



# Olli at DU Online Zoom Basic Training

March 2022



# 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
- 1<sup>st</sup> 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

# Class Assistant (CA) Responsibilities

- **Coordinate** with facilitator on how to handle **Q&A** and **discussion**
- Login 15 minutes early, have facilitator make you **Co-Host**
- Admit participants (**mute** if necessary)
- 1<sup>st</sup> day – **walk through** Zoom controls
- Make **announcements** (3-4) per term
- **ENJOY YOUR CLASS**

**Technical issues?**  
**Contact your**  
**OLLI Staff**  
**person**  
**They are**  
***on-call.***



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

Zoom allows only  
**one Host** and  
**multiple Co-Hosts**

**CA's are Co-Hosts**

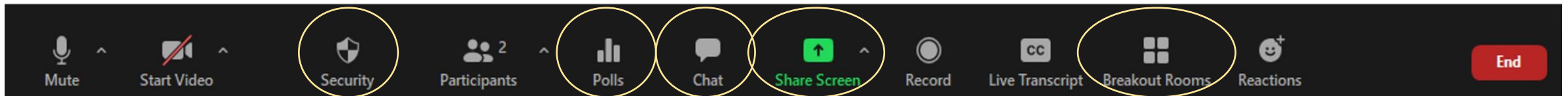
	HOST	CO-HOST
Make a co-host	✓	
Assign participants to breakout rooms	✓	
Mute/unmute participants	✓	✓
Stop participant's camera	✓	✓
Ask participant to turn on their camera	✓	✓
Chat with participants	✓	✓
Manage who can chat	✓	✓
Remove participant	✓	✓
Rename participant	✓	✓
Lower participants hand	✓	✓
Share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



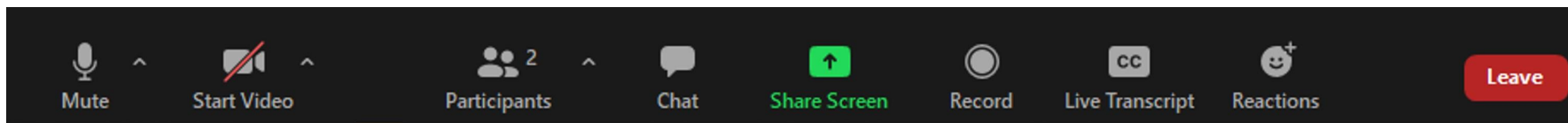
# Basic Zoom Controls

# Zoom Controls for You and the Class

## 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**

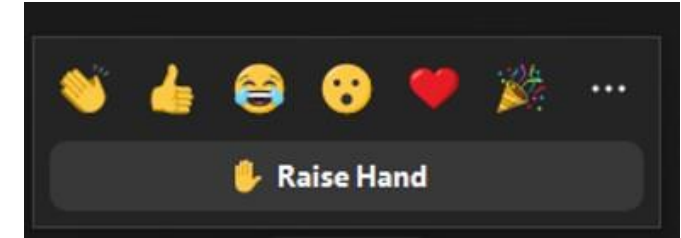
3. Click on icon to **Open Participant Box**

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

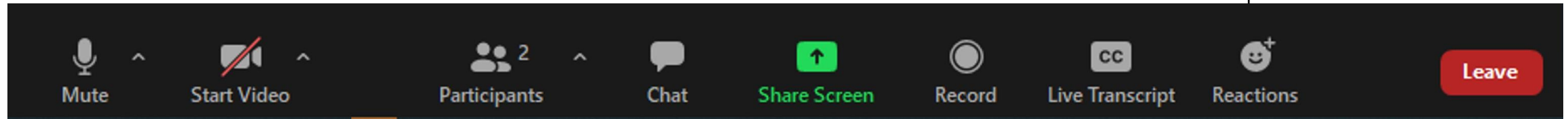
4. Click on icon to **Open Chat Box**

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

Chat

Me to Everyone 10:40 AM

H Is anyone out there

34@aol.com to Everyone 10:41 AM

3 Is anyone out there

Who can see your messages?

To: Everyone

Type message here...

3 From 34@aol.com to Everyone

Is anyone out there

Click View

View

Speaker

✓ Gallery

Exit Full Screen

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

Mute

Start Video

Participants 2

Chat 1

Share Screen

Record

Live Transcript

Reactions

Leave



# Participant Box



Dara Hughes



Marcie Smith

Click View













 ViewSpeaker ✓ Gallery 

Exit Full Screen

To exit Full Screen select Exit Full Screen

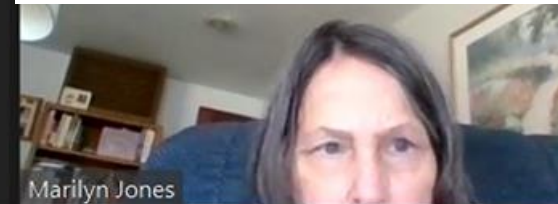
Participants (24)

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

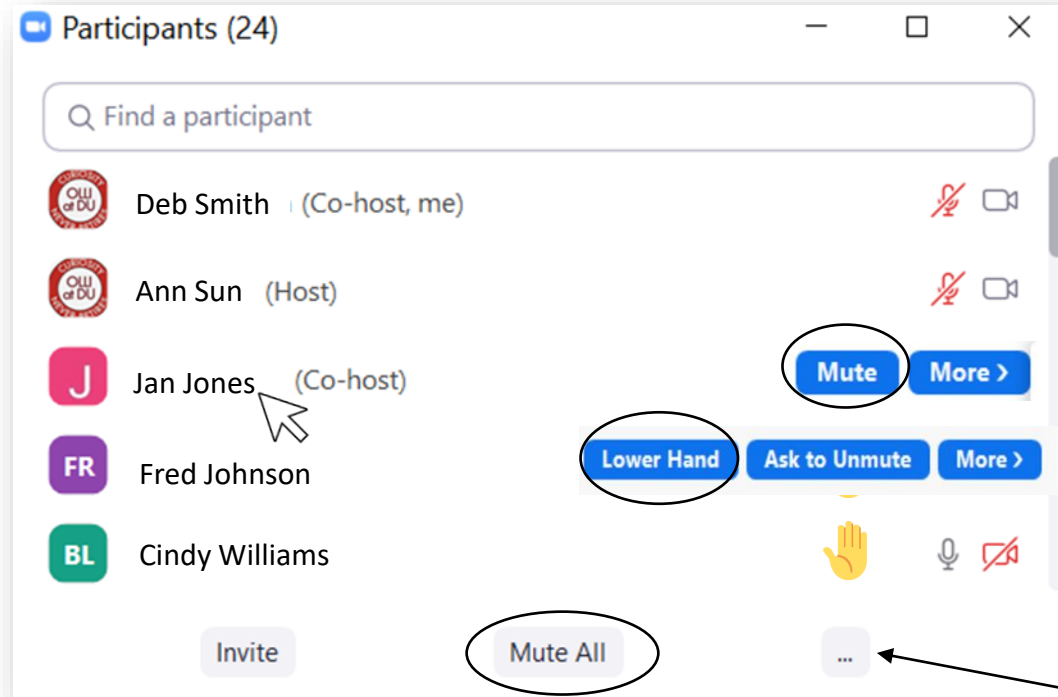
Live Transcript

Reactions

Leave

# Participant Box - Host & Co-Host Controls

Facilitators  
Class Assistant  
Regular  
Participants



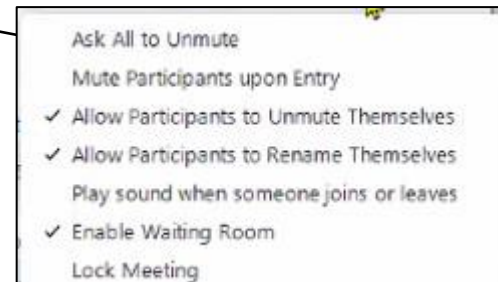
Click icons to **mute** and **stop video**

