Zoom Basics for SGLs (Updated 8/18/2021)

Settings. OLLI staff prepare the settings for all classes to ensure security for all users.

SGL Access to Class. Zoom meetings will be held at your scheduled class meeting time, for example, Tuesday at 9:45 AM. All Zoom invitations are for "Recurring Meetings," which means the same link or Meeting ID can be used for each class meeting. Before your first class, OLLI will email you a Zoom invitation with 1) a link and 2) a meeting ID with password for your class. Follow the steps below to enter your class. Once you have joined your class, an OLLI staff member will make you a Co-Host giving you access to the Zoom controls. Most classes will have a Virtual Room Monitor (VRM) to assist you.

Meeting Invitations. Before the first class, OLLI will email members an invitation to your Zoom class with the same link and meeting ID with password that you have. You do not need to send any invitations to members. If a class member asks you for the meeting link (or ID and password), you can send it to them.

Before Your First Three Classes

Consider when and how you want to answer questions in your class. There are three options in Zoom.

1. **Raise actual hand on screen.**
   This is only appropriate for classes with 22 or fewer members (so all members are visible on screen). Announce to the class whether questions are acceptable at any time or you will stop periodically to take questions. Ask members to raise their physical hand on screen and you or the VRM will call on them.

2. **Chat function.**
   This is appropriate for any size class, including those with more than 100 members. Announce to the class whether you will take questions periodically or you will answer questions after you have finished your lecture. Ask members to enter their questions into the Chat panel at any time. When you stop for questions, you or the VRM can read the questions in order.

3. **Raise Virtual Hand in Participants Panel.**
   This is appropriate for any size class, including those with more than 100 members. Announce to the class whether you will take questions periodically or you will answer questions after you have finished your lecture. Ask members to Raise Hand (blue hand) in the Participants Panel by clicking More next to their name, then selecting Raise Hand. Zoom will automatically list the participants with raised hands in the order in which they raised their hand. When you stop for questions, you or the VRM will call on the individuals in order. The raised hand also appears in the participant's screen.

How to Manage a Meeting

Please give yourself 20-30 minutes before your class to make sure you have all of your online materials prepared. In order to share other applications with members, you must have them open beforehand.

1. If you are using a PowerPoint presentation as part of your class, open PowerPoint and open the document. **Do not start the Slideshow.**

2. If you are using a YouTube video(s), music, etc., open your browser and open the link(s) to the video(s).

3. Join the meeting no more than 15 minutes before your class begins.

4. Go to the email containing the link for your class. Click the link to join the meeting.

   Or, go to https://zoom.us/ , click "Join A Meeting," enter the Meeting ID, then enter the password.

5. You will see the Zoom screen. The participants will see you and hear you speaking. The VRM who is monitoring your class will make you Co-Host.

   In the upper right-hand corner of the screen, you can toggle between two views.

   Speaker View will show the speaker only in large format with participants in smaller format above.
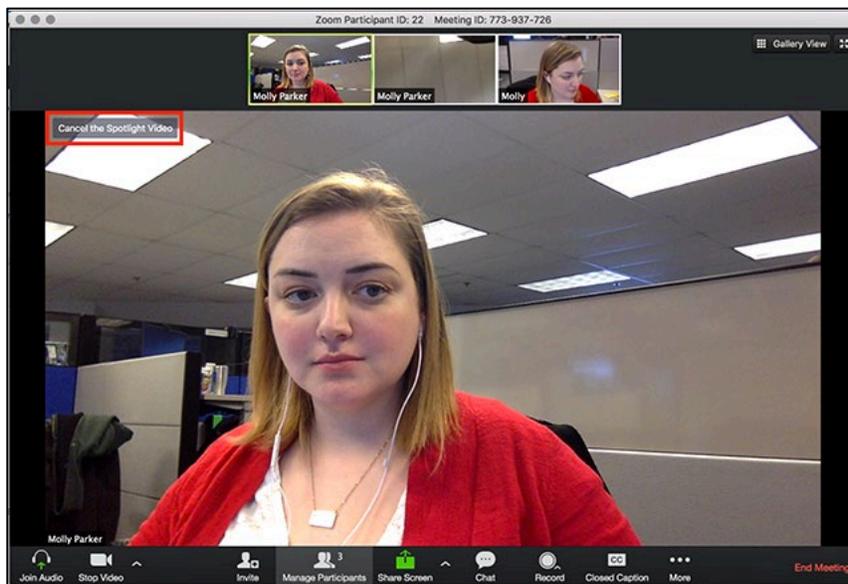
Gallery View will show all of the participants in a meeting. If there are more than 50, Zoom will show 25 or 49 at a time on the screen.


