

OLLI at DU Zoom Basics – New Fall Term Facilitator Session

DU Zoom Platform

- Each course will be presented on the DU Zoom platform
 - We will use either a DU employee zoom account or procure more accounts from DU
- Settings have been identified for maximum safety and security
 - Only host and co-host can share their screen
 - Use registration before entry to each course
 - Those coming in are advised to insert their real name for Facilitator and Class Assistant ease
- No recordings will occur for a myriad of legal reasons

Support for Each Course

- For Facilitators new to Zoom, your courses will have a Zoom Room Host (ZRH) assigned to them (staff individual)
 - ZRH will set up the Zoom session;
 - Communicate such to the registered members and Facilitator
 - Open the Zoom Room each week
 - Review setting the first week with all attendees
 - Support Facilitator to the best of our Zoom ability
- Class assistant (CA) for each course (if possible)
 - Allow folks into the room
 - Take attendance
 - Advise you or 'hands raised'
 - And more as you work it out
 - OLLI Staff will hold CA training sessions
- Zoom Tech Support (ZTS) person for each course (if possible)
 - Support for Facilitator first
 - Support for class attendees second
 - OLLI staff will hold ZTS training sessions
- Review of desired settings for each Facilitator
- Review of settings during first week of class for all attendees
- Will offer Zoom Open House the Friday before Fall term courses begin for all registered

Our Request of You

- Get to know Zoom – Zoom.us
- Potentially set up your own Zoom account – free
- Practice with friends/co-facilitators
- Do not stream videos or DVDs from your computer to Zoom – download them to your computer
- Test your internet speed – may be best with an actual ethernet cable set up
- Complete and return your course set up requests – a document you will receive before the August/September Zoom review – to ensure we are communicating your desired set up and zoom room process to those attending your course.
- Start your classes on time/take breaks as normal/end close to onetime
- Zoom Settings – Our Zoom accounts are set to maintain the control bar at the bottom of the screen. If you are showing movies or videos and what this changed, please let your Zoom Room Host know.