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

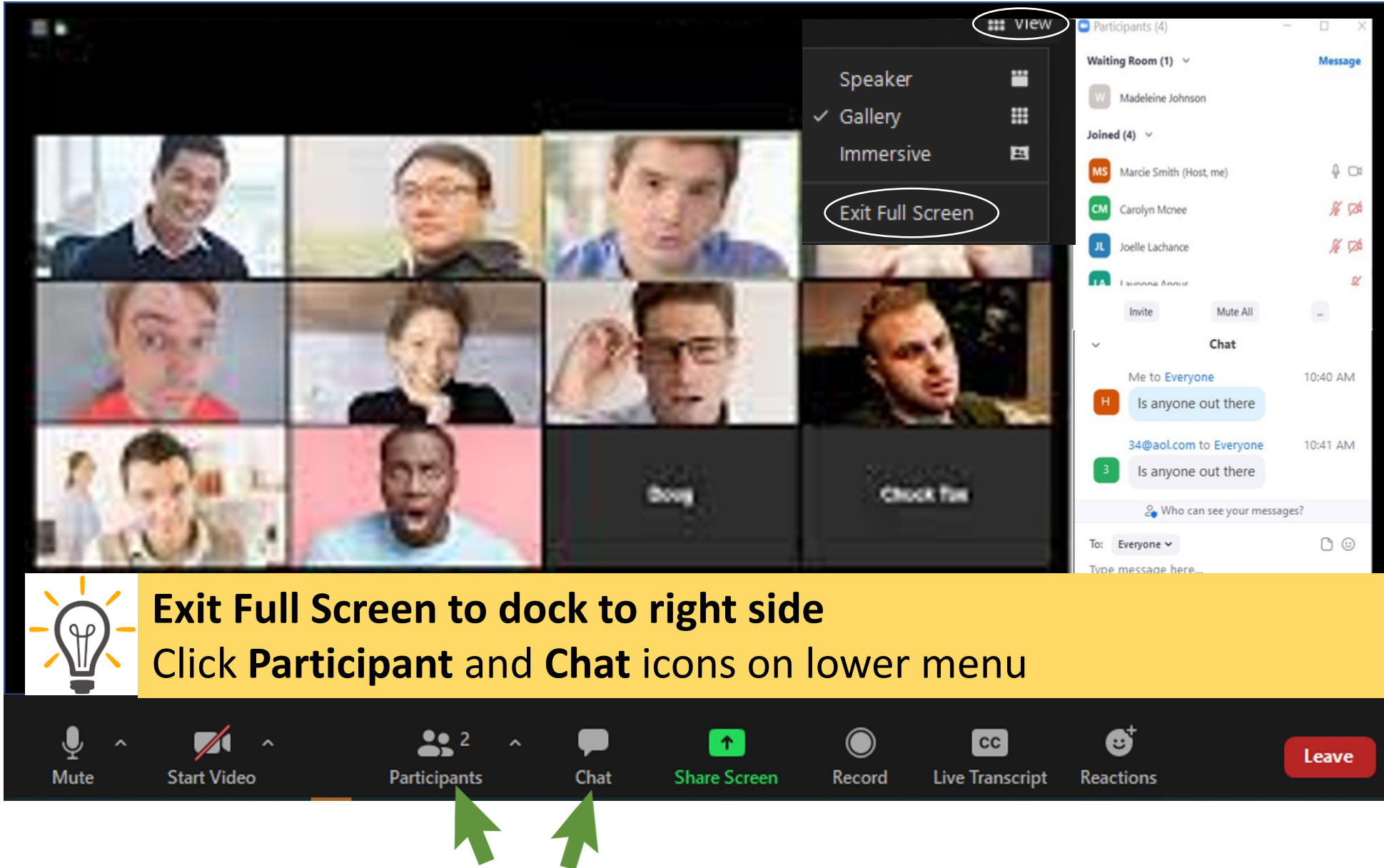
If muted, click **Ask to Unmute**

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

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



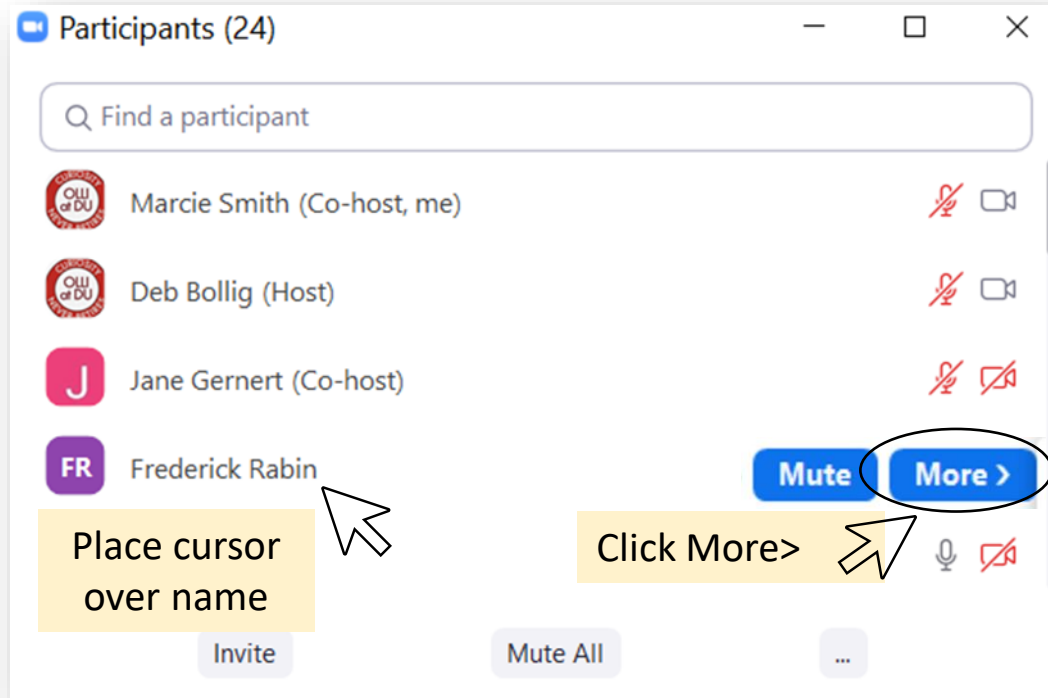
# Participant & Chat Box – Right Side Docked



