UNIVERSITY of DENVER

OSHER LIFELONG LEARNING INSTITUTE

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
- Arrives15-30 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

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)
- 1st 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

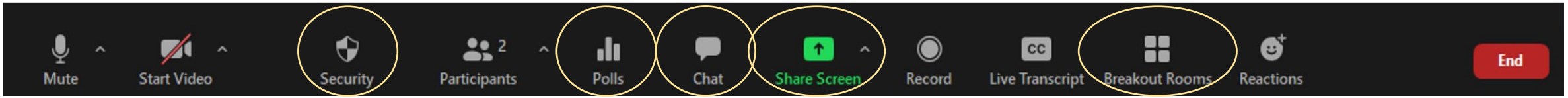
CA's are Co-Hosts

	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	✓	✓

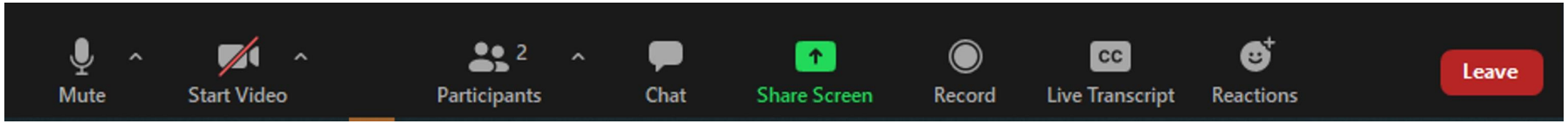
Basic Zoom Controls

Zoom Controls for You and the Class

Host & Co-Host Zoom Controls



Participant Zoom Controls

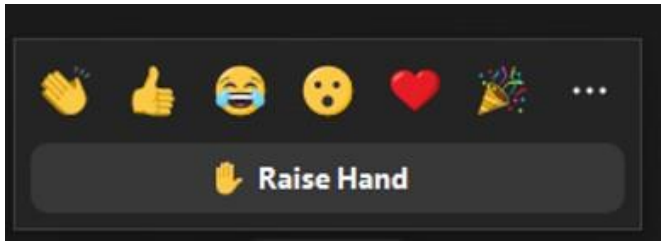


NOTE: We do not transcribe or record class due to privacy and copyright issues

- ✓ 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

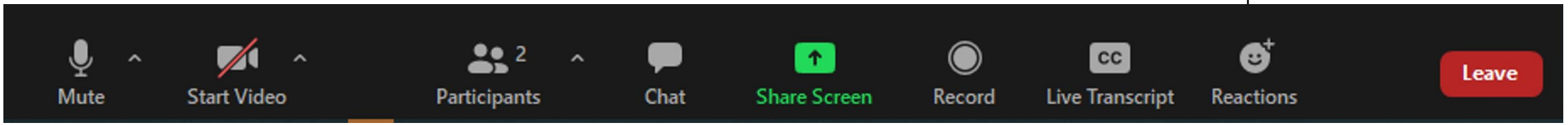
Icons disappear after several seconds



Hand stays up until **lowered**

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

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



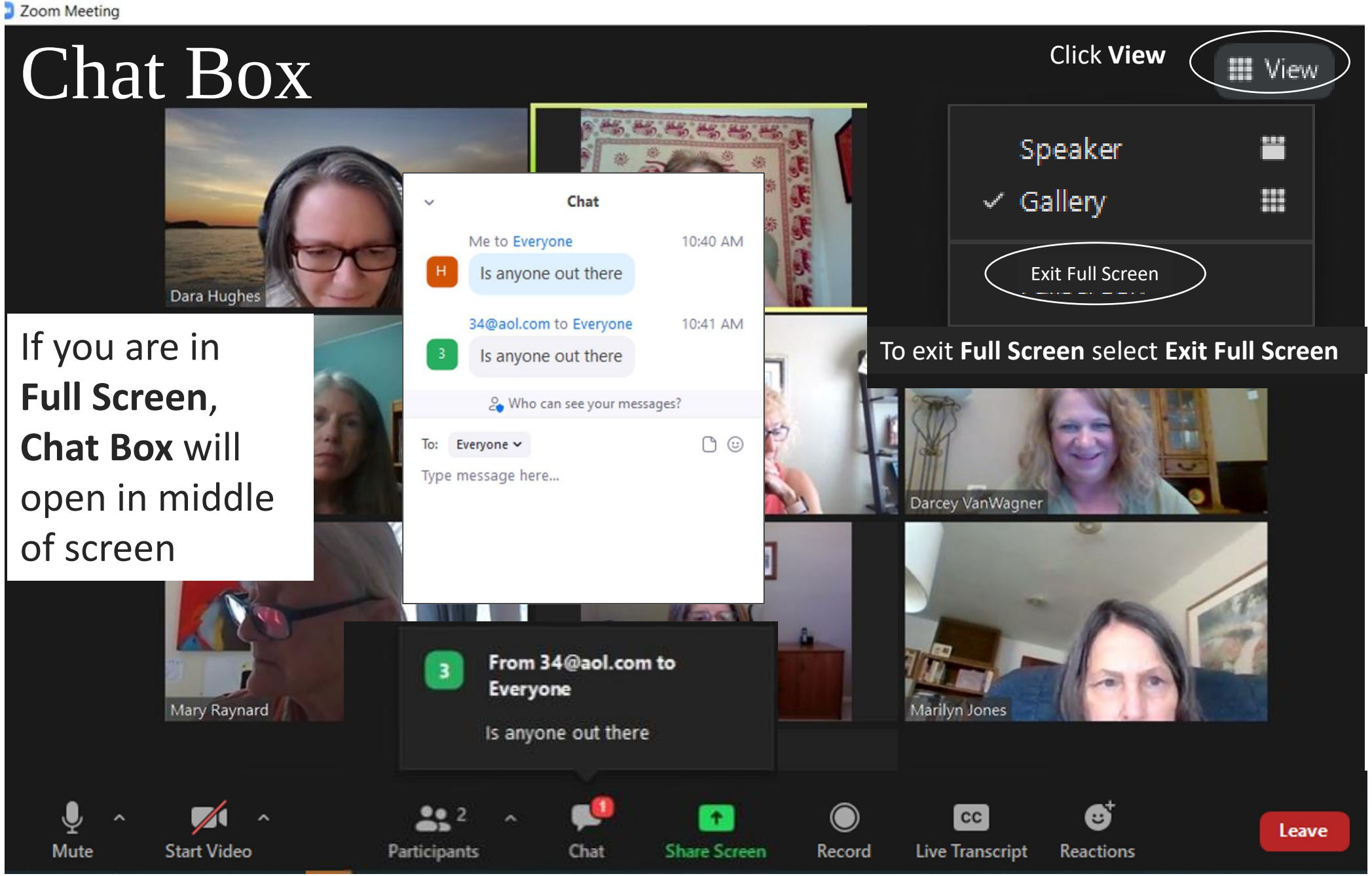
2. Click on icon to **Show / Not Show Camera**

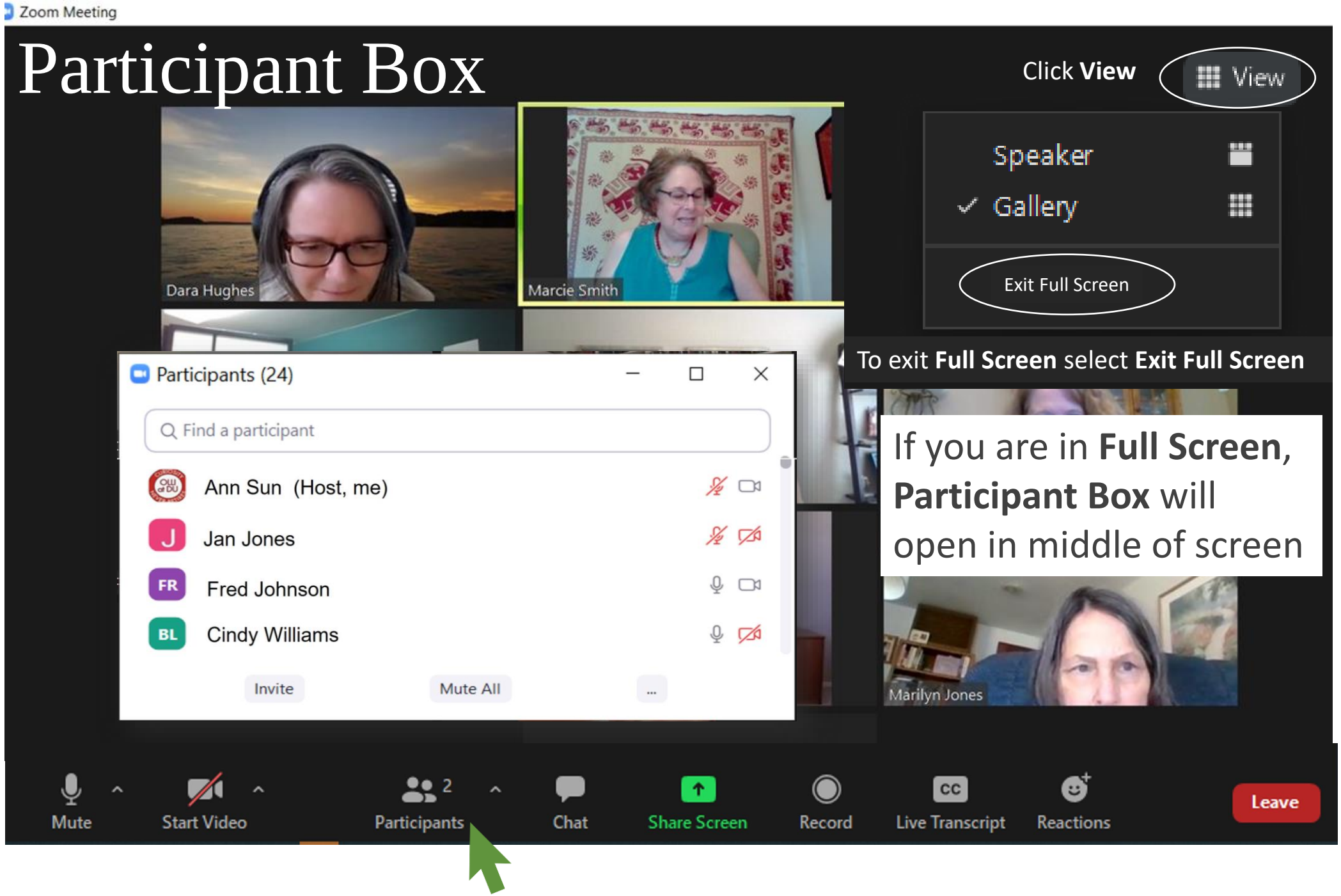
4. Click on icon to **Open Chat Box**

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

Red line = off

TIP Hold down SPACE BAR unmute


Zoom Meeting
Chat Box
Click View
View
Speaker
Gallery
Exit Full Screen
To exit Full Screen select Exit Full Screen
If you are in Full Screen, Chat Box will open in middle of screen
Chat
Me to Everyone 10:40 AM
Is anyone out there
34@aol.com to Everyone 10:41 AM
Is anyone out there
Who can see your messages?
To: Everyone
Type message here...
From 34@aol.com to Everyone
Is anyone out there
Dara Hughes
Darcey VanWagner
Mary Raynard
Marilyn Jones
Mute
Start Video
Participants
Chat
Share Screen
Record
Live Transcript
Reactions
Leave

