



UNIVERSITY *of*
DENVER



Olli at DU Facilitator Logging In & Starting Class

March 2022



Roles and Responsibilities

Self Sufficient Facilitator (SSF)

- Attends Basic and/or Advanced Training
- **Arrives 15-30 minute early to class**
- Contacts 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**
- Changes name if needed
- Makes CA and other facilitators Co-Host

Regular Facilitator (RF)

- Attends Basic and/or Advanced Training
- Arrives 15-30 minute early to class
- Contacts 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)

- Attends Basic or CA Training
- Arrives 15 minute early to class
- Asks to be made Co-Host
- Manages on/Off audio Video
- 1st class does Zoom control walk-through
- Helps manage Q&A/Discussion
- Makes 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

Zoom Registration and Class Login

If you are starting the class yourself,
Self Sufficient Facilitators will **login** to their class
using the DU Zoom portal -
<https://udenver.zoom.us>

You should **still register** to get a **Unique Link** as a
back up entry and **to see the weekly reminders**
that go out to the class.

**All Facilitators
should complete
Zoom Registration to
receive email
reminders sent
to their Class**



Zoom Registration Email (check Spam)

OLLI: Zoom Registration Link: Name of class



Marcie Smith

Tue 3/15/2022 8:31 AM

To: Marcie Smith

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

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

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

This area displays
every upcoming
class session

Time shows in [Mountain Time \(US and Canada\)](#)

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/...> 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

Meeting 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**

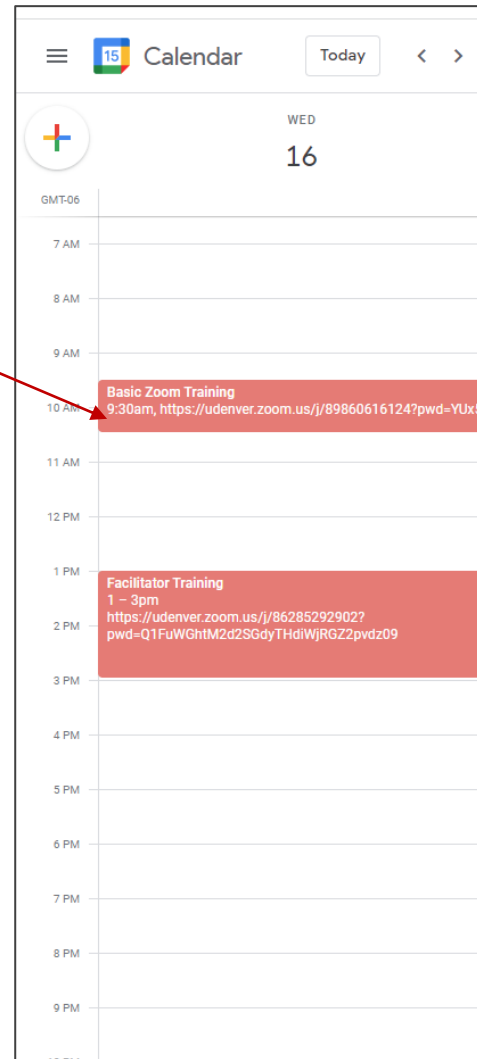
Unique Link to enter class (Different from Link in Email)

Please do not share your Unique Link



Class Assistants login 15 minutes early

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



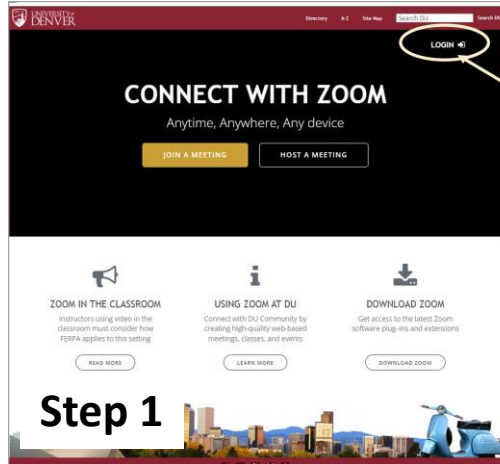
Examples
from my Google calendar

**Remember
Only 1 host
Multiple
Co-Hosts**

Self-Sufficient Facilitator (SSF) Login



Log Off your personal Zoom account or use a difference browser to login to <https://udenver.zoom.us/>