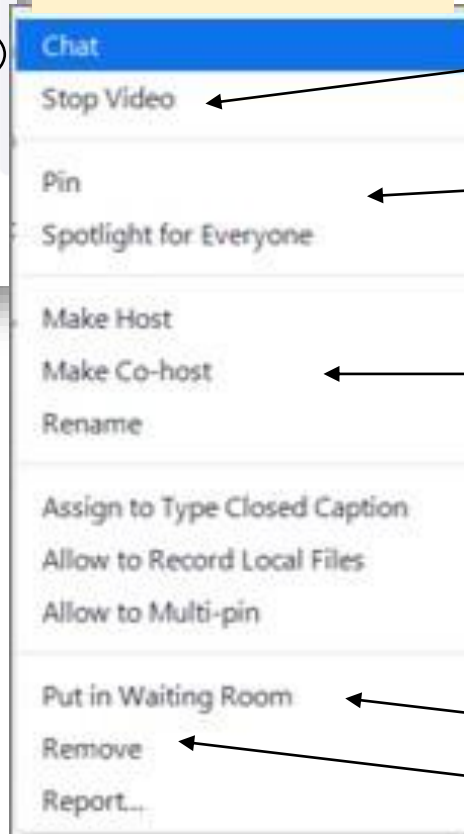
The screenshot shows a Zoom meeting in progress. The main window displays a grid of participants. On the right side, the 'Participants (4)' and 'Chat' boxes are docked. The 'Participants' box shows a list of participants, including 'Marcie Smith (Host, me)', 'Carolyn Mcnee', 'Joelle Lachance', and 'Isabella Amore'. The 'Chat' box shows a message from 'Me to Everyone' at 10:40 AM: 'Is anyone out there'. A yellow banner at the bottom of the meeting window contains a lightbulb icon and the text: 'Exit Full Screen to dock to right side' and 'Click **Participant** and **Chat** icons on lower menu'. Below the banner, the Zoom toolbar is visible, showing icons for Mute, Start Video, Participants (with a count of 2), Chat, Share Screen, Record, Live Transcript, Reactions, and a red '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



## Host /Co-Host 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

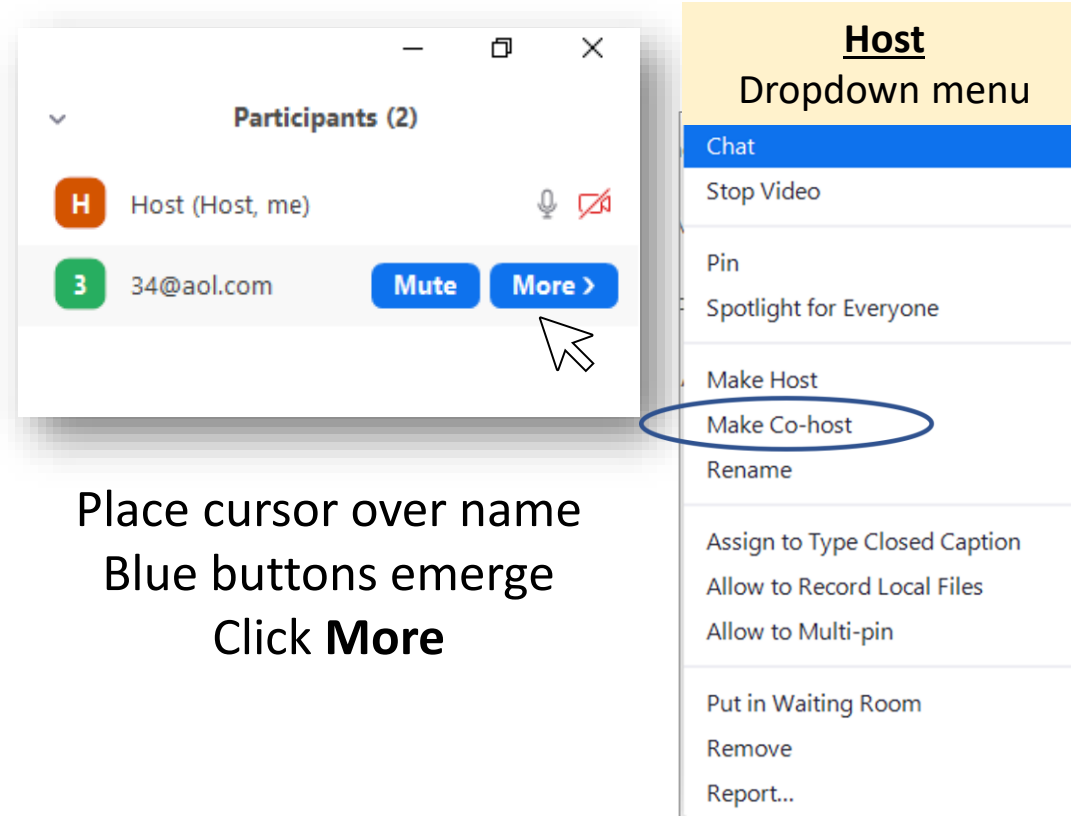
Requires a **minimum of three participants** in the Zoom meeting.