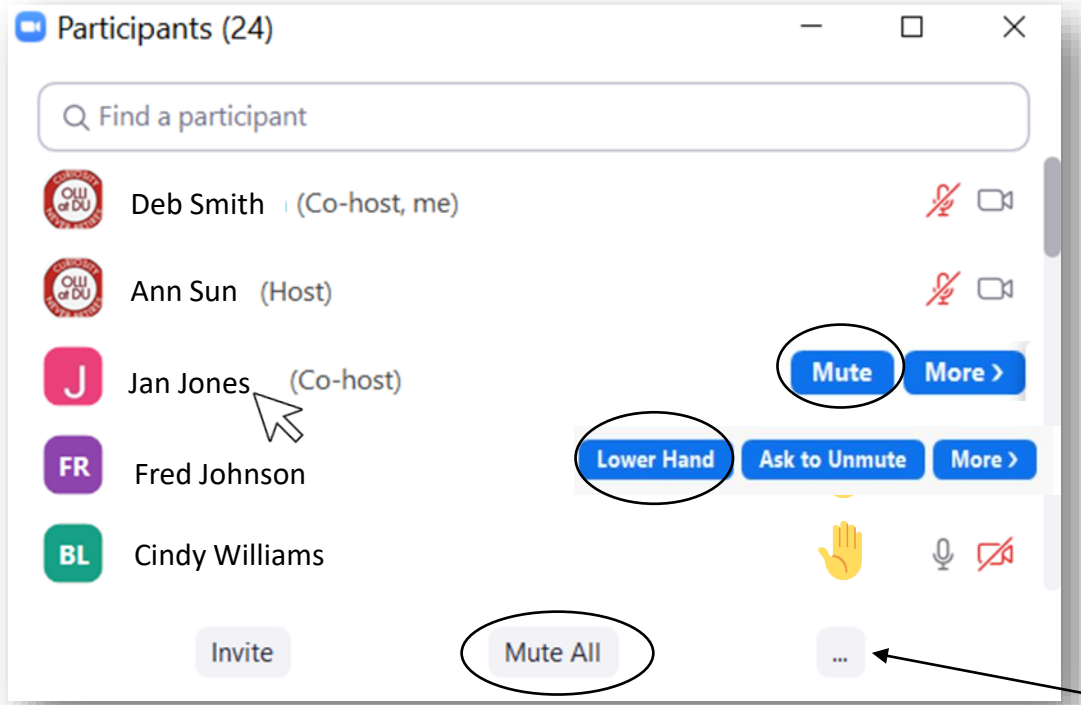

Zoom Meeting
Participant Box
Click View
View
Speaker
Gallery
Exit Full Screen
To exit Full Screen select Exit Full Screen
Dara Hughes
Marcie Smith
Participants (24)
Find a participant
Ann Sun (Host, me)
Jan Jones
Fred Johnson
Cindy Williams
Invite
Mute All
If you are in Full Screen, Participant Box will 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



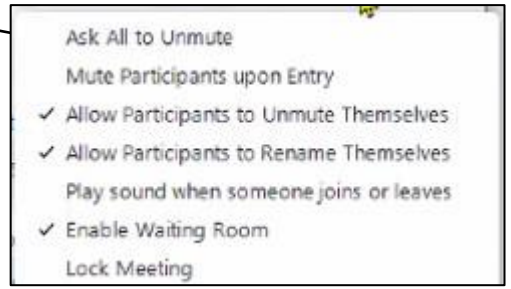
Before selecting **Mute All**
Tell Facilitator to **Unmute** themselves

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

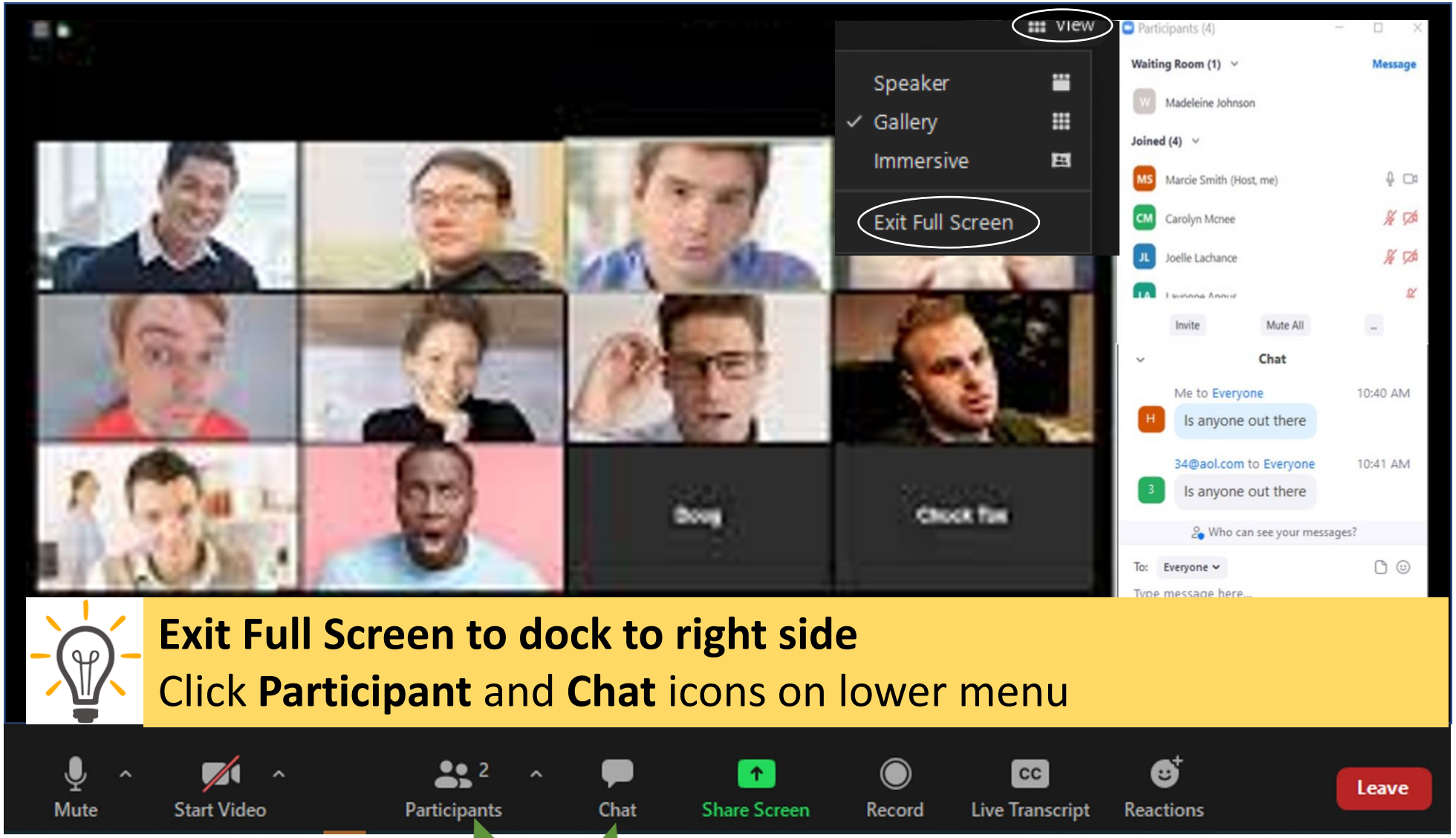
OR place cursor over name for **Mute and More** to emerge

If muted, click **Ask to Unmute**

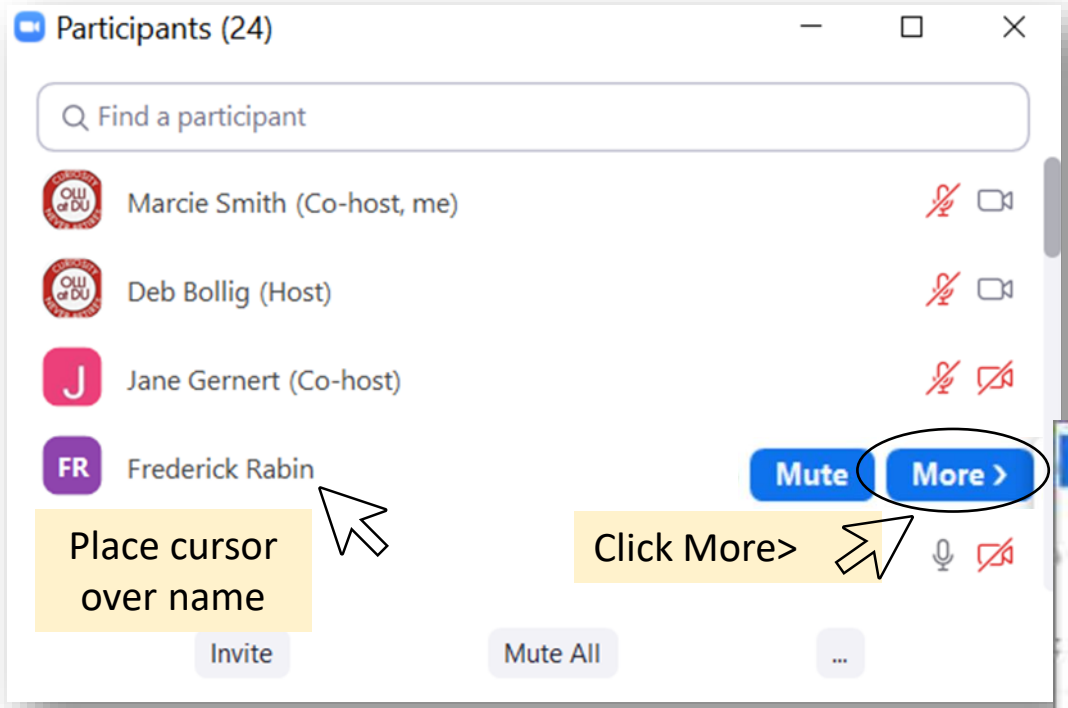
If **hand raised**, place cursor over name for **Lower Hand** to emerge