Other Zoom Controls

Mute/Unmute. This controls only whether or not others can hear you. A line through the icon means your microphone is muted. Click it to unmute yourself. Click on the arrow to the right of the microphone for a submenu related to your system's microphone and audio (e.g., internal vs. external speakers). **Make sure to Test Speaker & Microphone before starting your class.**
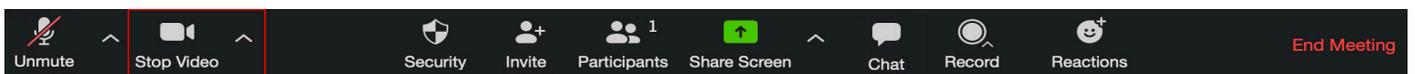

Start/Stop Video. If it says Stop Video, your camera is on and others can see you. Click on the icon to turn your camera off. A red diagonal line will appear across the camera icon. Click on the arrow to the right of the camera for a submenu related to your system's camera. Typically, you won't have to change anything.
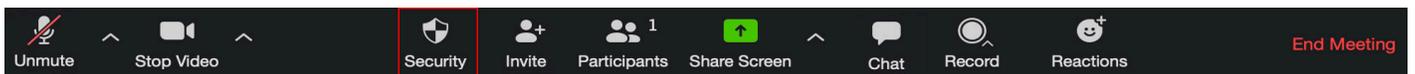
Security. Several shortcuts to security settings are included here. We have already prepared classes with specified settings. Please don't change these settings.


Invite. You can invite additional participants by clicking here. No one outside of OLLI members should be invited too meetings. If you want to schedule a guest speaker(s), please contact the OLLI office.
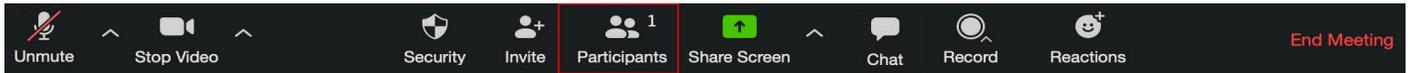
Participants. **This is one of the most important tools in Zoom.** Click on Participants to pop up a list of participants. At a glance, you can see whether each person is muted or unmuted, visible or hidden.

Participants' Muting/Unmuting
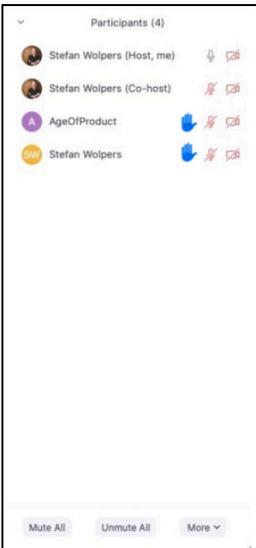
- At the bottom of the panel, click on Mute All or Unmute All to open or close discussion or to eliminate distracting background noise.
- To mute or unmute an individual, hover over the individual's name, click More, then select Mute or Unmute.
- Participants can unmute themselves.

Participants' Video

- As Host, you cannot turn on a participant's video. You can, though, request a participant to turn off their video. Or, if needed, you can turn off the participant's video. Hover over the individual's name, click More, then select Stop Video.

Raise Hand

- Members can Raise Hand in the Participants Panel to indicate they have a question. This is done most easily in a small class or with the assistance of the VRM in a larger class.
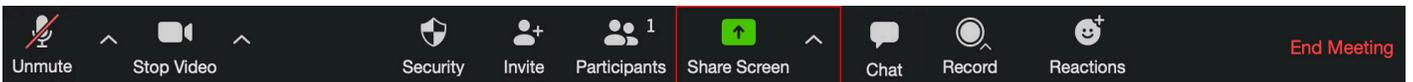
Share Screen. Use Share Screen to share presentations (such as PowerPoint), videos (such as on YouTube), or any other application on your computer. See page 4 for more information.
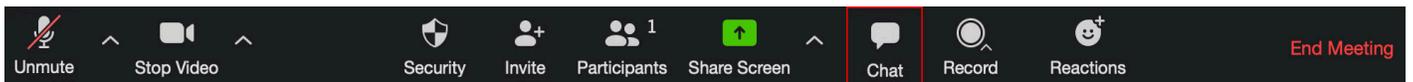

Chat. **Chat also can be a useful tool for managing questions in Zoom.** Users can simply chat with everyone in the group or with one another privately. In an education setting, though, Chat can be used as a forum for submitting questions. Members can submit questions when they think of them. The SGL can reply to one or more questions at stopping points or at the end of the study group. Again, this is done most easily in a small class or with the assistsance of the VRM in a large class.
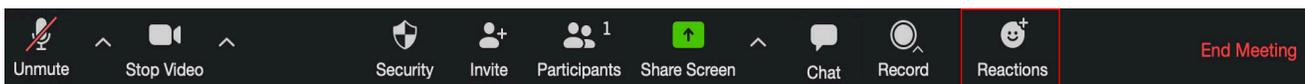

Reactions. Participants can give a Thumbs Up or Applause emoji.

