



UNIVERSITY *of*  
DENVER



# Olli at DU Screen Sharing for Facilitators

March 2022





AMANDA MONTOYA

Mute Stop Video Invite Manage Participants Polls Share Chat Record Breakout Rooms End Meeting

00:00:00

Windows Taskbar: Search, Chrome, R, File Explorer, Word, OneDrive, PowerPoint, Zoom, Camera, System tray: Network, Volume, Date/Time (2:58 PM 3/20/2020), Meeting Chat

# 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
- 1<sup>st</sup> 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

# Screen Sharing

PowerPoint

Keynote

Documents

PDFs

Images

Videos – file formats and file size

Internet

Photos

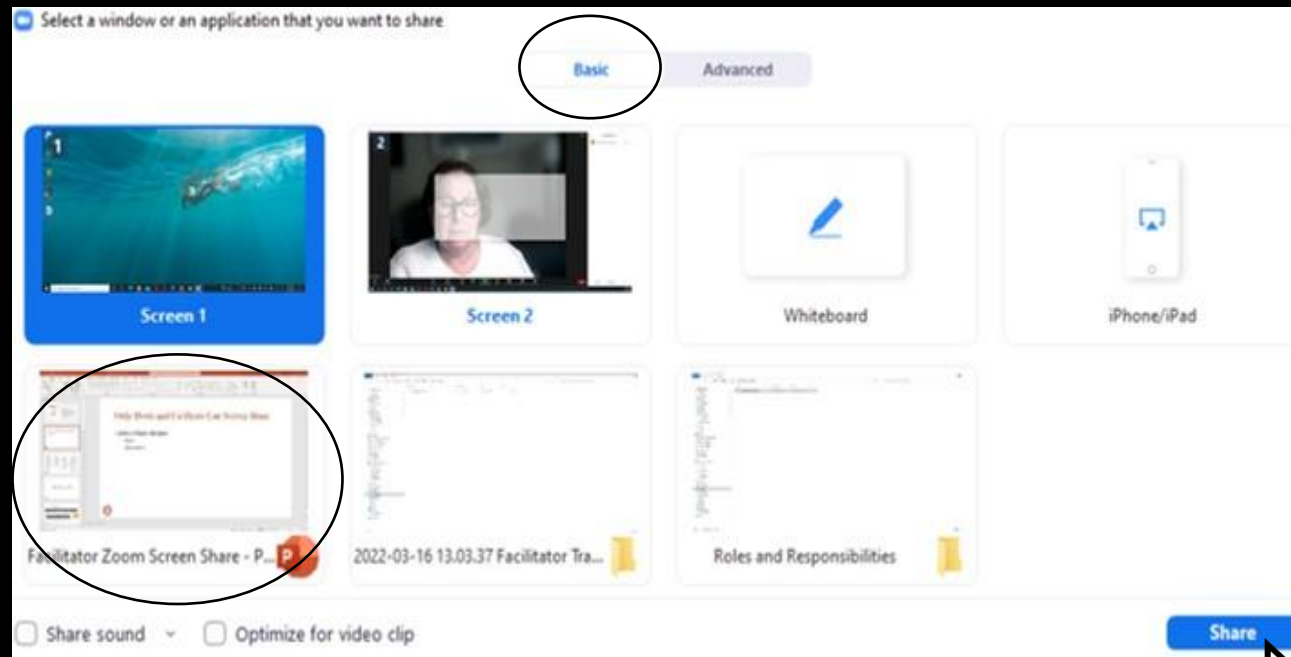


**Hosts and  
Co-Hosts**

# Share Screen – Basic

What you see on the white share screen is what is **open** on your computer.