Participant & Chat Box – Right Side Docked



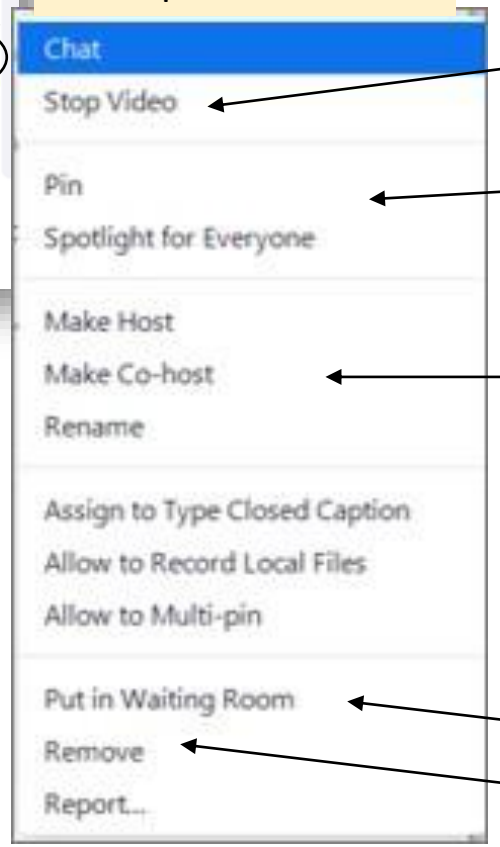
Participant Box More> Dropdown Menu



Place cursor over name

Click More>

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.**

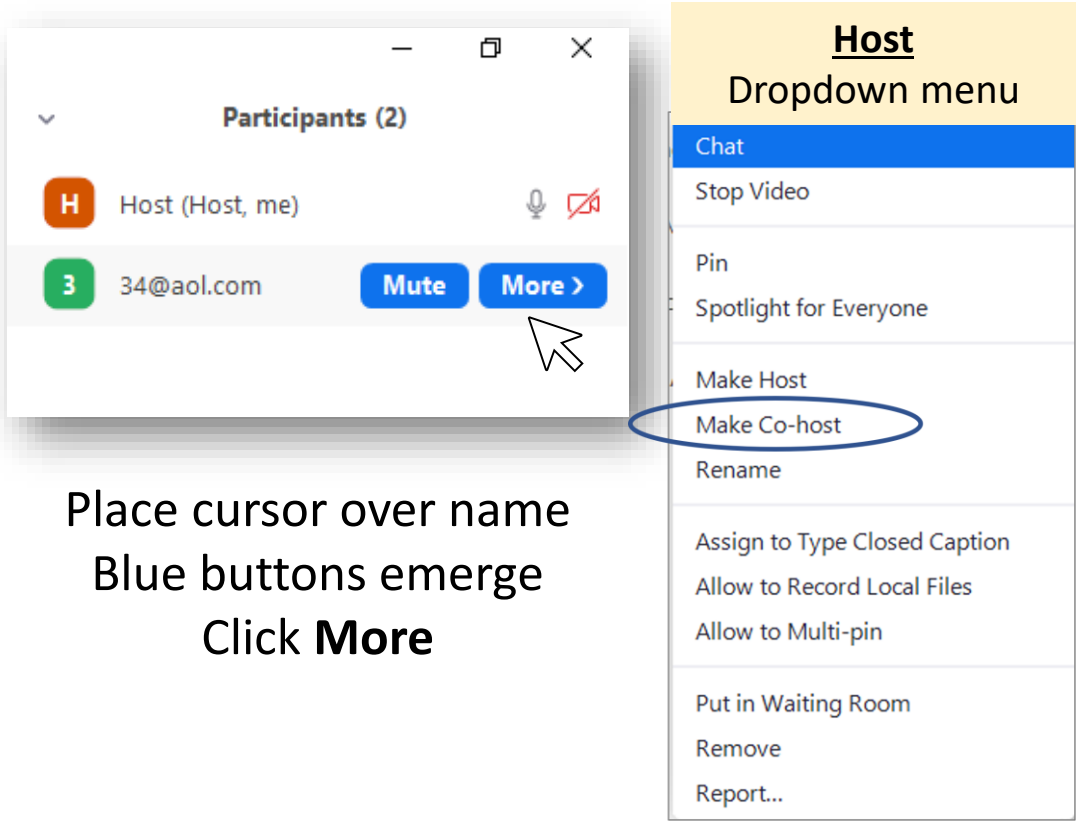
Spotlight is activated by a Host or Co-Host

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

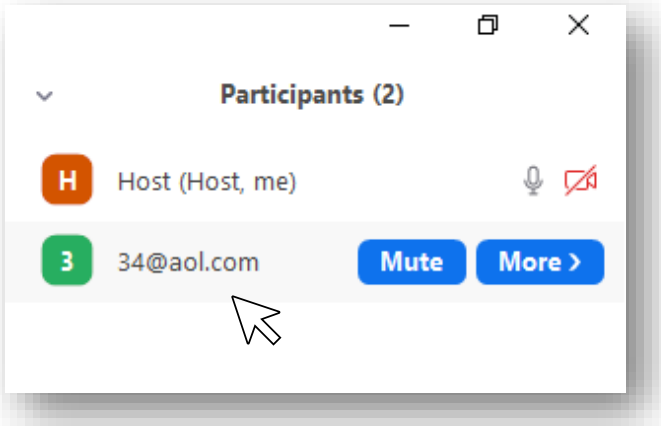


Place cursor over name
Blue buttons emerge
Click **More**

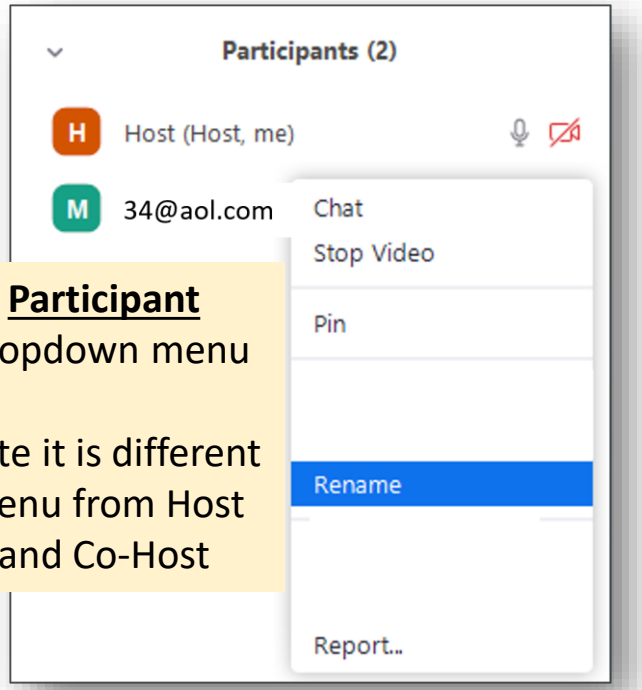
Select **Make Co-host**

Only the Host can assign Co-Hosts

Participant Box - More> Renaming



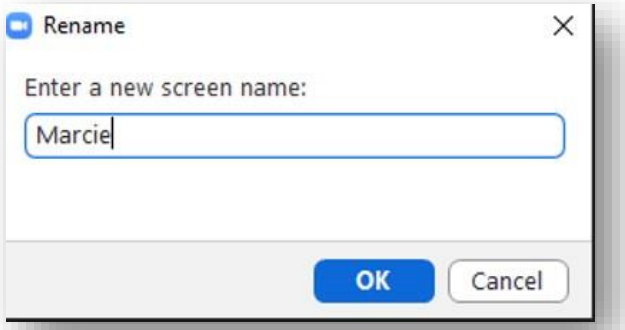
Place cursor over name
Blue buttons emerge
Click **More**



Participant
Dropdown menu

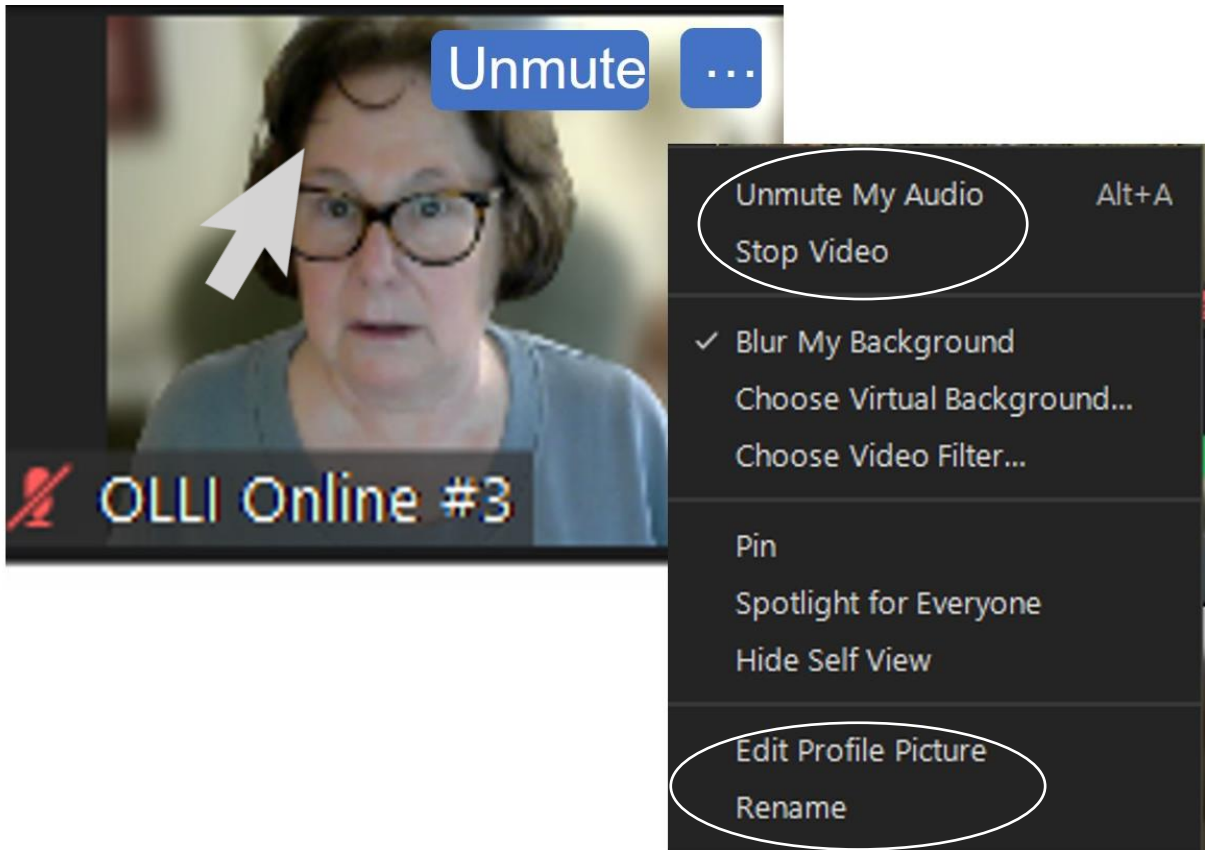
Note it is different menu from Host and Co-Host

