**OLLI at DU Zoom Basics –**

**Winter 2021 Term Facilitator Session**

DU Zoom Platform

* + Each course will be presented on the DU Zoom platform
    - We will use either a DU zoom account
  + 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

* + Zoom Room Host: 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 – 30 minutes early the first week/15 minutes early every week thereafter
    - 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 Class Assistant 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
  + Test your internet speed – may be best with an actual ethernet cable set up

<https://projectstream.google.com/speedtest> or Internet provider

* + - Especially if showing videos or DVD’s – purchase cable to directly connect your computer to your modem/router (about $15.00 on Amazon)
    - From Zoom: Bandwidth requirements
    - 800kbps/1.0 Mbps (up/down) for high-quality video.
    - For gallery view and/or 720p HD video: 1.5Mbps/1.5Mbps (up/down)
    - Receiving 1080p HD video requires 2.5Mbps (up/down)
    - Sending 1080p HD video requires 3.0Mbps (up/down)
  + Complete and return any course set up requests form you received from your Zoom Room Host
  + 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 want this changed, please let your Zoom Room Host know.
  + Do not stream videos or DVDs from your computer to Zoom – download them to your computer – more information available in Advanced Zoom Facilitator Training