1. Click **Share** icon
2. Click **Basic** Tab at top
3. Select **material** to be shared
4. Click **Share**



Mute

Start Video

Participants 2

Chat

Share Screen

Record

Live Transcript

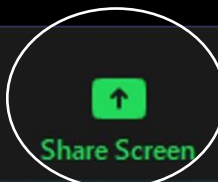
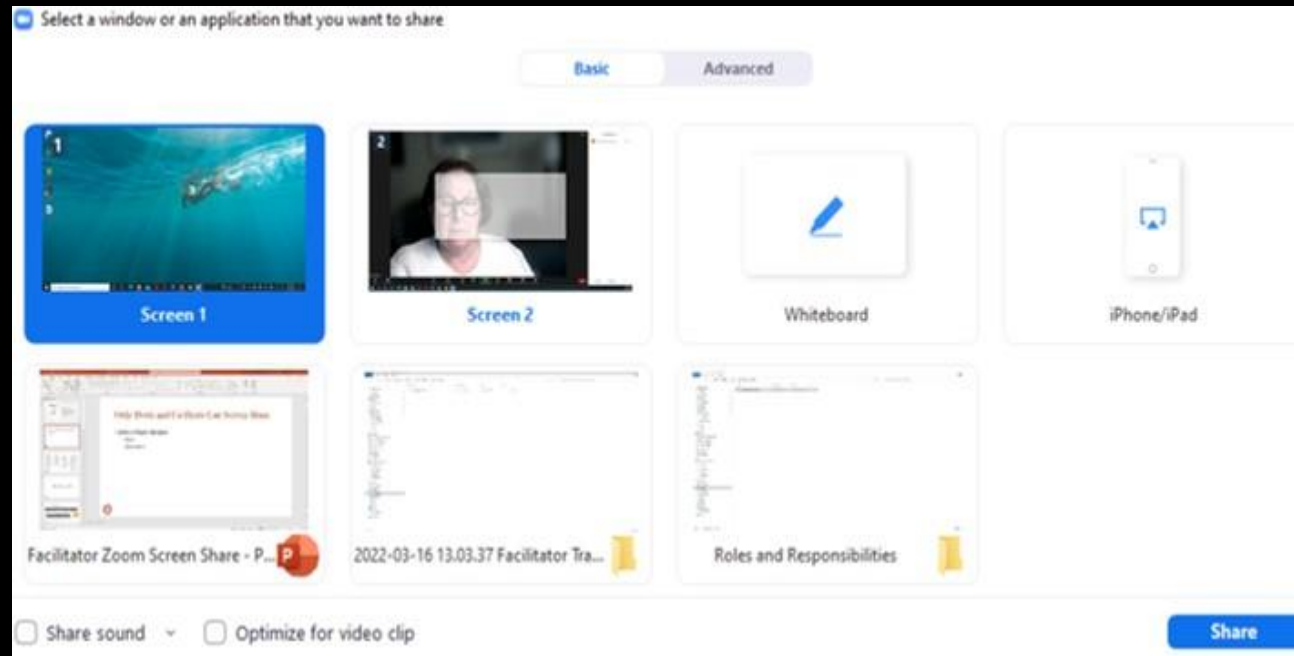
Reactions