Select
Rename



Type in name
Click OK

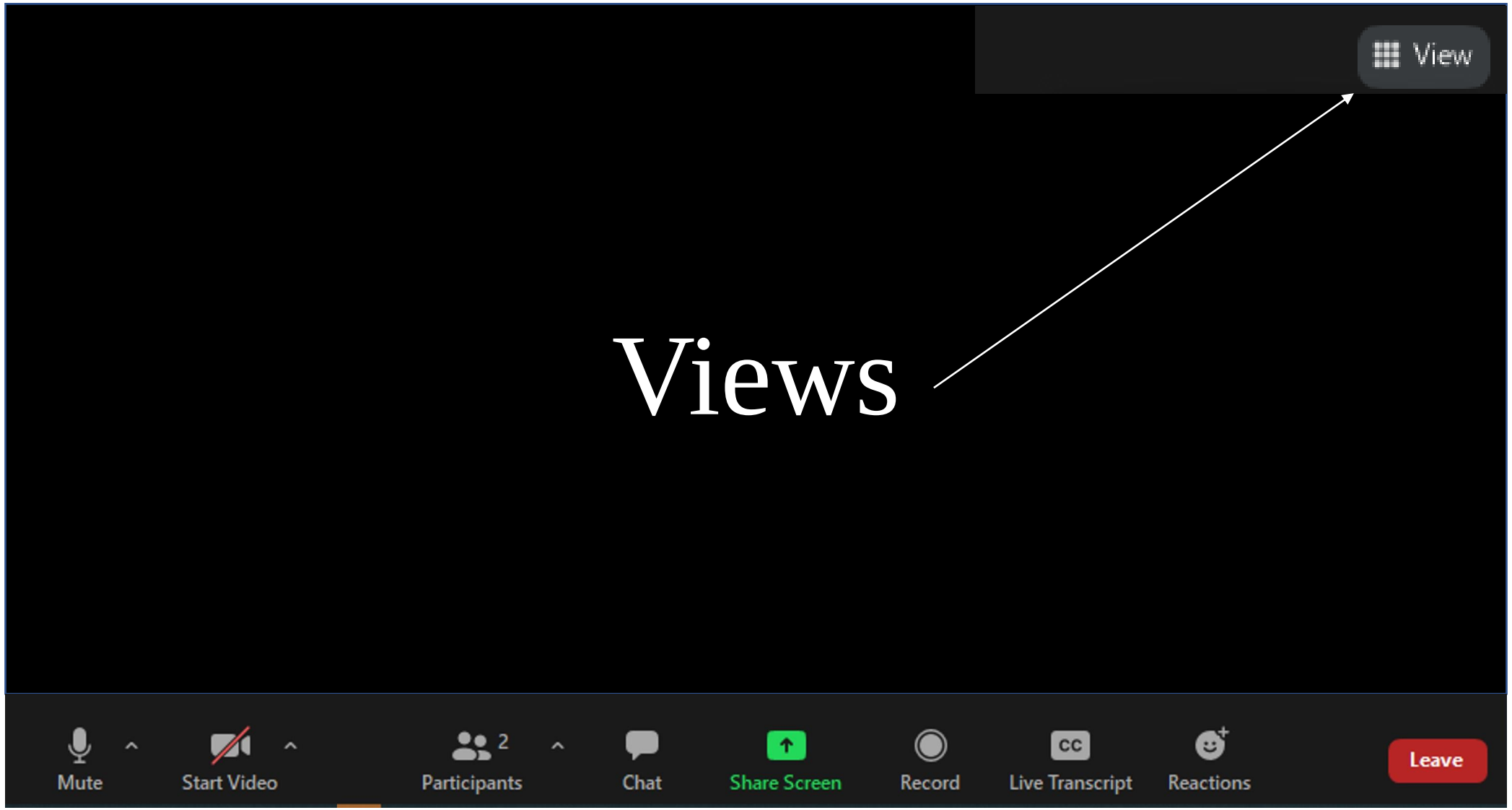
Controls from Thumbnails /Tiles



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

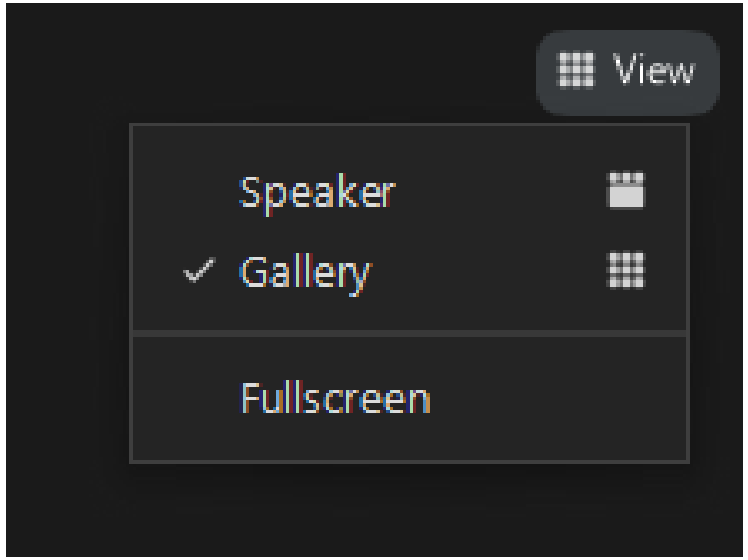
Place cursor on thumbnail

- Mute/unmute
- Stop/start video
- Rename

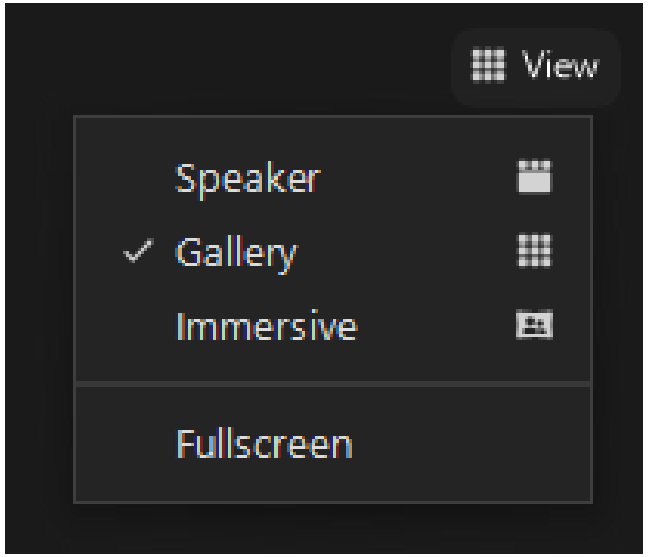

View
Views
Mute
Start Video
2
Participants
Chat
Share Screen
Record
CC
Live Transcript
Reactions
Leave

Views options are Accessed in Upper Right-Hand Corner

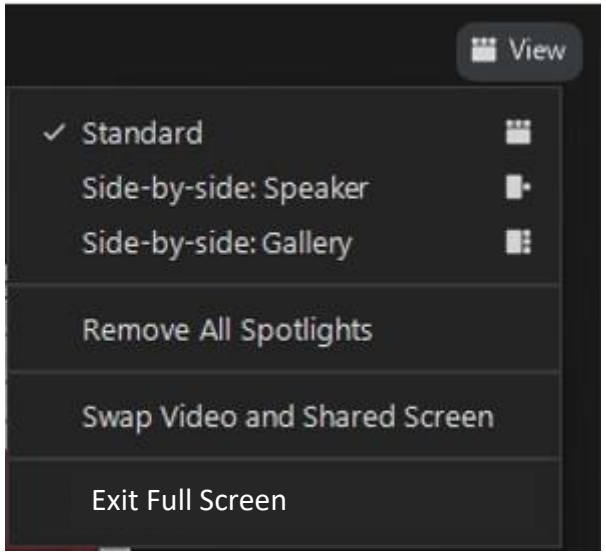
Participant
View Controls



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

This view is **ideal for Q&A and discussion.**
Participants like to see other class members.

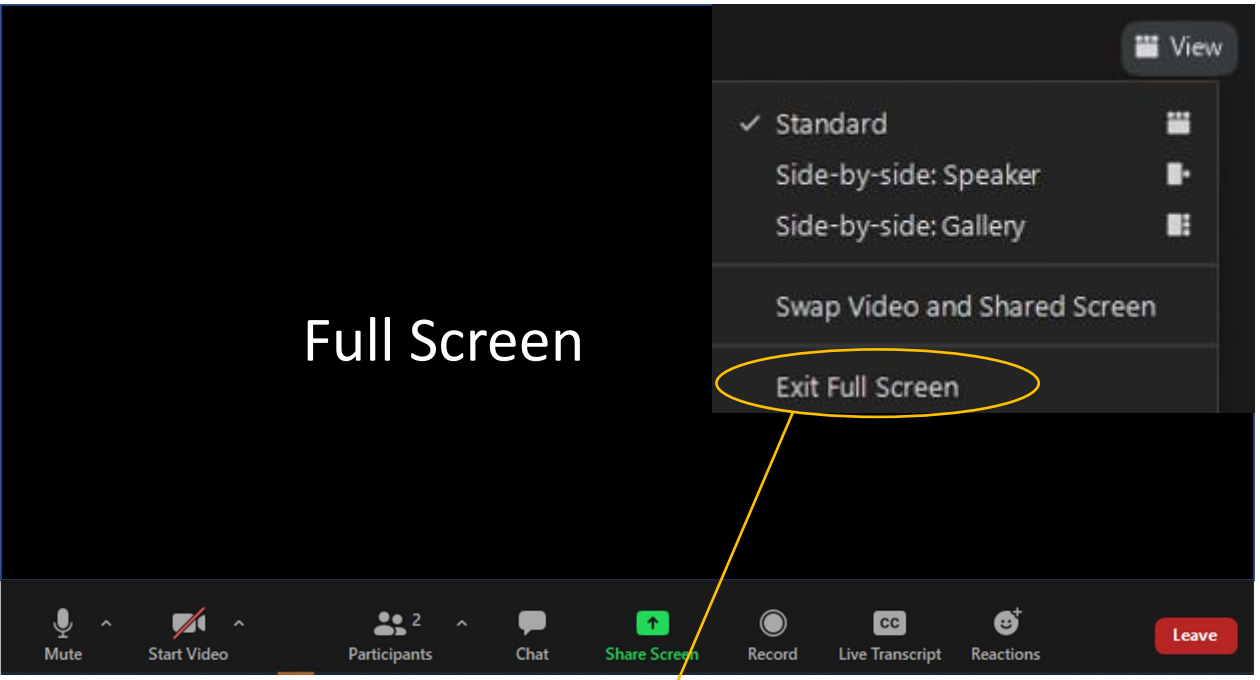
Participants set their choice of view options.

