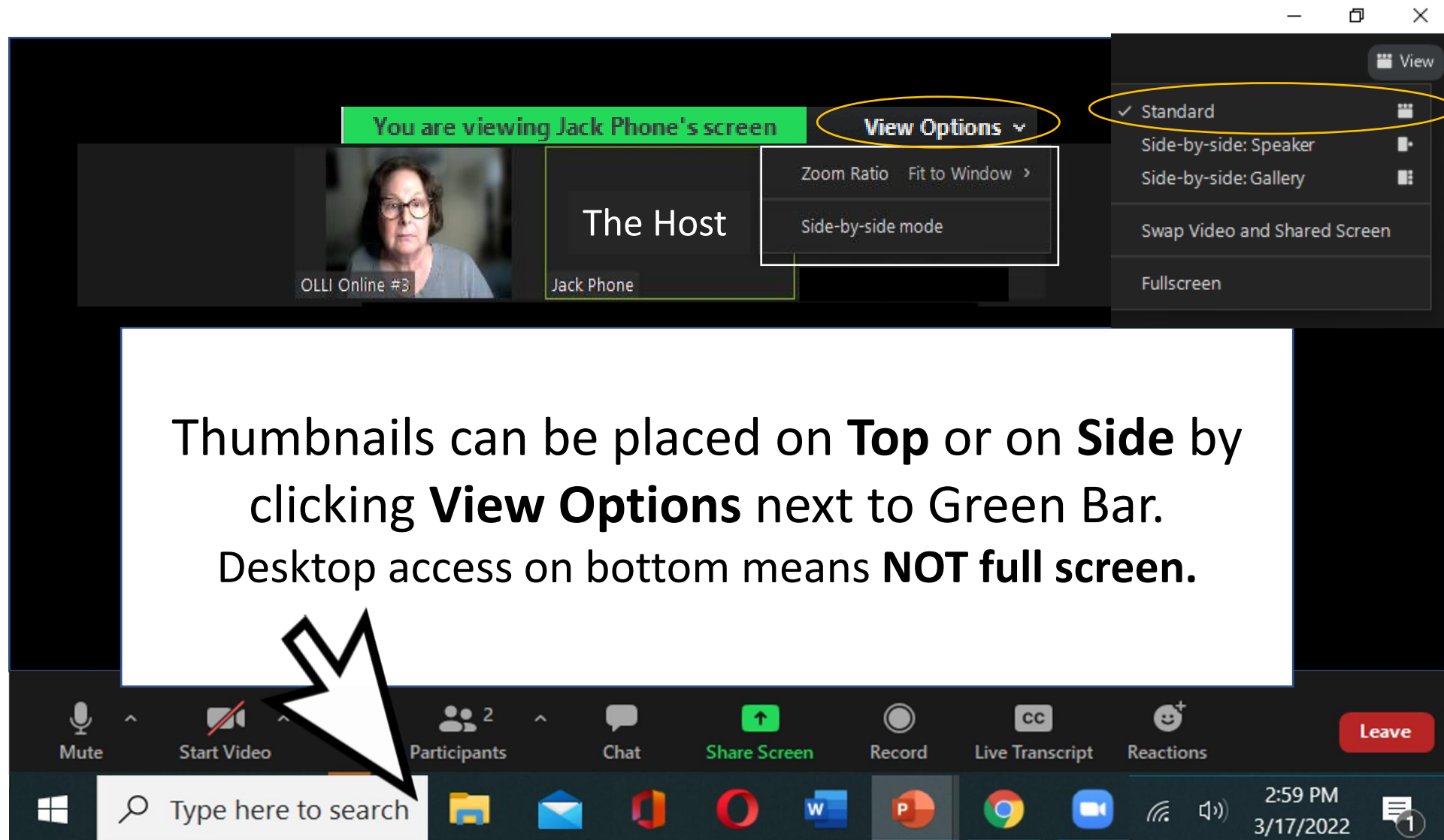
Ideal for movies



This is a preferred View because participants can move their thumbnails to any part of the screen



Screen Share, **Not** Full Screen. **Standard View**



The screenshot shows a Zoom desktop client window. At the top, a green bar reads "You are viewing Jack Phone's screen". To its right is a "View Options" dropdown menu, which is circled in yellow. The dropdown menu is open, showing options: "Standard" (checked and circled in yellow), "Side-by-side: Speaker", "Side-by-side: Gallery", "Swap Video and Shared Screen", and "Fullscreen". Below the green bar, there are video thumbnails for "The Host" and "Jack Phone". A white text box in the center of the screen contains the following text: "Thumbnails can be placed on **Top** or on **Side** by clicking **View Options** next to Green Bar. Desktop access on bottom means **NOT full screen**." A large white mouse cursor arrow points to the "View Options" button. At the bottom of the Zoom window is a toolbar with icons for Mute, Start Video, Participants, Chat, Share Screen, Record, Live Transcript, Reactions, and a red "Leave" button. Below the Zoom window is the Windows taskbar, showing the search bar, taskbar icons (File Explorer, Mail, Teams, Edge, Word, PowerPoint, Chrome, Zoom), and the system tray with the time "2:59 PM 3/17/2022" and a notification icon.

You are viewing Jack Phone's screen

View Options

- ✓ Standard
- Side-by-side: Speaker
- Side-by-side: Gallery
- Swap Video and Shared Screen
- Fullscreen

The Host

Jack Phone

OLLl Online #3

Thumbnails can be placed on **Top** or on **Side** by clicking **View Options** next to Green Bar. Desktop access on bottom means **NOT full screen**.

Mute Start Video Participants Chat Share Screen Record Live Transcript Reactions Leave

Type here to search

2:59 PM 3/17/2022

Screen Share, Not Full Screen, Side-by-side Speaker

Zoom Meeting

You are viewing Jack Phone's screen

View Options

Screen Share By Host

Standard

✓ Side-by-side: Speaker

Side-by-side: Gallery

Fullscreen

Jack Phone

The Host not movable like Standard view

Side-by-side Speaker is a good choice for classes where you want to see both the main image as well as the Host in **Full** or **NOT Full Screen**

Windows taskbar: Type here to search, File Explorer, Mail, Microsoft Edge, Word, PowerPoint, Chrome, Zoom, 2:59 PM 3/17/2022

Questions?