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

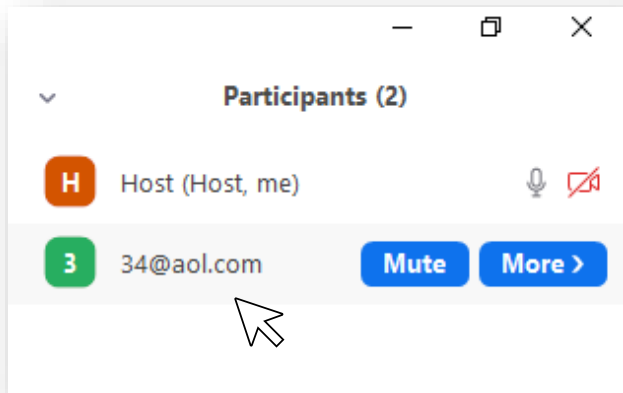


Place cursor over name  
Blue buttons emerge  
Click **More**

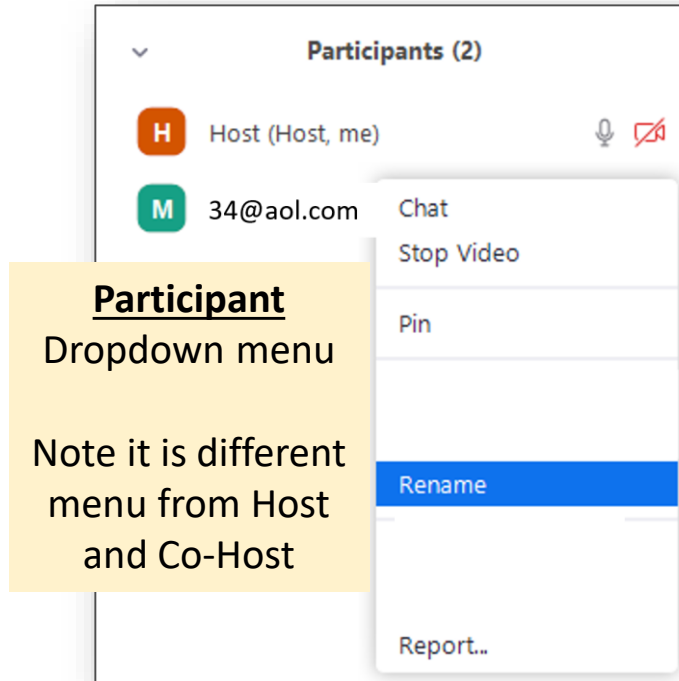
Select **Make Co-host**

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

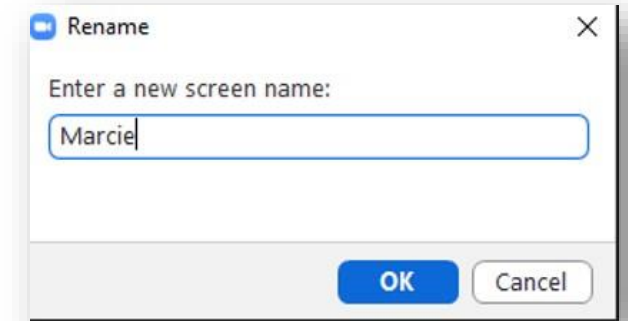
# Participant Box - More> Renaming



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**

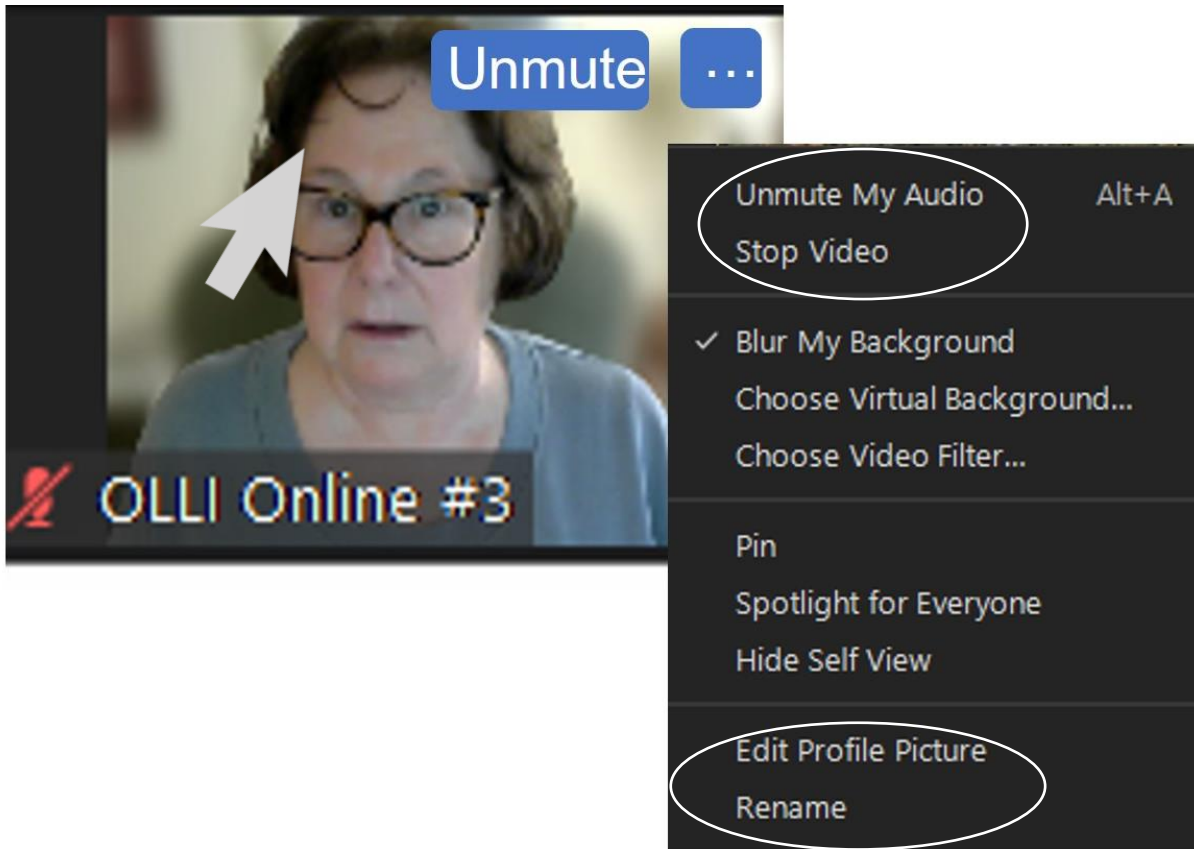


# Controls from Thumbnails /Tiles

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

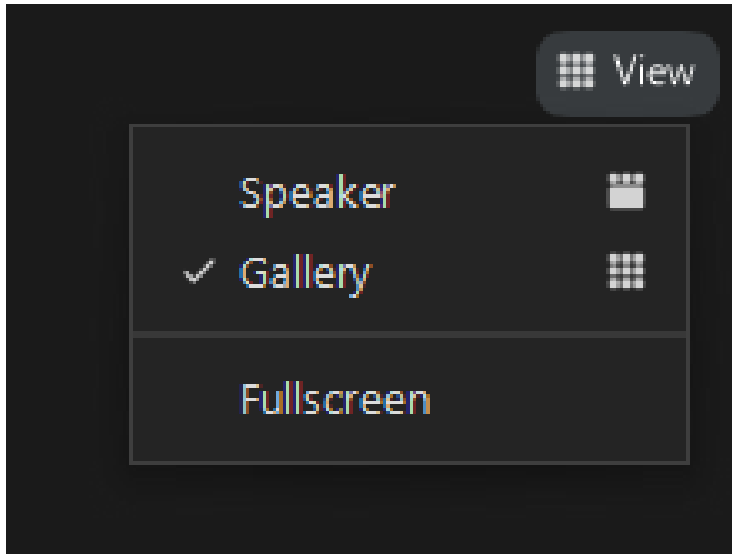
  
Reactions

Leave

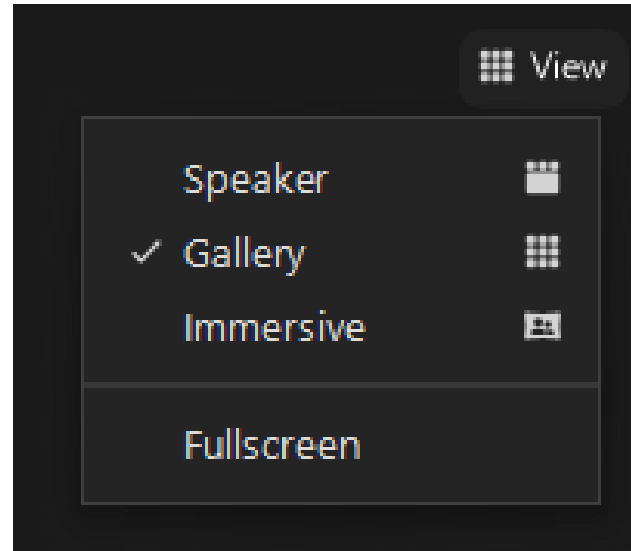


# Views options are Accessed in Upper Right-Hand Corner

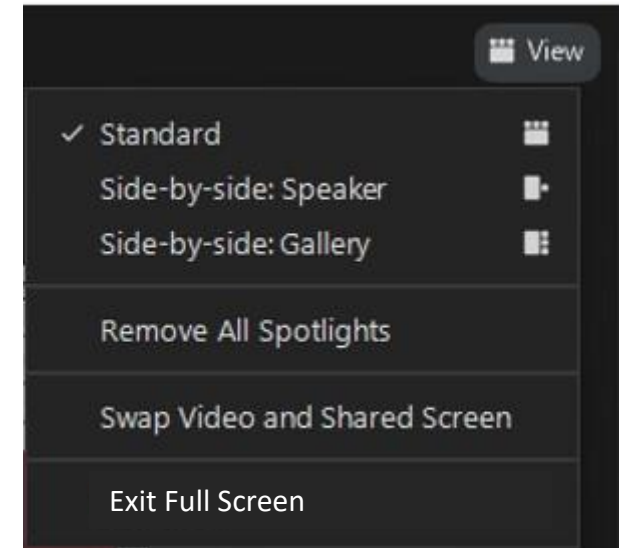
Participant  
View Controls



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.