Speaker View – No Screen Sharing

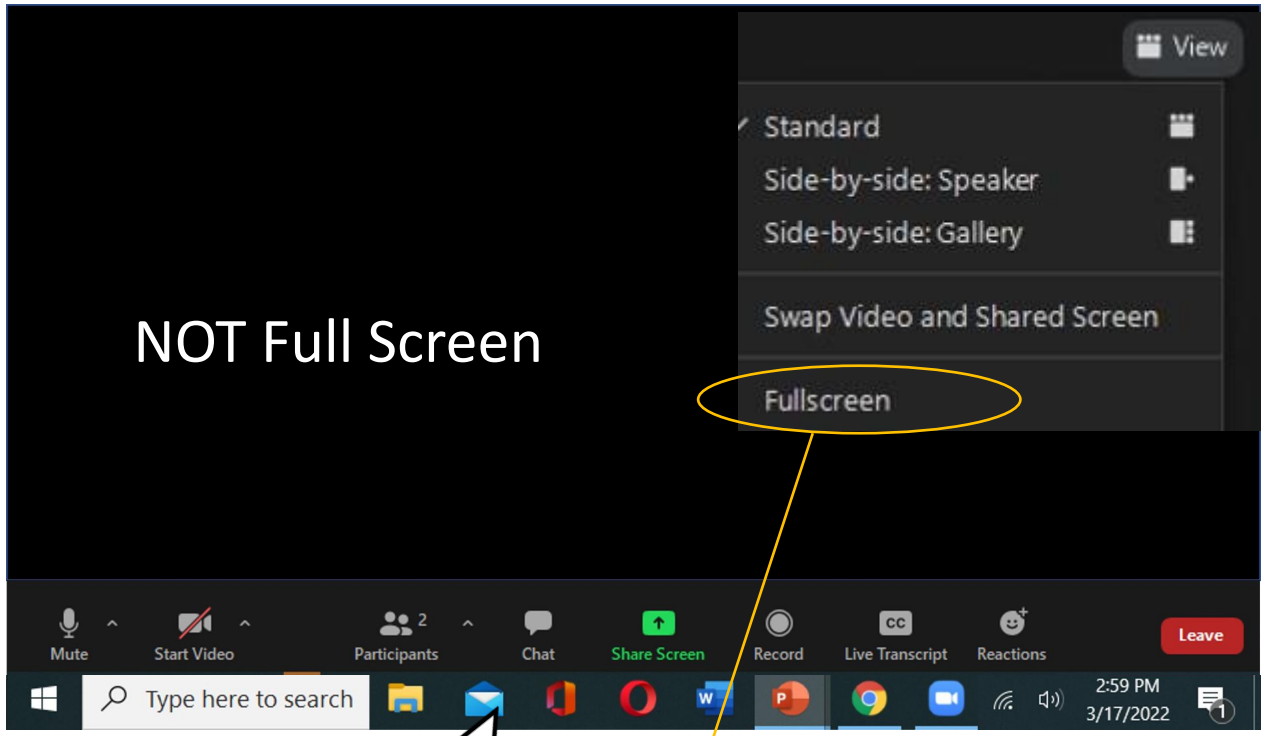
This view is **ideal for when Facilitator is lecturing without sharing screen.**

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**



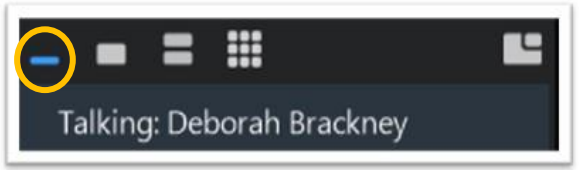
Desktop Access

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

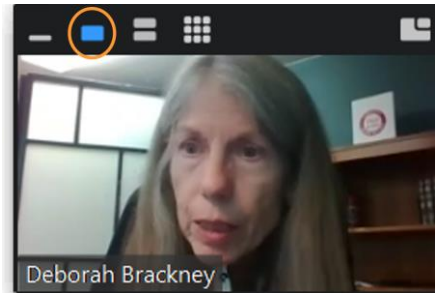
TIP Press ESC key to exit full screen

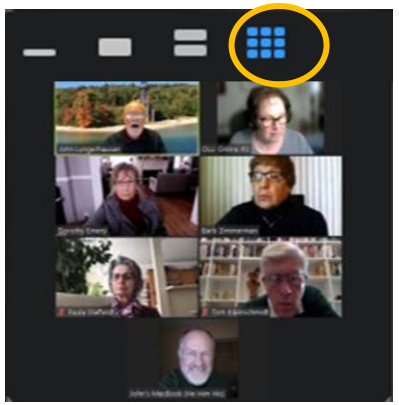
Screen Share, **Full Screen**, Enhanced Menu **Standard View**

Moveable Options

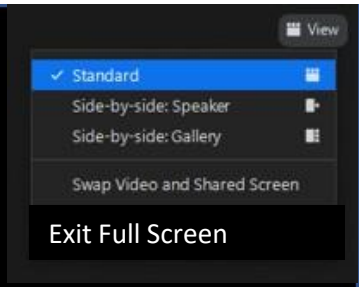


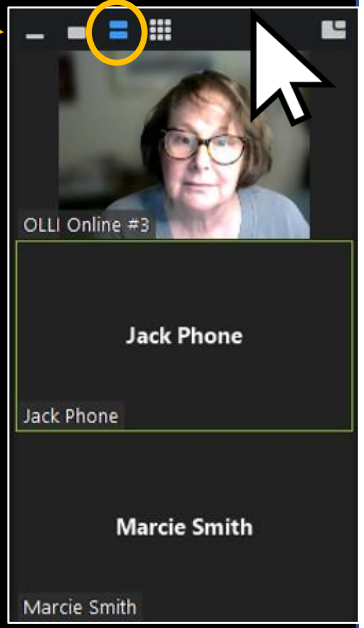
Ideal for movies

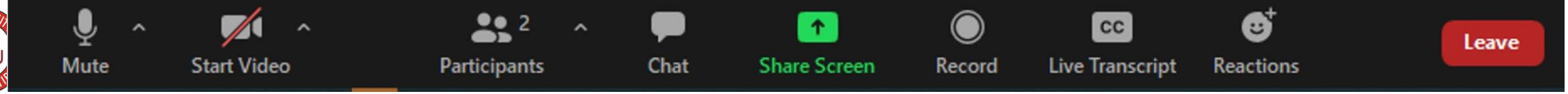




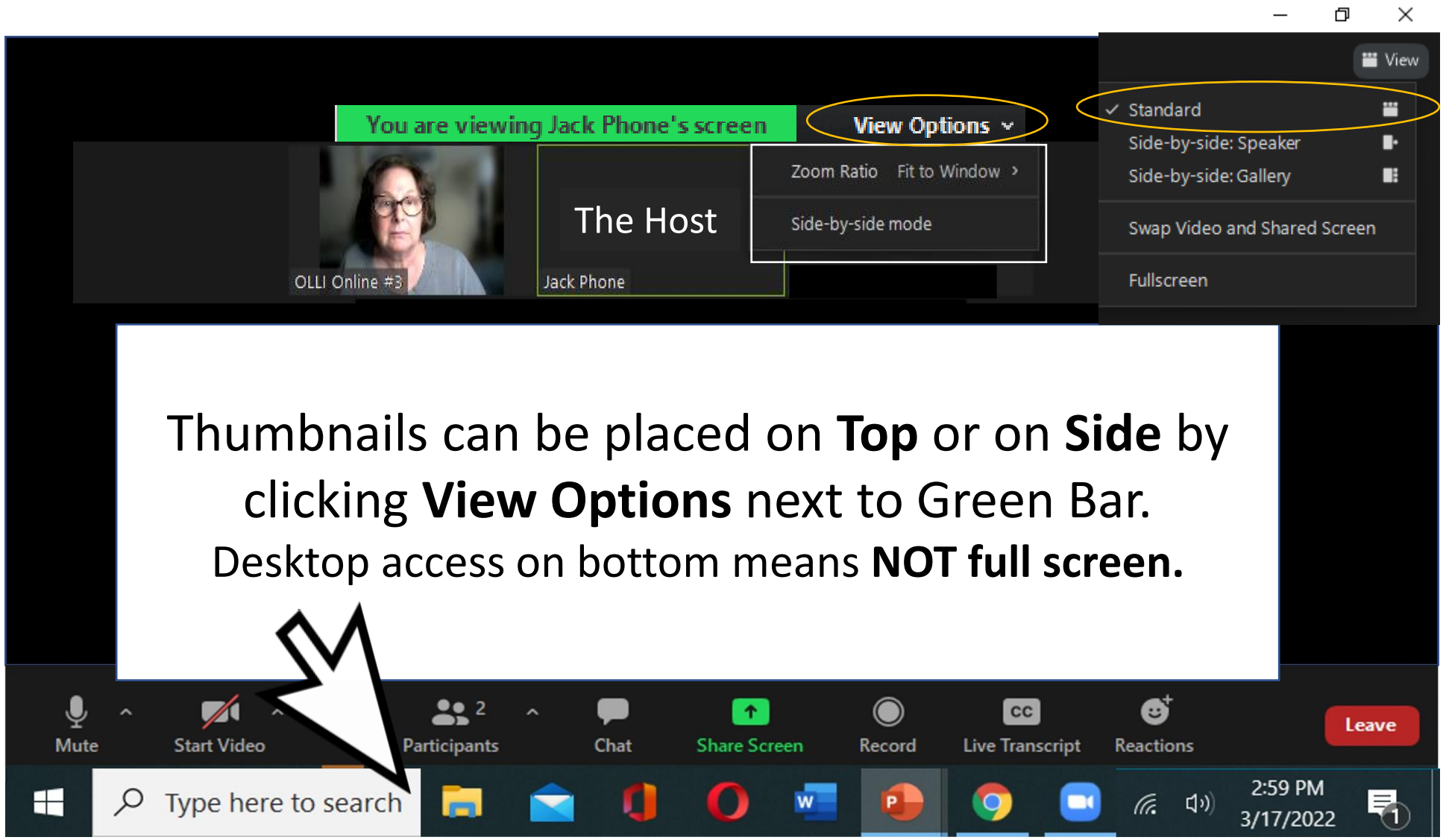
This is a preferred <u>View</u> because participants can move their thumbnails to any part of the screen



