

# Zoom for Instructors

An OLLI staff member will be there for your class, but other than making sure everything is going smoothly, we'll try to stay out of your way.

There are several things that can affect the stability of your internet connection while you are teaching. If at all possible we recommend using a wired connection for your device. This will help reduce lag and other issues with the video. If you have to use wireless, make sure all other programs are closed, including email and web browsers.

If you are using a wireless rather than a wired connection, other wireless devices can interfere with the signal, causing instability. If you have a wired connection AND a wireless connection, make sure the wireless on your computer is turned off, since bouncing between the two can cause problems.

If your Zoom connection is unstable, other devices in your house could be causing problems. This could be anything from someone else in the house watching a movie or downloading files, to other wireless devices interfering with your laptop.

For information on the basics of using Zoom, we have [resources available here](#).

## Table of Contents

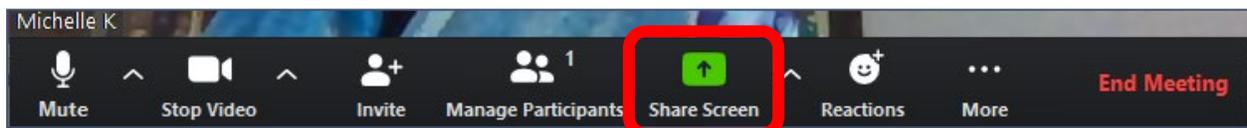
Using Zoom .....	1	Annotate / Spotlight .....	5
Sharing Your Screen.....	1	Microphone and Sound Quality .....	6
Video Panel.....	3	Background and Lighting .....	6
Chat.....	4	Polling .....	7
Muting Students.....	4		

## Using Zoom

To make the various controls appear at any time, move your mouse over the Zoom window or the window where you are presenting.