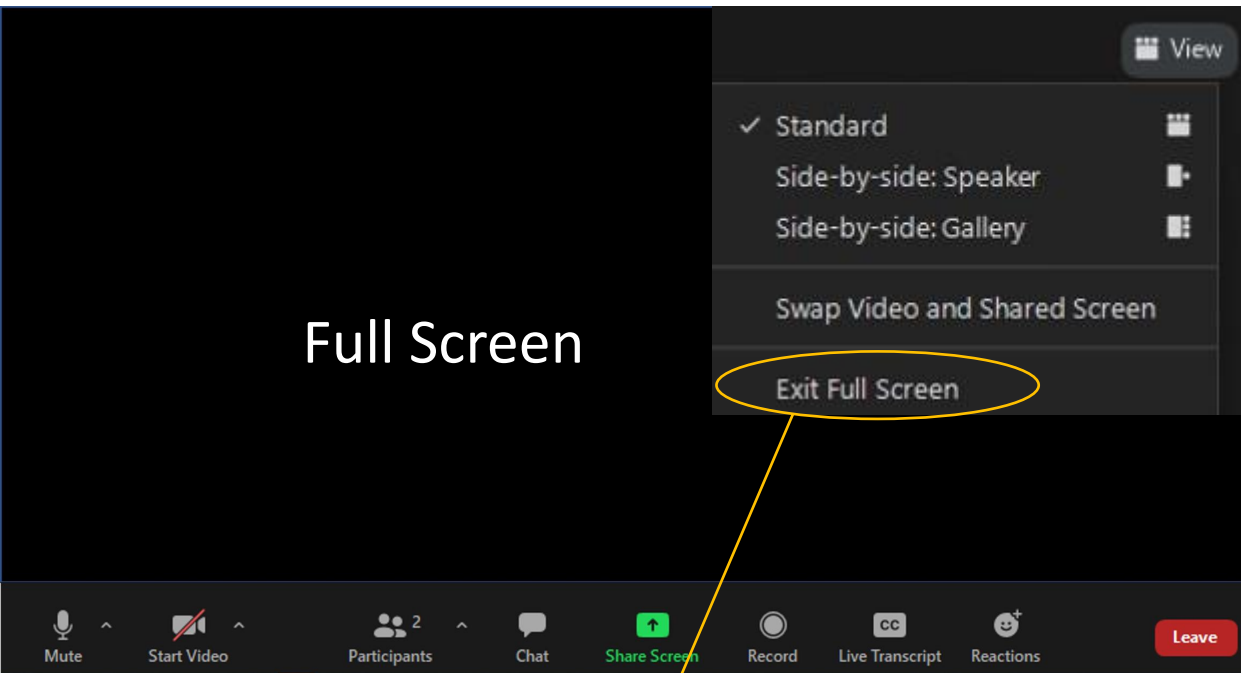
# Speaker View – No Screen Sharing



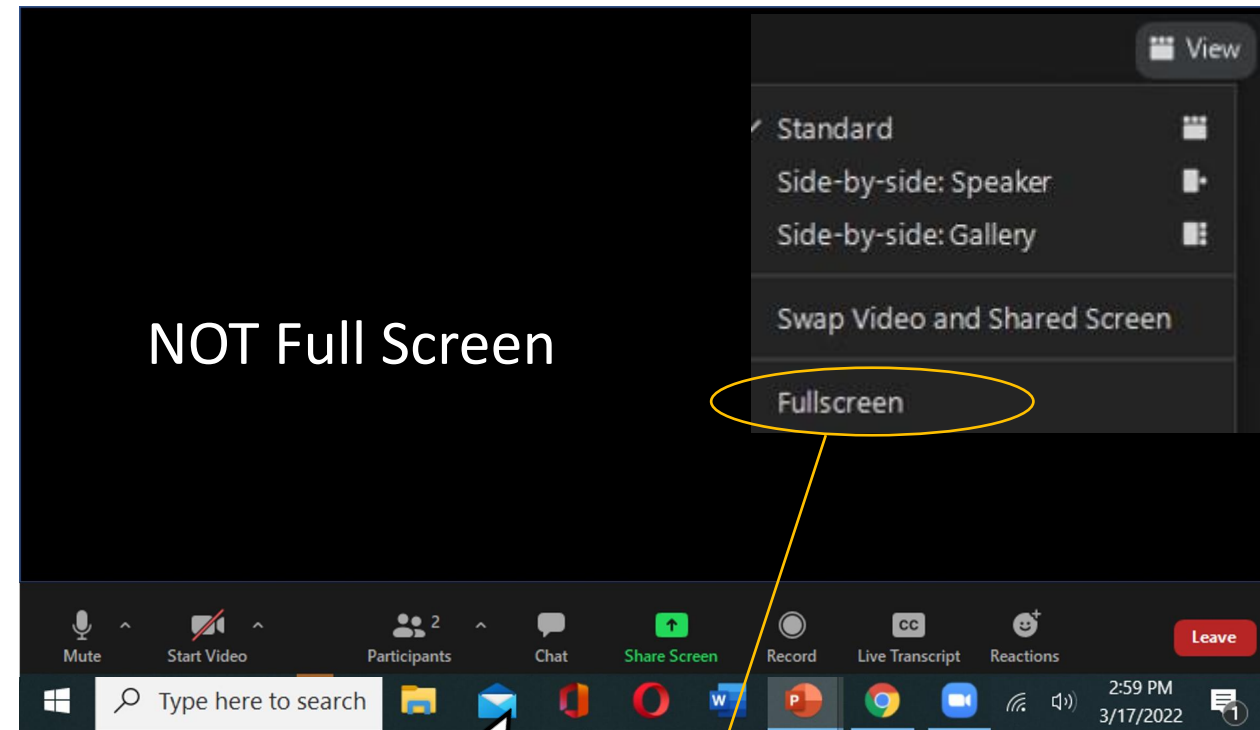
This view is **ideal for when Facilitator is lecturing without sharing screen.**