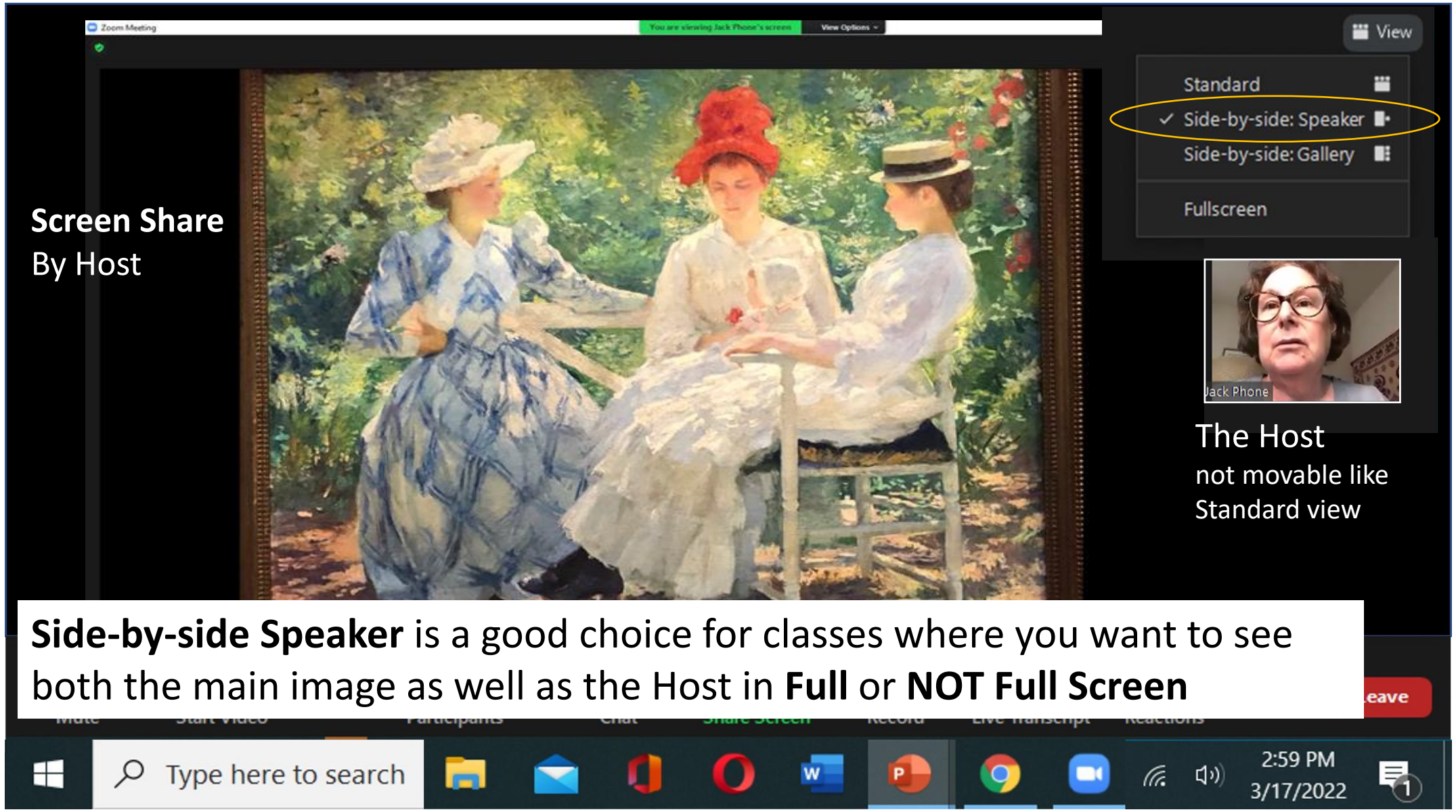




Screen Share, **Not** Full Screen. **Standard View**



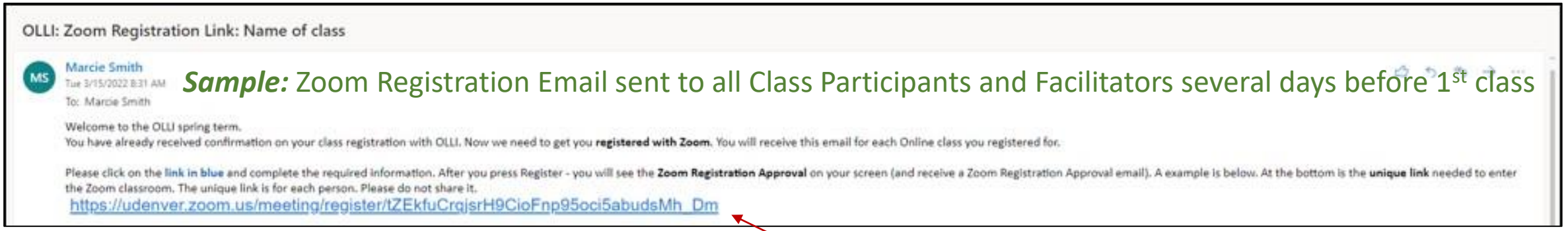
Screen Share, **Not** Full Screen, **Side-by-side Speaker**



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**

Zoom **Registration** and **Class Login**

Zoom Registration email (check Spam)


OLLI: Zoom Registration Link: Name of class

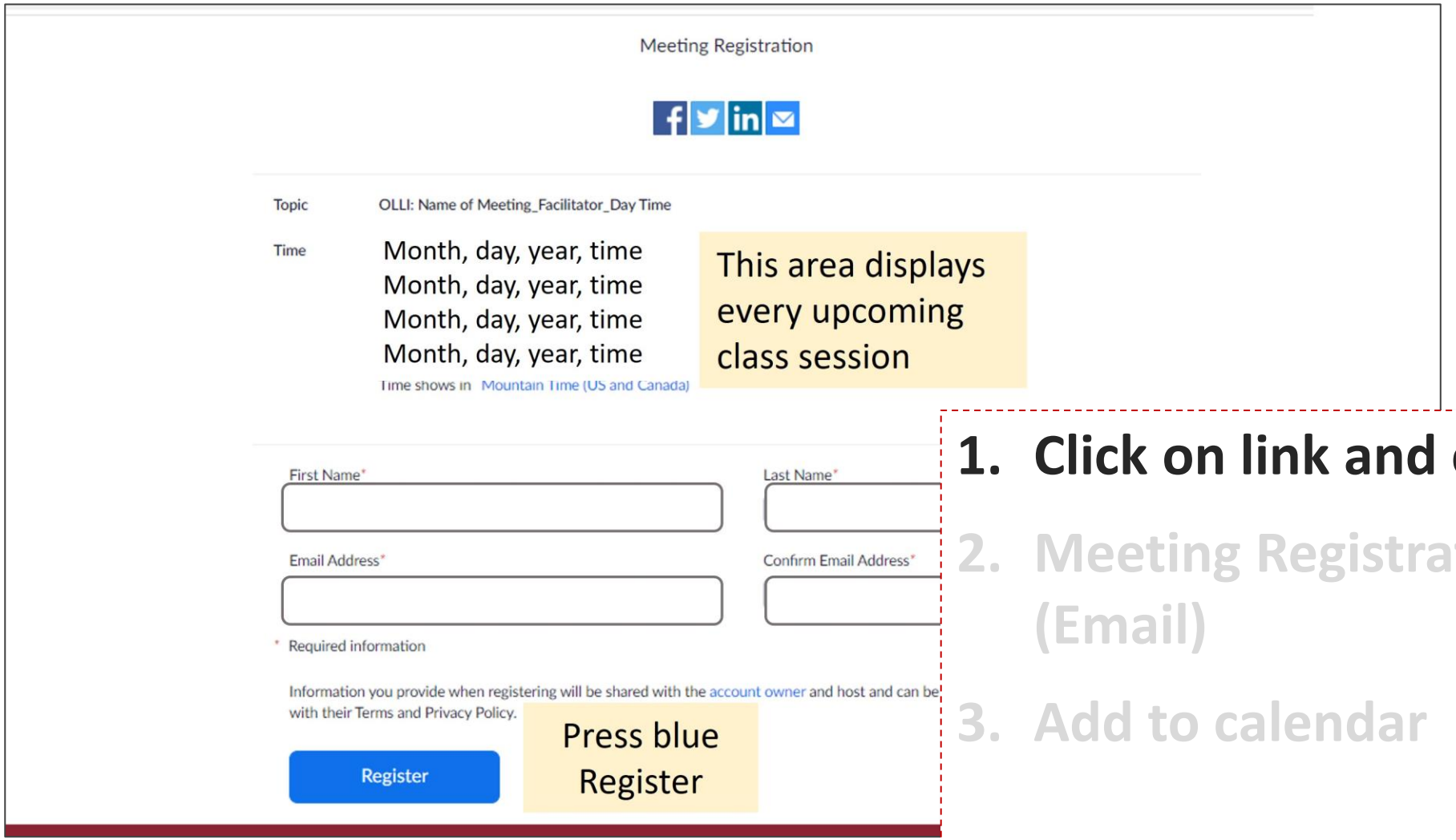
MS Marcie Smith
Tue 3/15/2022 8:31 AM
To: Marcie Smith

Sample: Zoom Registration Email sent to all Class Participants and Facilitators several days before 1st class