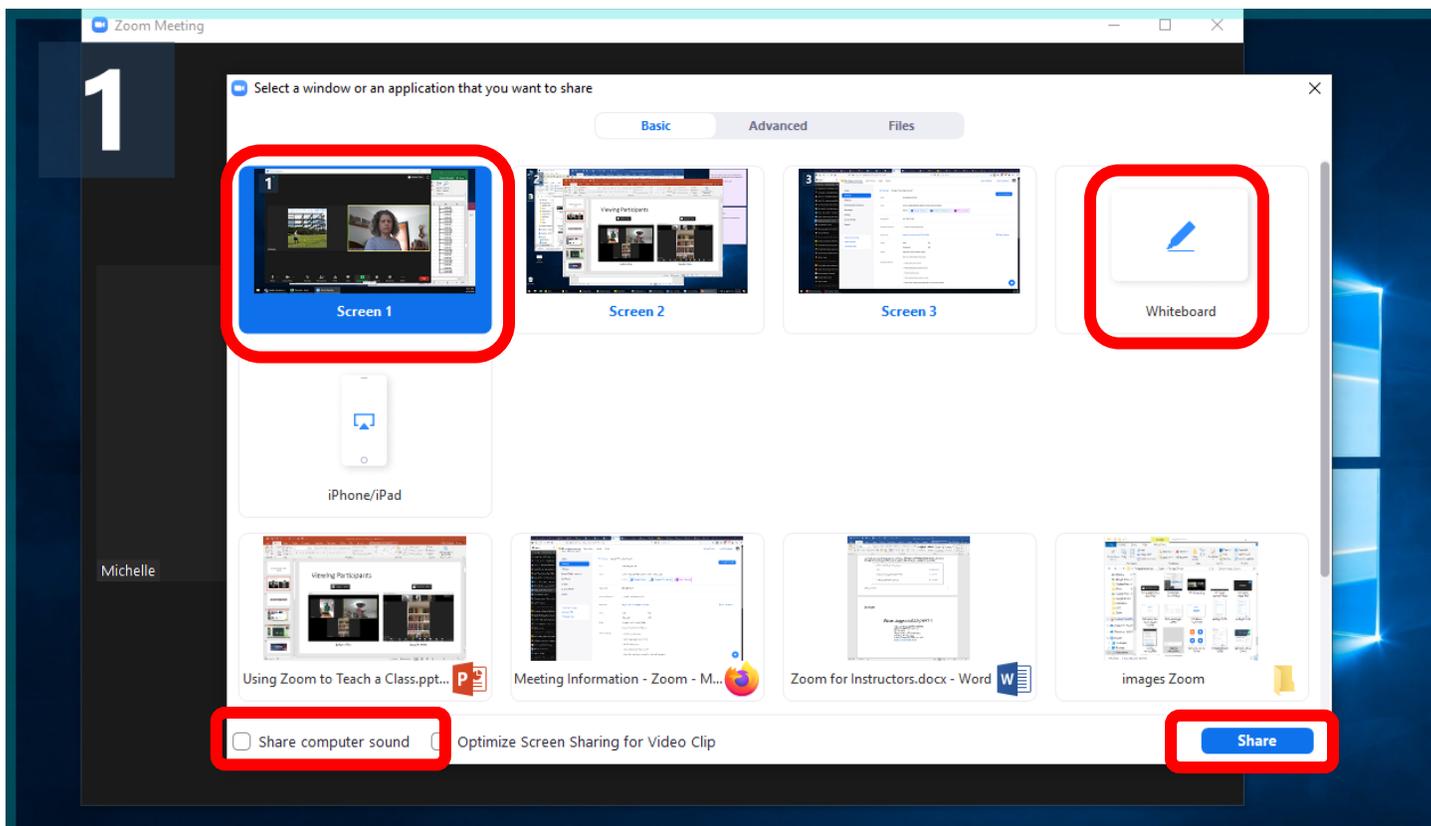
## Sharing Your Screen

You can easily present material from your computer to the students with the Share Screen. The share screen menu is also where you can select Whiteboard to draw material for your participants to view.

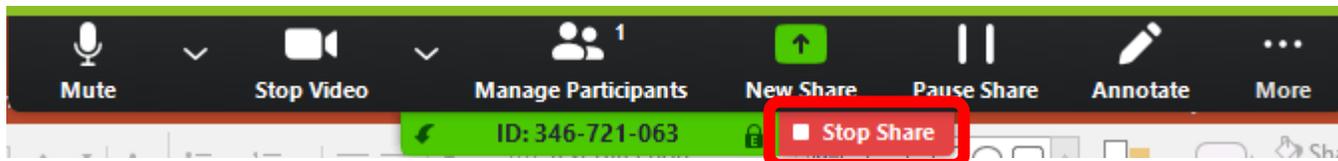


1. Click the **Share Screen** icon.

2. A window opens showing you the different windows and programs you can share. If you are not sure, select your main screen (if you don't have multiple monitors, select **Screen**.)

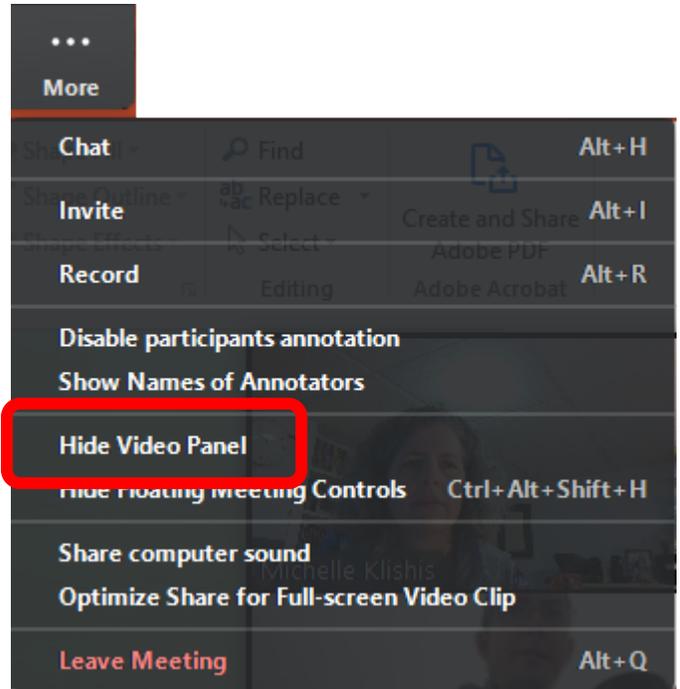


3. If your presentation has sounds, make sure you tick **Share computer sound** in the lower left corner.
4. Click **Share** (lower right corner).
5. The sharing controls appear at the top of the screen. When you are done sharing, click the red **Stop Share**.