Share Screen

This is a step-by-step example of how to share PowerPoint, a video, or other document. **Note:** Before starting your Zoom class, I open the apps and have your presentation and video ready. Minimize PowerPoint, your browser, and your file list to the upper left part of the screen. Here is how your desktop would look.
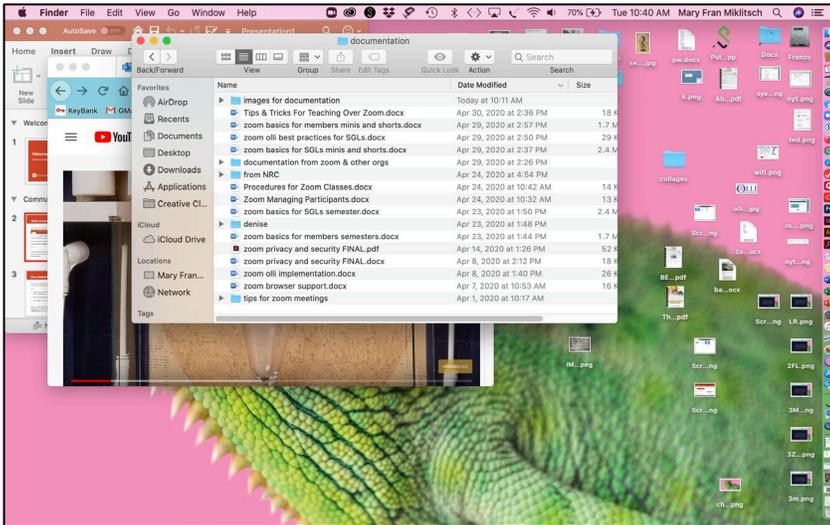

Clicking on Share Screen, only those windows that appear in this screen are available to share. Notice the YouTube video is surrounded by blue. It is the default option to share.
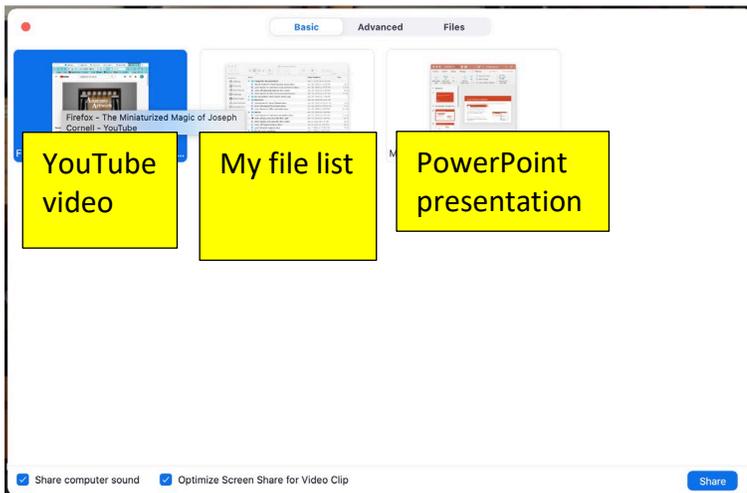
Double-clicking on the YouTube option in the Screen Share window brings YouTube to the front. Make sure to also click on Share Computer Sound and Optimize Screen Share for Video Clip. This projects the sound from the browser and smooths the video. Click on the arrow to start the video.

When the video is done, click Stop Share if you have no other items to present. Otherwise, click on New Share to select the next item to present. Double-click on the PowerPoint option. PowerPoint will start. You will need to maximize PowerPoint, then select Start the Slideshow.
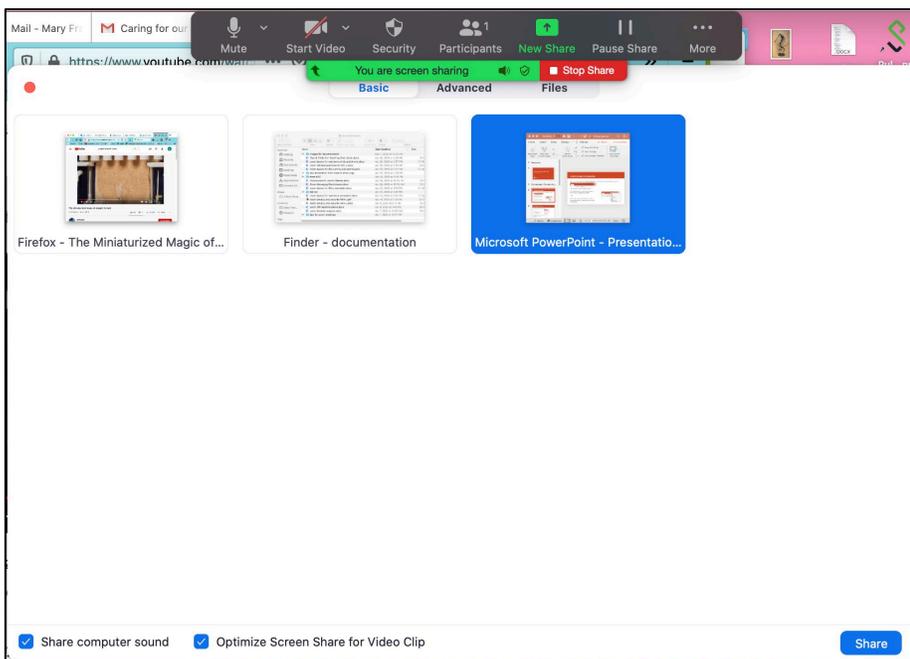
When your class is over, click on Leave in the far right of the bottom menu. **Be sure to stop your class on time or you will be knocked off by the next class.**