Click on
LOGIN

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DU email (first.lastname@du.edu)

Password (your PioneerWeb password)

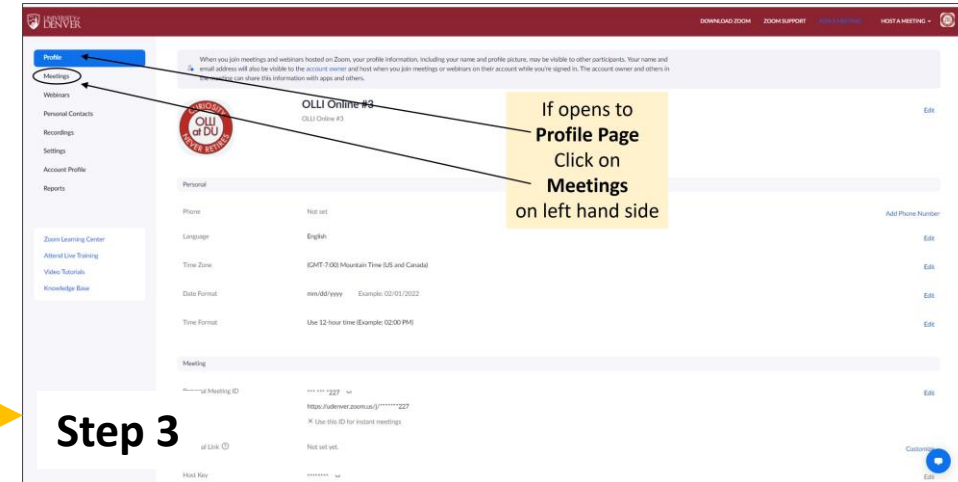
Login

Step 2 attempting to access the following
udenver.zoom.us

Type In
Username
and
Password

USE UPPER AND
LOWERCASE LETTERS,
NUMBERS AND SYMBOLS
AND NO EXTRA SPACES

Click
Red Login



Regular Facilitators
Use Unique Link
Support Staff admits
and makes you
Co-Host



Self-Sufficient Facilitator (SSF) Login

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DOWNLOAD ZOOM ZOOM SUPPORT JOIN A MEETING HOST A MEETING

Profile

Meetings

Webinars

Personal Contacts

Recordings

Zoom Learning Center

Attend Live Training

Video Tutorials

Knowledge Base

Meetings

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time

Today

12:30 PM - 03:30 PM OLLI: New Science & Old Stones W/Deb Bo
Occurrence 6 of 6 Meeting ID: 847 3117 0987

Tomorrow

01:00 PM - 03:00 PM OLLI Online at DU Just How Does Machine Le...
Occurrence 4 of 8 Meeting ID: 898 0270 5385

Thu, Feb 3

09:30 AM - 11:30 AM OLLI at DU "Bionics: Science Fiction to Scienc...
Occurrence 4 of 4 Meeting ID: 826 5464 3226

01:00 PM - 04:00 PM OLLI--Response to a Warming World--Across t...
Occurrence 4 of 8 Meeting ID: 880 4249 4787

Mon, Feb 7

01:00 PM - 03:00 PM OLLI Course: Hong Kong and Taiwan, Past and...
Occurrence 4 of 4 Meeting ID: 894 1575 6162

Tue, Feb 8

09:30 AM - 11:30 AM
Occurrence 5 of 8

The upcoming Meeting is at top of list.

Upcoming class is in **blue**
Click on **Blue Start**
First person to enter is **Host**
Only **Host** can make **Co Hosts**

Please do **NOT** change any settings
Thank you

The red camera indicates the meeting has started, **Start** is replaced with **Join**

Step 4

OLLI at DU Zoom Rooms are used by multiple facilitators.
We allow 30-minute grace period before and after schedules class time.



Any Problems?

Contact your assigned staff person. If they are not in your class, they are on-call.