## Video Panel

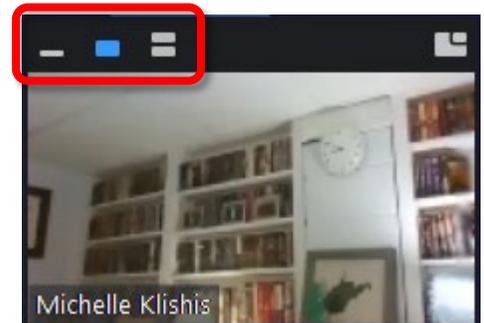
You can hide the video panel while you are teaching / sharing. This removes the video panel from **YOUR** view but does not change what the student or attendee sees.



You can change how the video panel is displayed, including hiding it completely.

The options are (from left to right)

- Minimize Video Panel**
- Active Speaker View**
- Gallery Strip View**

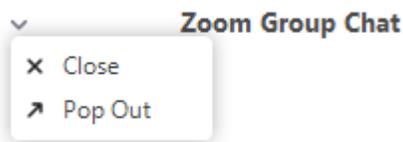
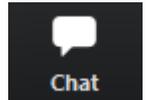


Click on one of those three toggles to change how the video panel appears on your screen.

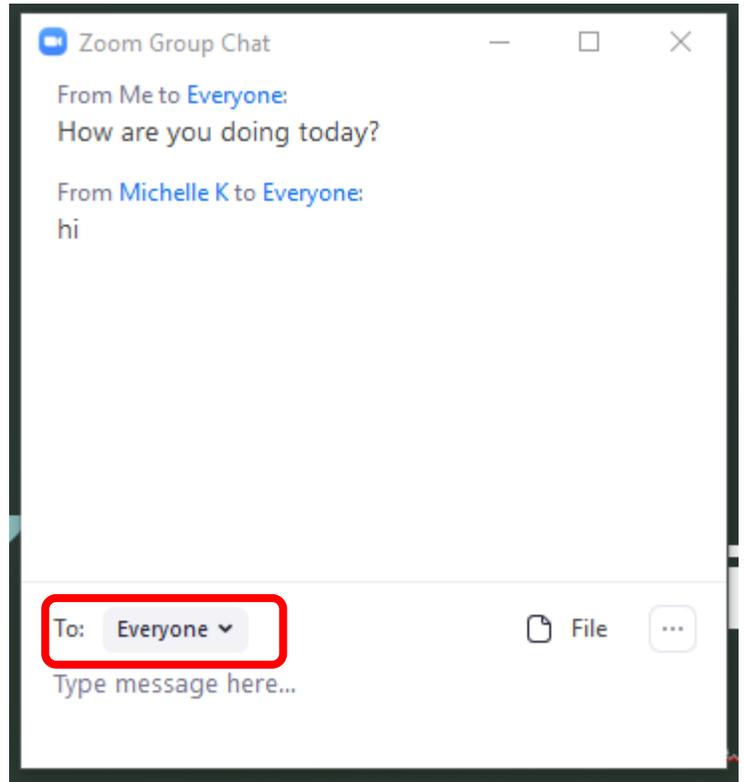
## Chat

You can encourage your participants to ask questions via Chat. You will receive a flashing notice when a chat message is directed to you.

1. Open the chat pane by clicking the Chat icon from the Zoom Tools. If the chat icon is not visible, click the **More** button on your control panel and then select **Chat** from the menu.
2. The chat window opens in a panel beside your open windows.
3. If you have multiple monitors for your computer, you should have the ability to “pop out” your chat panel and put it in a different window.