Leave



# Select Share Screen – Optimize

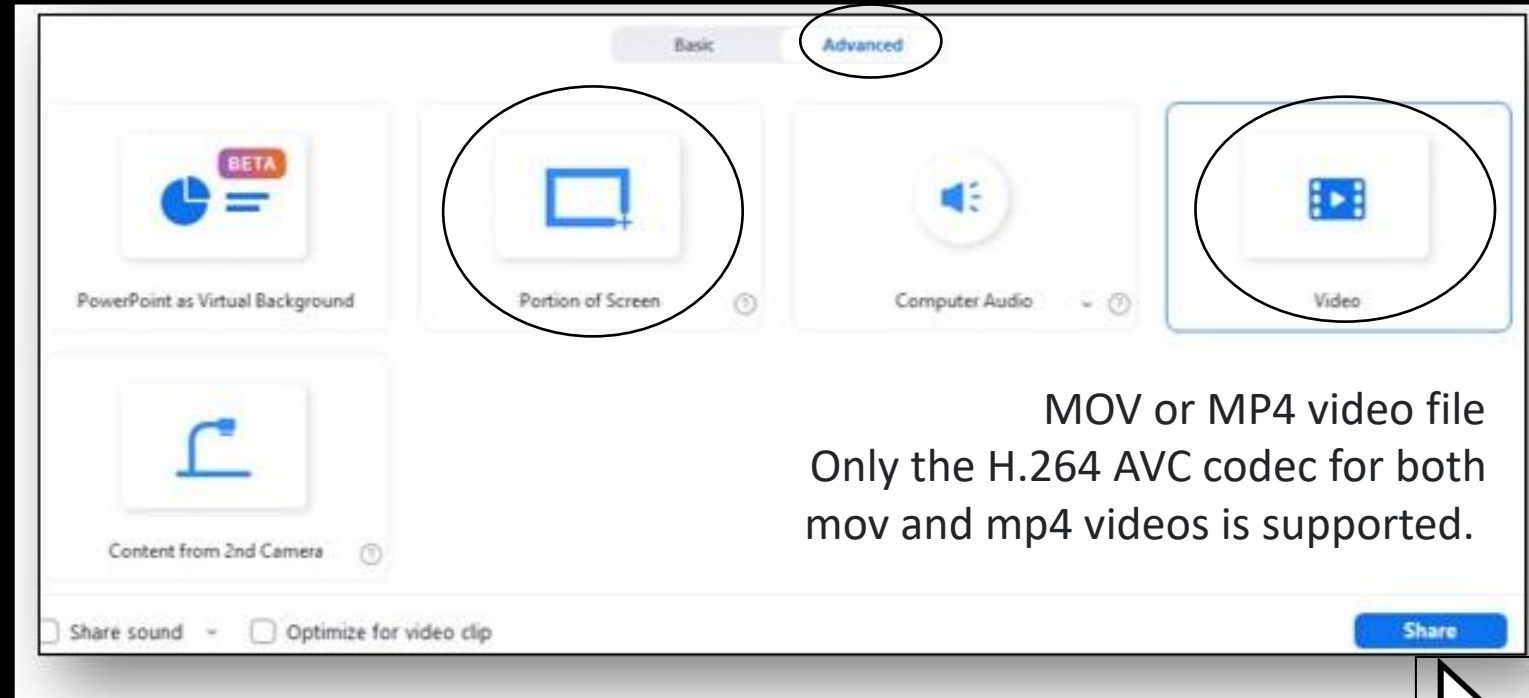
If videos are embedded,  
click **boxes** in  
lower left



# Share Screen – Advanced

If using **Presenter Mode** in PPT, use **Portion of Screen** of Screen

If playing **stand alone videos**, use the **Video Player**.



Mute



Start Video



Participants



Chat



Share Screen



Record



Live Transcript



Reactions

Leave

# Stop Share Screen

The screenshot displays a Zoom meeting interface. At the top, a green bar shows the meeting ID "ID: 337-503-7381" and a red button labeled "Stop Share" with a white square icon. To the right of the ID bar is a "View" button with a grid icon. The main content area shows a shared screen of a painting titled "Three Women" by J.M.W. Turner, depicting three women in 19th-century attire sitting on a bench in a garden. On the right side, a vertical list of participants is visible, including a video thumbnail for "OLLI Online #3" and names "Jack Phone" and "Marcie Smith". At the bottom, a control bar contains icons for Mute, Start Video, Participants (2), Chat, Share Screen (highlighted in green), Record, Live Transcript, Reactions, and a red "Leave" button.





# Presenter Mode with Slide Presentations

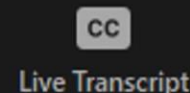
Select  
Advanced

Select  
Portion of  
Screen

The screenshot shows a Zoom meeting interface in Presenter Mode. At the top, there's a status bar with 'SHOW TASKBAR', 'DISPLAY SETTINGS', 'END SLIDE SHOW', a meeting ID '497-088-9222', and a 'Stop Share' button. A timer shows '00:03:24'. The main content area displays a slide with a blue background and a white text box that says 'Anything within the green frame is what the class sees'. A green rectangular frame is drawn around the slide content. To the right of the slide is a 'Next slide' preview and a video thumbnail of a participant named 'AMANDA MONTOYA'. Below the slide, there are presentation notes: 'These are my presentation notes. These remind me what to say to students!' and 'Your notes appear here'. At the bottom of the slide area, there's a toolbar with icons for drawing, screen selection, zoom, and a menu. The text 'PowerPointPresenterViewZoom' is visible at the bottom of the slide area.



Start Video



Leave

## **Any Problems?**

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