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**

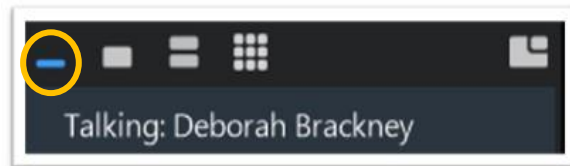


**TIP** Press **ESC** key to exit full screen

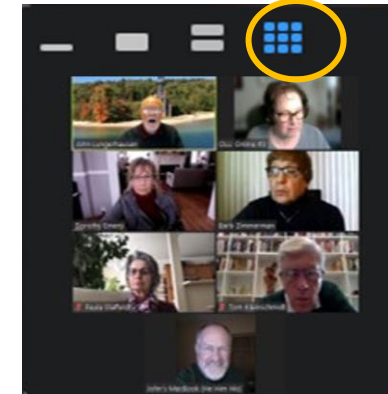
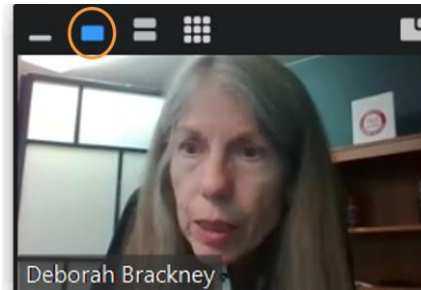


# Screen Share, Full Screen, Enhanced Menu Standard View

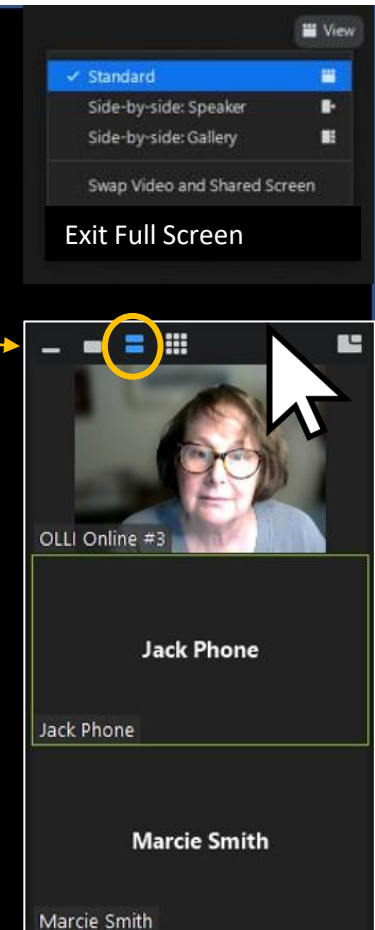
## Moveable Options



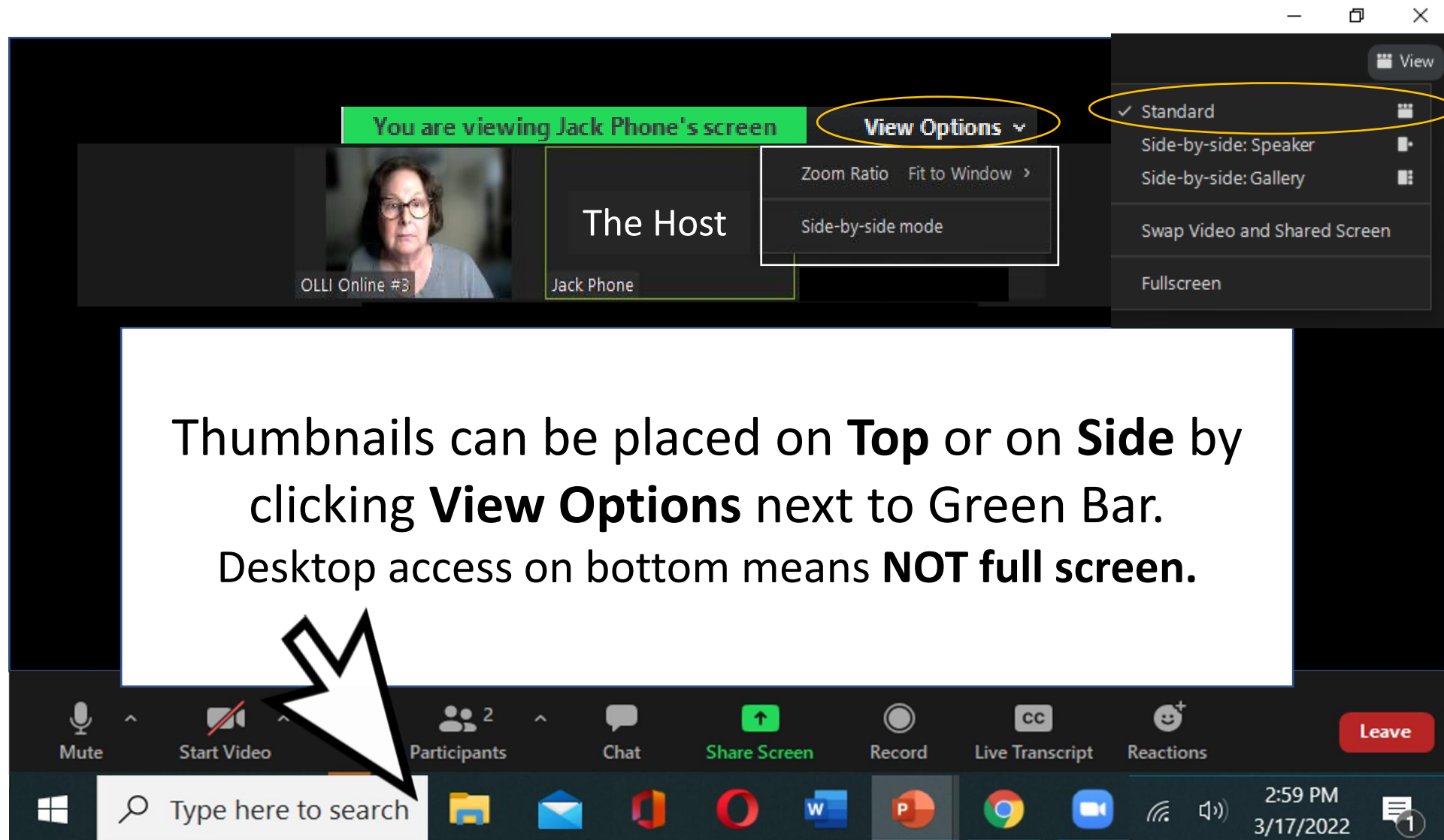
Ideal for movies



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. Below this bar, there are two video thumbnails: "OLLI Online #3" and "Jack Phone". The "View Options" 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". 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 date and time "2:59 PM 3/17/2022".

You are viewing Jack Phone's screen

**View Options**

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

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



# Zoom Registration and Class Login



# Zoom Registration email (check Spam)

OLLI: Zoom Registration Link: Name of class



Marcie Smith

Tue 3/15/2022 8:31 AM

To: Marcie Smith

**Sample:** Zoom Registration Email sent to all Class Participants and Facilitators several days before 1<sup>st</sup> class

Welcome to the OLLI spring term.

You have already received confirmation on your class registration with OLLI. Now we need to get you **registered with Zoom**. You will receive this email for each Online class you registered for.

Please click on the **link in blue** and complete the required information. After you press Register - you will see the **Zoom Registration Approval** on your screen (and receive a Zoom Registration Approval email). A example is below. At the bottom is the **unique link** needed to enter the Zoom classroom. The unique link is for each person. Please do not share it.