4. You can choose whether to chat with a single individual or the entire group, from the drop down menu beside **To**.



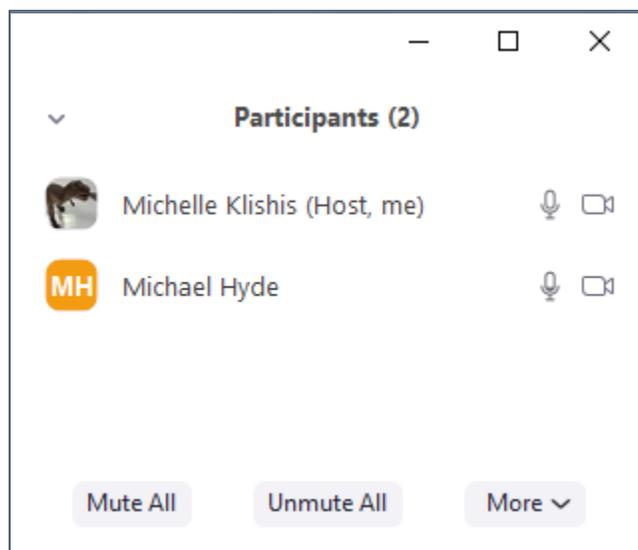
## Muting Students

Occasionally someone will forget to turn off the mic or camera. As the co-host you have the ability to mute their microphone and / or turn off their camera. This is something that the OLLI staff member helping you host should take care of, but if something happens and you need to do so yourself, it's relatively simple to do.

1. From the control panel select **Manage Participants**.

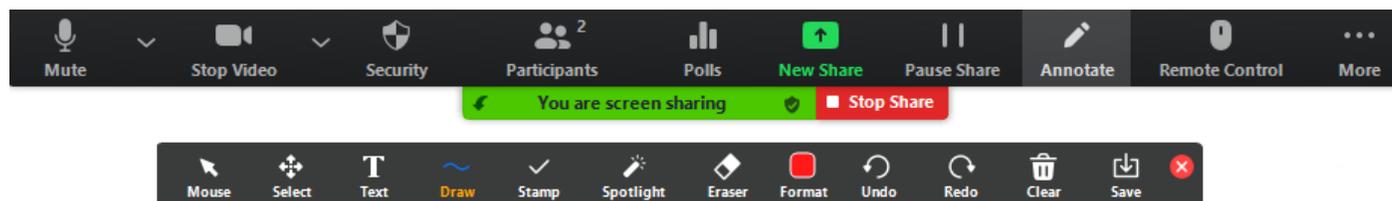


2. The Participants pane opens. Beside each student are two icons: one to mute the microphone and one to turn off the participant's camera. Clicking an icon will turn off the microphone / camera for the selected participant.
3. Clicking **Mute All** will allow you to quickly mute all microphones if you are not sure where the noise is coming from.

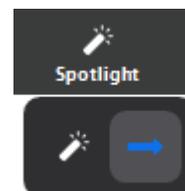


## Annotate / Spotlight

The **Annotate** section of the Screen Sharing controls give you tools to highlight and point out specific parts of your presentation.



1. Move your cursor to the top of the screen to access the screen sharing controls.
2. Click on the **Annotate** icon. The Annotate menu appears.
3. From this menu you can select drawing and typing tools, as well as the **Spotlight** tool, which is used like a laser pointer.
4. Click on the **Spotlight** icon on the toolbar, and from the drop down box, select the Spotlight icon on the left.

