OLLI Instructors – Zoom Checklist

Before Your Class

If you are new to Zoom, we are pleased you have decided to try teaching for OLLI via Zoom. Staff and members appreciate that very much.

Here are a few things to consider and do before you start teaching your class or lecture:

- Make sure you have a reliable, strong, high-speed internet connection. A dial-up connection will not work.
- You will need a computer with at least a Windows 7 or MacOS 10.68 operating system.
- You should also have a camera/webcam, speaker and microphone. These may be separate devices or built into your computer.
- Identify a private space to deliver your teaching free of distractions and set it up so that you have everything you need close by, including a beverage.
- Consider your surroundings. Make sure you have good lighting and do not stand in front of a light or window as your image will be dark. Sitting in front of a blank wall is ideal.
- Frame yourself centrally to make sure you are fully visible, and not just showing half your face or the top of your head!

Schedule a practice session through OLLI's Program Manager, Kimberly Little, with one of the McKimmon Center Technical Support staff 919-513-2047 kdlittle@ncsu.edu You will be able to make sure all your equipment is working, practice sharing your screen for a PowerPoint presentation, and get comfortable with using all the Zoom meeting controls and functions.

Reach out to Kim and the Technical Support staff for help after your practice session as needed.

An OLLI or McKimmon Center staff member will set up the meeting/s for your class or lecture and send you the link before the start date. The link will contain the meeting ID and a password for reference but you will usually not need to enter them because that information will automatically be built into your link.

Please save the information as you will use the same link for each session if it is a multi-week class. Members will receive the same link 2-3 days before the first class. It is OK for you to invite a friend, colleague or family member to attend the session/s but please do not share the links with anyone publicly, for example via social media, mass email or website, as this poses a serious security risk.

Be aware that at home participants are prone to becoming distracted (family members, pets, mail delivery etc.) and multi-tasking, because they can! So it is even more important to plan your session to keep them fully engaged. Consider posing more

questions to the group before you provide the information, or try using Zoom polls to incorporate more interaction.

During Your Class

An OLLI staff member will start your Zoom session about ten minutes before the class or lecture is due to start. Members like to greet and chat with each other just as in the regular classroom. After that the staff member will transfer Zoom co-hosting abilities to you. As the Zoom co-host you will have access to controls that participants do not have, such as the ability to share your screen and mute everyone.

Greet class members as they log in just as you might in the classroom to make them feel welcome.

(Note - If you have a Zoom Enterprise License and set up your own Zoom meetings this point does not apply to you as you will be the host from the start of the session)

There will be a Virtual Class Host (VCH) assigned to help you with your class. The VCH will also be given Zoom co-host ability and can assist you by keeping participants muted, monitoring the chat box, launching polls, and troubleshooting technical issues. Whenever possible the VCH is given your contact info to connect with you before your class or lecture, so you can communicate your needs with them.

At the start time you will mute all participants using the meeting controls along the bottom of your computer screen. As the Zoom co-host you will be able to do this, just let everyone know in advance that you are about to mute everyone.

The Virtual Class Host will read any announcements and introduce you, reading your bio at the beginning of the first session of a multi- week class or a lecture.

Spend the first few minutes explaining how your session will be run:

- Explain how you will take questions:
- Will you pause at intervals to take questions or leave some time at the end?
- There is a virtual hand that participants can raise and that is easily seen in the participant list view. Again, the VCH can monitor this for you. Make sure they know to lower their hand when they have asked their question by clicking on *"lower hand."*
- Many instructors prefer to use the chat function for questions and comments. The participant will type their text into the chat box and it will be seen by everyone. The Virtual Class Host can alert you that there are questions or comments so that you can address them at a convenient time. He or she can also read out the questions for you.

Make adjustments to your normal speaking voice on Zoom to overcome the "Radio Effect.":

- The mic reduces clarity
- You lose the high and low ends of your vocal range and are at risk of sounding monotone
- Standing helps with delivery
- Put more energy into your delivery and emphasize or "punch" key words.

After Your Class

Consider what worked well and whether you need to make any adjustments to adapt your sessions to Zoom.

If you had any technical difficulties during your class or need more practice before your next session contact OLLI Program Manager, Kimberly Little.

We hope you get as much satisfaction teaching via Zoom as you do in the regular classroom. It is a very user-friendly system and there is plenty of help available from OLLI and McKimmon Center staff and on the official Zoom website, which has lots of short training videos https://support.zoom.us/hc/en-us