[https://udenver.zoom.us/meeting/register/tZEkuCrqjsrH9CioFnp95oci5abudsMh\\_Dm](https://udenver.zoom.us/meeting/register/tZEkuCrqjsrH9CioFnp95oci5abudsMh_Dm)

1. Click on link and complete info
2. Meeting Registration Approval (Email)
3. Add to calendar



## Meeting Registration



Topic OLLI: Name of Meeting\_Facilitator\_Day Time

Time Month, day, year, time  
Month, day, year, time  
Month, day, year, time  
Month, day, year, time

Time shows in Mountain Time (US and Canada)

This area displays  
every upcoming  
class session

First Name\*

Last Name\*

Email Address\*

Confirm Email Address\*

\* Required information

Information you provide when registering will be shared with the [account owner](#) and host and can be shared with their Terms and Privacy Policy.

Register

Press blue  
Register

1. Click on link and complete info

2. Meeting Registration Approval (Email)

3. Add to calendar

Meeting Registration Approved

Topic      OLLI Name of class      1

Description      # of weeks beginning \_\_\_\_ - \_\_\_\_

Time      List of date and time  
for each session of  
this class

Time shows in Mountain Time (US and Canada)

 Add to calendar ▾

Click to Add to YOUR calendar

Meeting ID: ### #### ####

To Join the Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join <https://udenver.zoom.us/j/91811521212> followed by a long setoff letter

This is YOUR unique link to enter the class

(from the registration approval page or email) so that you can easily enter

**Registration  
approved displays  
on webpage and via  
email**

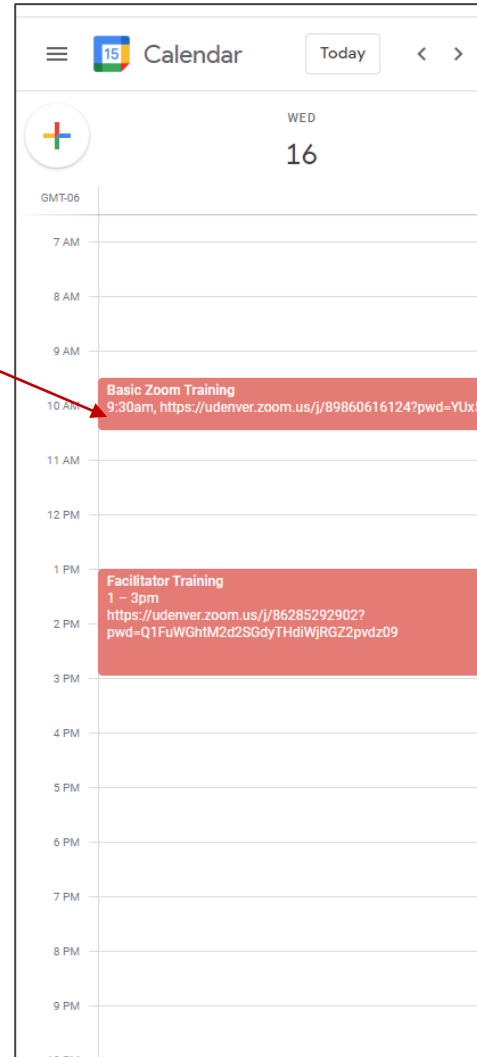
1. Click on link and complete info
2. Meeting Registration Approval (Email)
3. Add to calendar or save your Unique Link

**Unique Link  
to enter class**



# Class Assistants login 15 minutes early

1. Click on your **Unique Link** to enter class
2. Host makes you **Co-Host**



Examples  
from my Google calendar

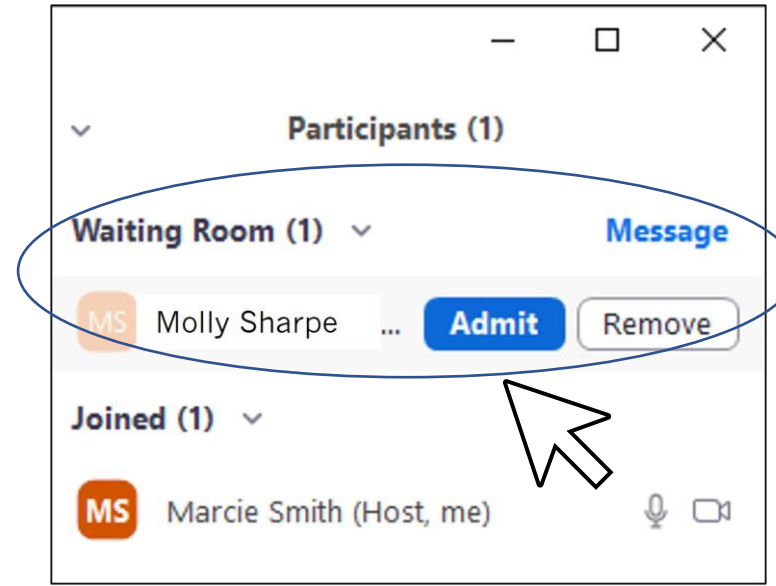
**Admit participants from Waiting Room**



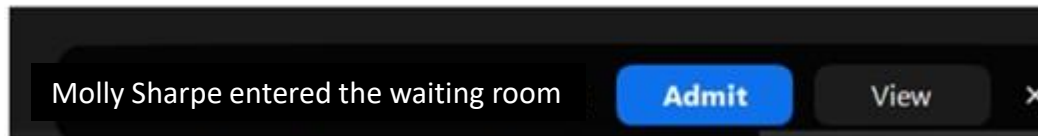
# Admitting People from the Waiting Room

Admit from Participant List  
or Main Screen

Admit Person / Admit All



Participant  
List




Top of  
Main Screen


# Admit one or all



Participants (3)

1 person is waiting

 Lisa Williams **Admit** Remove


2 participants in the meeting


 Bob Jones (Host, Me)

 Molly Parker 



Participants (4)




2 people are waiting **Admit all**

 LW Lisa Williams

 BJ Bob Jones

1 participant in the meeting

 Molly Parker (Co-host, me) 

 Molly Parker (Host)  

*Let's Practice*



34@aol.com entered the waiting room

Admit

View



Host



Mute



Start Video



Security



Participants 2



Polls



Chat



Share Screen



Record



Live Transcript



Breakout Rooms



Reactions

View

Participants (1)

Waiting Room (1)

Message

3

34@aol.com

Joined (1)

H

Host (Host, me)