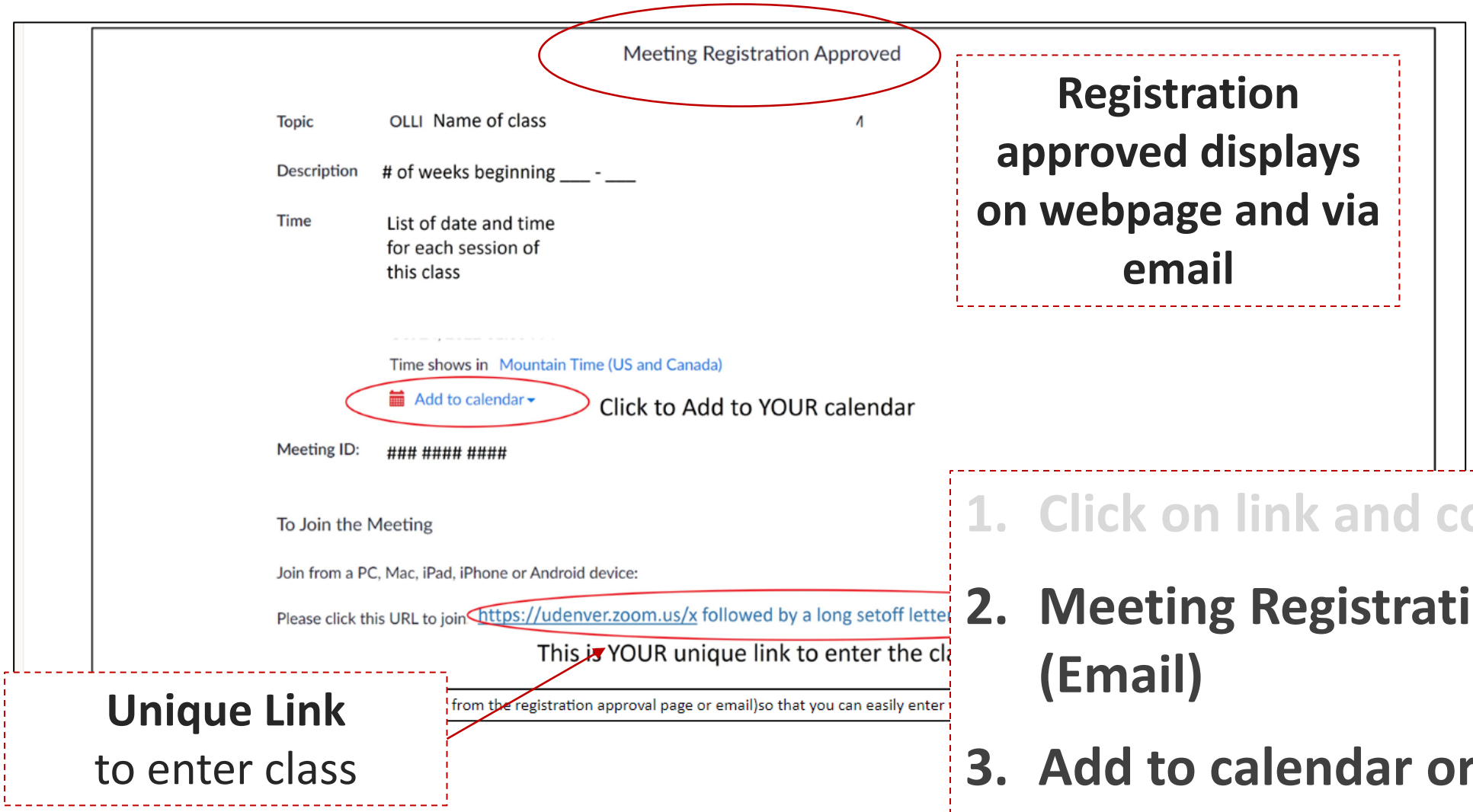
Welcome to the OLLI spring term.
You have already received confirmation on your class registration with OLLI. Now we need to get you **registered with Zoom**. You will receive this email for each Online class you registered for.

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/tZEkfuCrqjsrH9CioFnp95oci5abudsMh_Dm

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



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



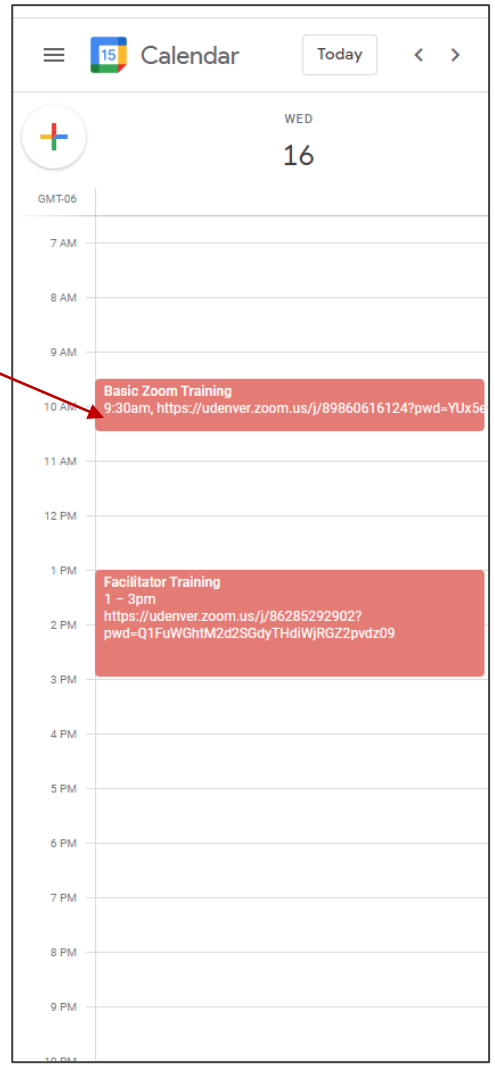
Registration approved displays on webpage and via email