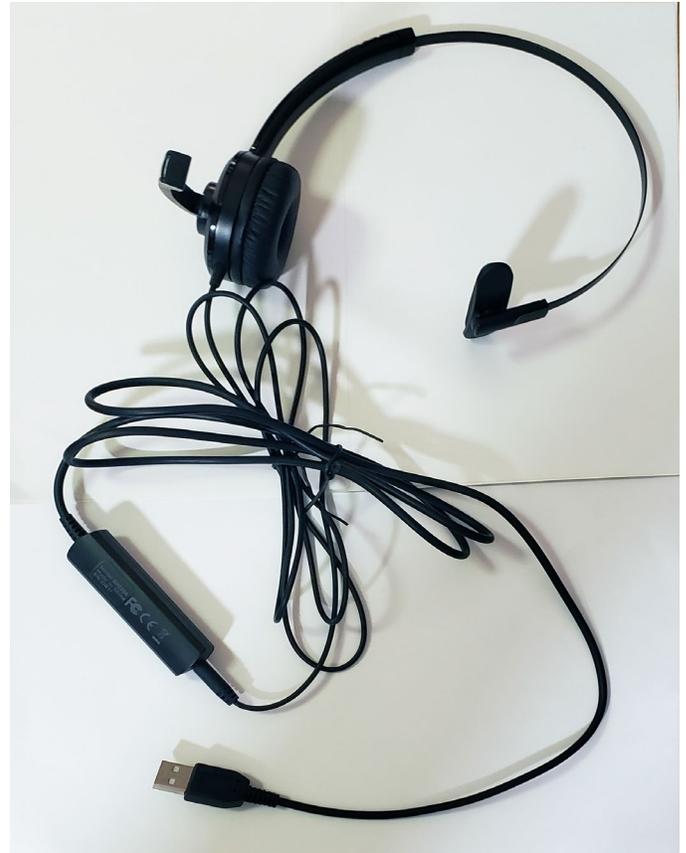


## Microphone and Sound Quality

Since a large part of what you will be doing is talking to people, you want to make sure your voice is as loud and as clear as possible.

Headsets with microphones are going to give you the best quality sound, allow your voice to remain clear as you shift around in your seat, and may also make it easier for you to hear student questions.

The easiest headset to work with on a PC is going to be a USB headset. This should automatically install and work regardless of what headphone / microphone jacks your computer has.



## Background and Lighting

You will want to be aware of background and lighting in the area where you are teaching. A light directly above or behind your head that appears in the video can be distracting and create a lower quality video.

## Polling

Polling is available through Zoom if you would like to be interactive with your students.

The limit for each question is **255** characters (including spaces and periods).  
The limit for each answer is **255** characters (including spaces and periods).

These questions have to be set up on the server, so they must be sent into the OLLI office **at least two (2)** working days before your class is scheduled.

Because these questions and responses have to be manually entered, line by line, (there is no import) please be kind when deciding how many questions and responses to create.

The screenshot shows a Zoom poll titled "Social Media Platforms". It has an "Anonymous?" checkbox which is unchecked. The poll contains two questions:

1. "I use the following social media platforms" with "Edit" and "Delete" buttons.
2. "I want to use social media because...|" with a response count of "218". Below this question are radio buttons for "Single Choice" and "Multiple Choice" (which is selected). Below these are ten text input fields with the following prompts:
  - I want to keep in touch with people
  - I want to make friends
  - I want to learn stuff
  - I want to follow the news
  - I want to be entertained
  - I want to argue with people
  - I want to be inspired
  - I want to be organized
  - I want to share images
  - Answer 10 (Optional)A "Delete" button is located at the bottom right of the question list.

[+ Add a Question](#)

A poll can have multiple questions, so if you will want to poll the students at different times throughout the class, you will need to specify that when you email your questions.

You have created 2 polls for this meeting.	
Title	Total Questions
▼ Poll 1:Technology Security Pre-Test	10 questions
▼ Poll 2:Tech Security Post Test	10 questions

On a tablet device, participants click the **Previous** and **Next** buttons to move through the questions. On a computer, participants must scroll through the list of questions. When you give a poll, the attendees cannot submit unless they have answered all of the questions. You can close the poll without everyone answering.

This screenshot shows a mobile poll interface. At the top, there is a 'Close' button and the title 'Technology Security Pre-Test'. The main content area contains question 10: '10. You just received an email from a wealthy person that needs help moving money across an international border. For just a few dollars you can help him and will get many times more than your out of pocket expenses. What do you do?'. Below the question are four radio button options: 'Take him up on his offer. Easy money!!!', 'Delete the email.', 'Forward the message to your friends so they can make money too.', and 'Reply that you know it's a scam and are smart enough to recognize the attempt.'. At the bottom, there is a 'Previous' button on the left, a '10/10' indicator in the center, and a 'Submit' button on the right.

This screenshot shows a desktop poll interface. At the top, there is a 'Polls' window title and standard window controls. The title bar is green and contains the text 'Technology Security Pre-Test'. The main content area shows question 6: '6. It is important to regularly update and patch your computer operating systems for security reasons. Why do you think this is so?'. Below the question are three radio button options: 'No, it is not safe.', 'Patches Fix problems and make the operating system more secure.', and 'Patches allows you to continue using your software without paying.'. Below this is question 7: '7. Cookies are small text files stored on your PCs and used by online service providers for many purposes. What security and privacy concerns should you have about cookies?'. Below question 7 are three radio button options: 'They could contain a virus.', 'They collect files stored in my device.', and 'They collect personal data.'. At the bottom right, there is a 'Submit' button.

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