End

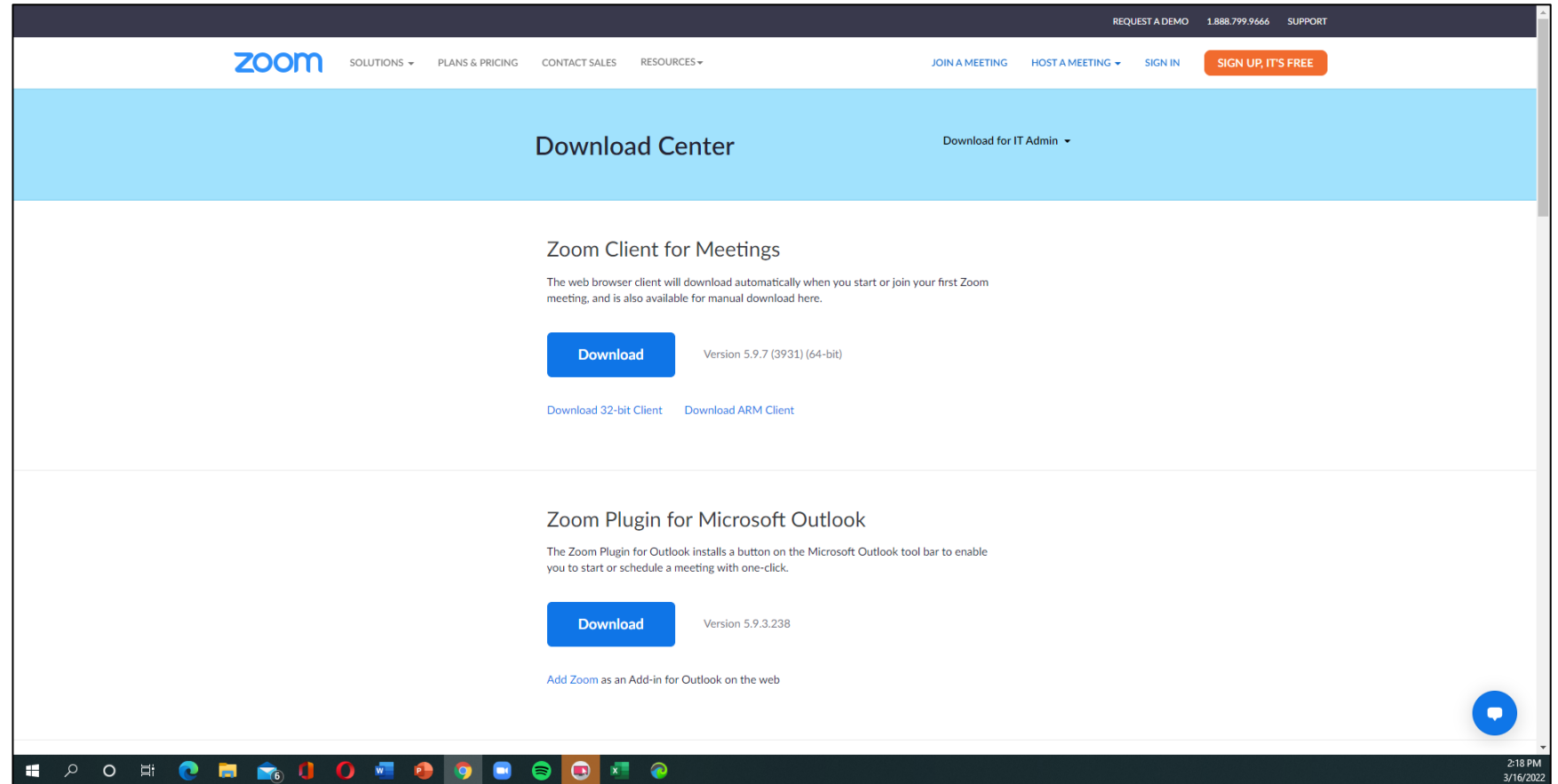
Invite

Mute All



# Update Zoom

From the download center  
<https://zoom.us/download>

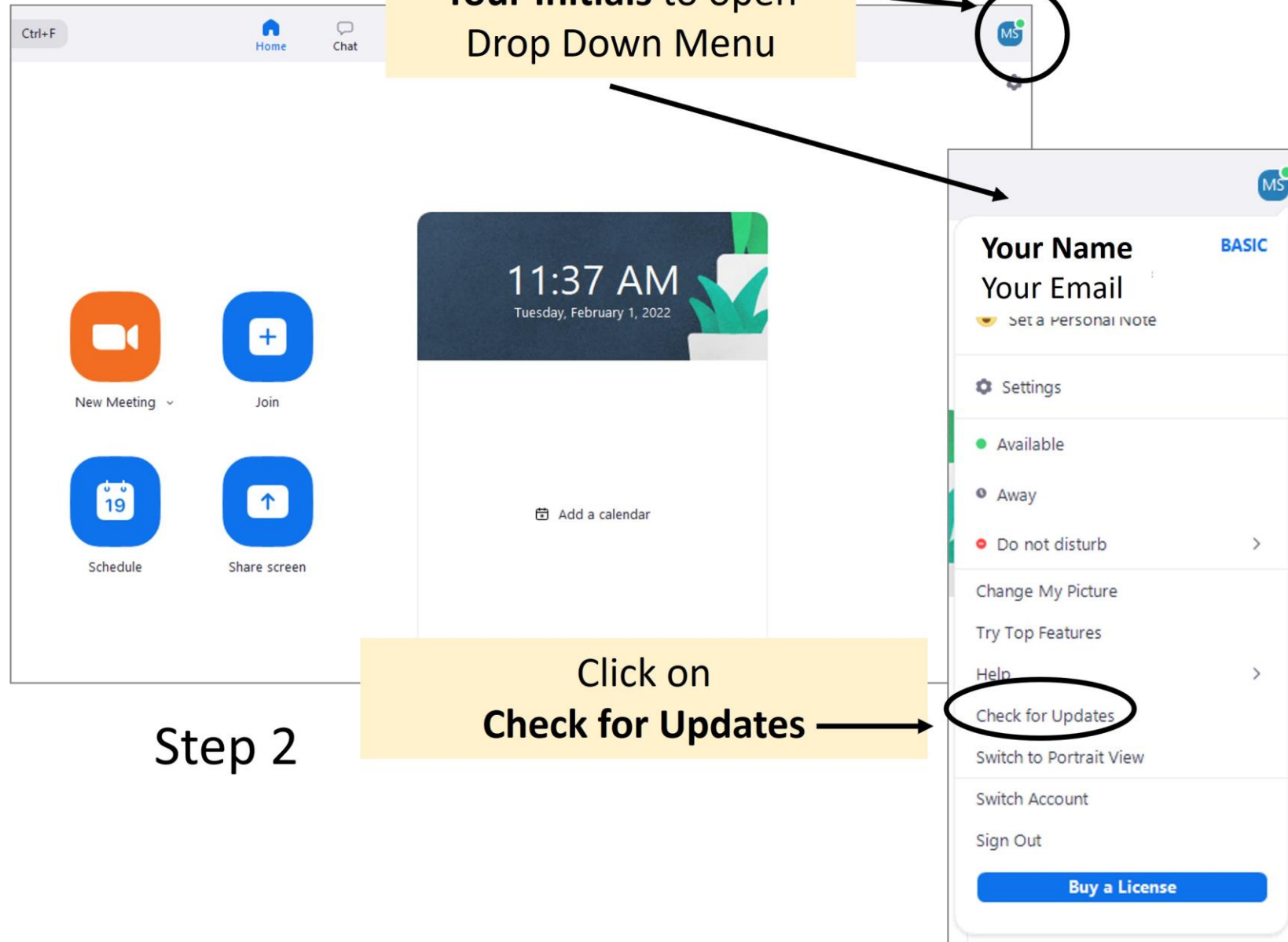


# Update Zoom

From your installed application

Step 1

Click on  
**Your Initials** to open  
Drop Down Menu



Step 2

Click on  
**Check for Updates**

# Questions

*You'll be great!*