Unique Link
to enter class

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

Class Assistants login 15 minutes early

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



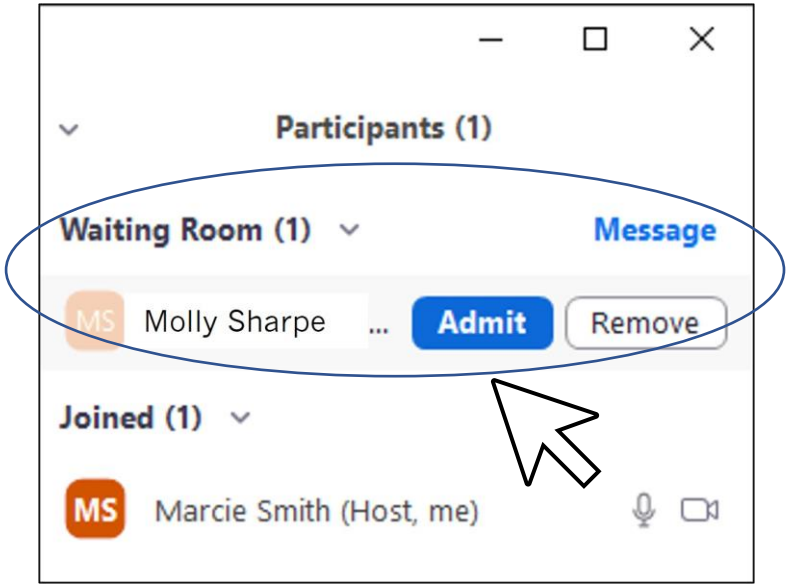
Examples from my Google calendar

Admit participants from **Waiting Room**

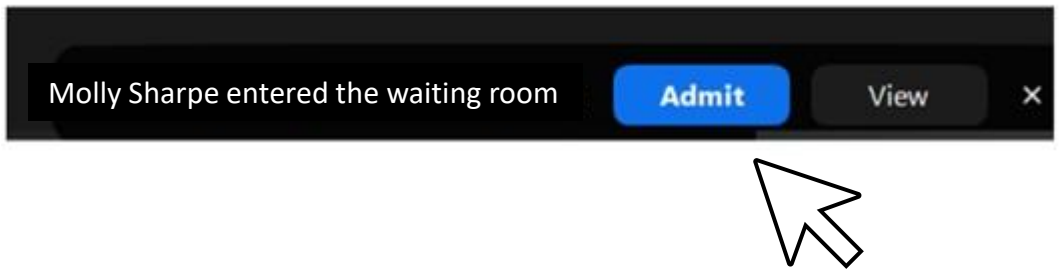
Admitting People from the Waiting Room

Admit from Participant List or Main Screen

Admit Person / Admit All

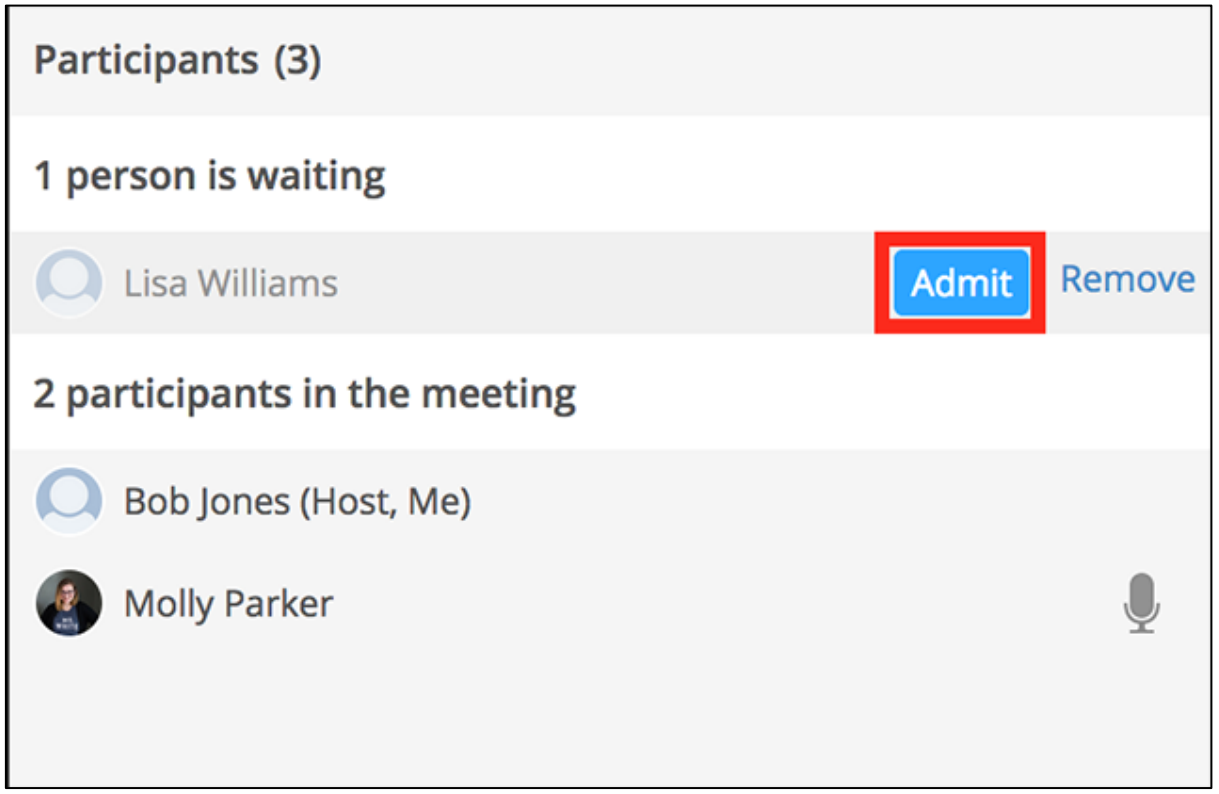


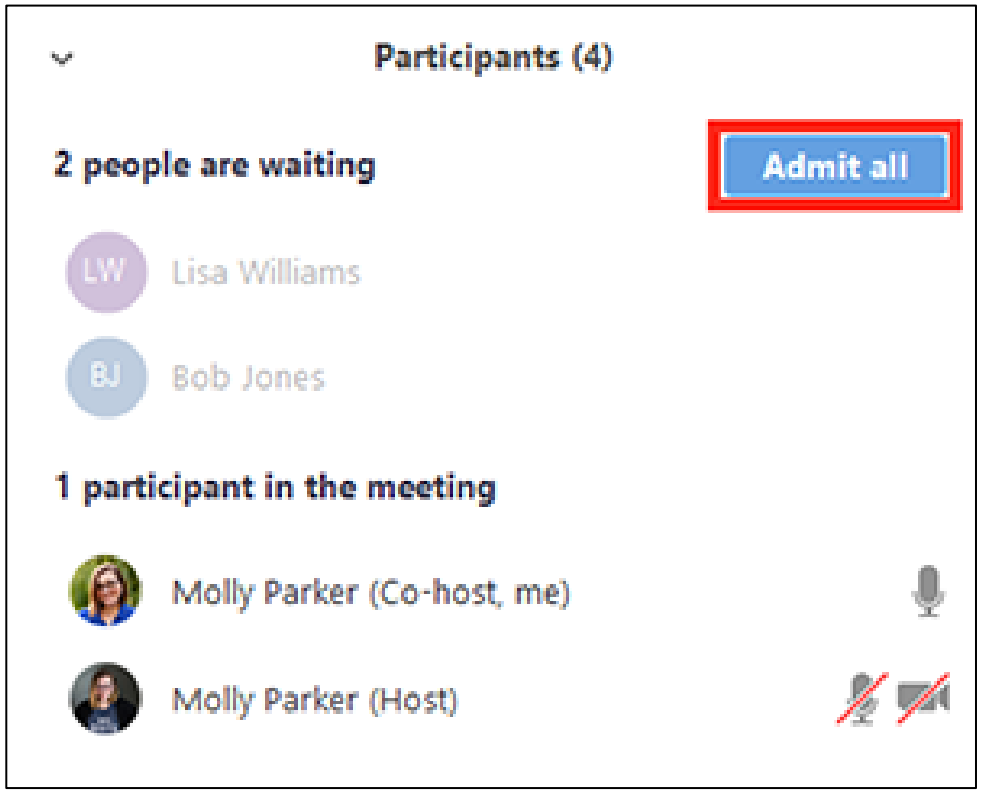
Participant List



Top of Main Screen

Admit one or all





Let's Practice

Zoom Meeting

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

End

View

Participants (1)

Waiting Room (1)

Message

34@aol.com

Joined (1)

Host (Host, me)

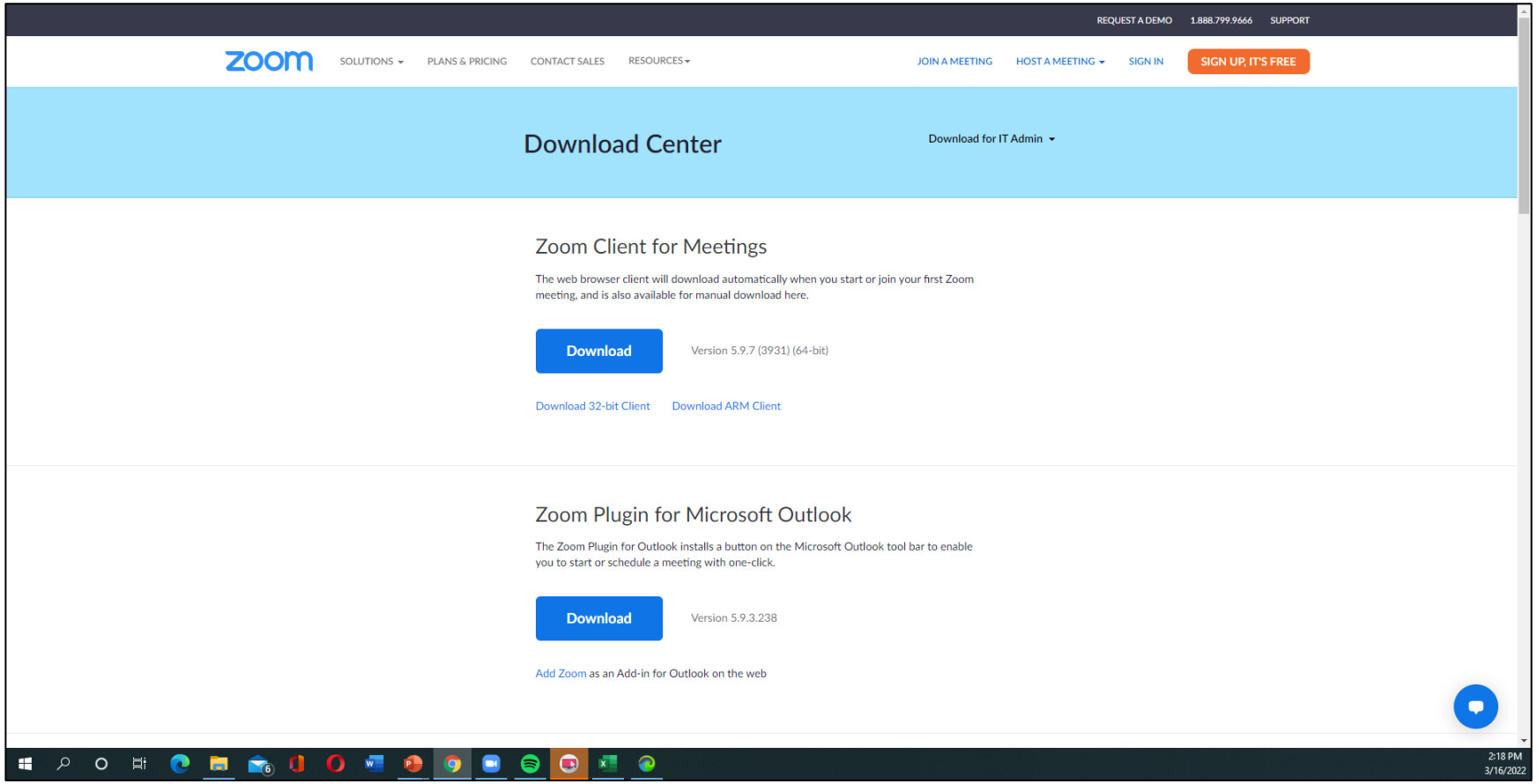
Invite

Mute All

...

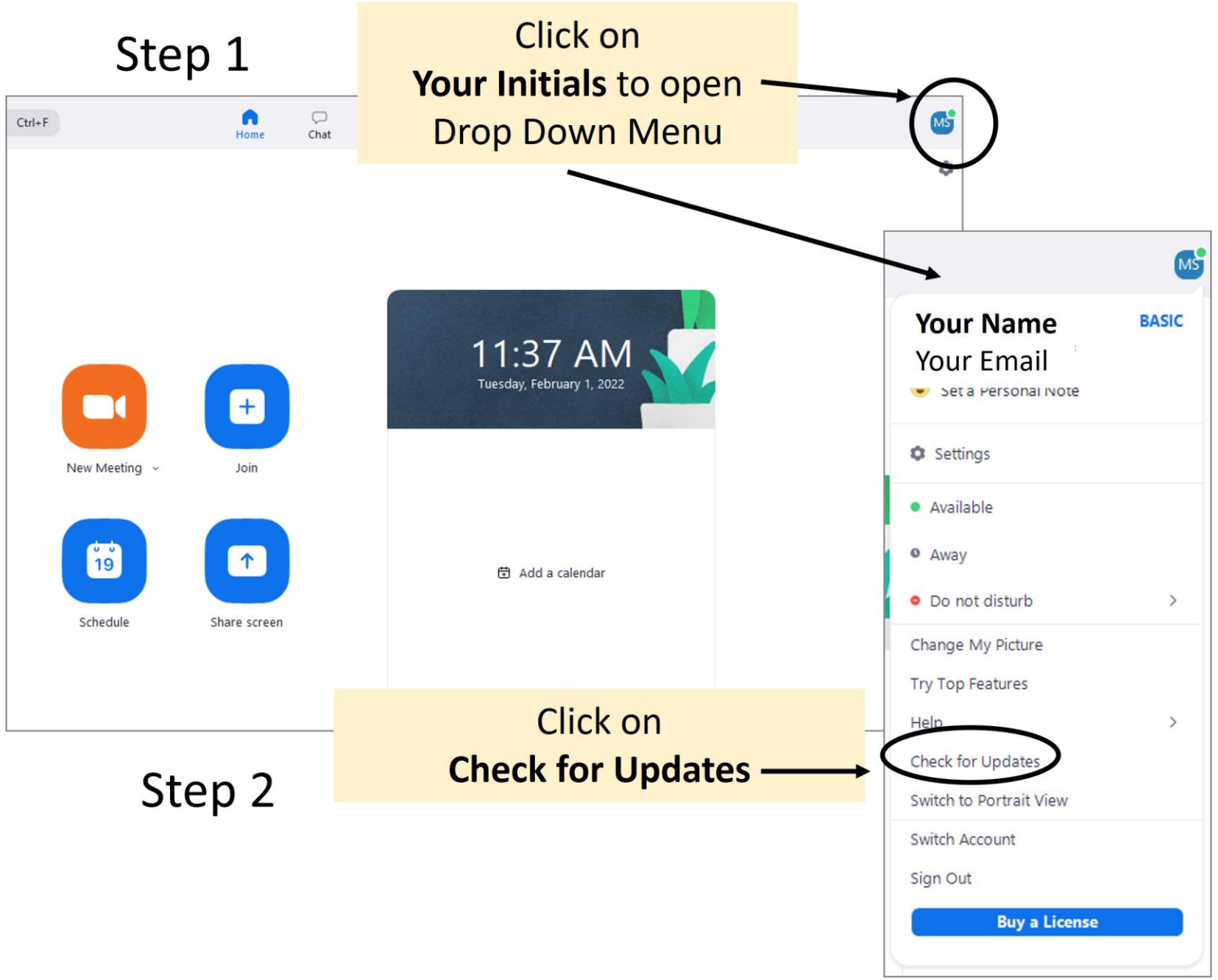
Update Zoom

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



Update Zoom

From your installed application



Questions

You'll be great!