

Hybrid Teaching

An OLLI staff member will be there at the start of your class to set up the Zoom session and to make sure you are comfortable with the system.

We have revised the system in Classroom B for a higher quality video feed. The instructor laptop is where you will project your PowerPoint or other class materials (just as you may have done so previously). For those using PowerPoint, the program will be in Presenter Mode, where your current slide, speaker notes, and a preview of your upcoming slide will be displayed. The remote and in-person viewers will only see your presentation.

If you will be switching to YouTube or a website during your presentation, the videos will appear on the projected screen, and not on the laptop screen.

The camera will be sent out from a second computer in the classroom. One monitor will display the video screens of the participants for you to see, and the other monitor will display the participant list and chat box.

Microphone

You must use one of the microphones when teaching a hybrid class. Handheld microphones will be available for in-person students for questions and readings.

You can ask the remote students to unmute to ask their questions, or you can ask them to put their questions in chat. You may want to let the participants know how you prefer to take questions at the start of the class.

Chat

The laptop monitor will display the chat questions for you, but you may ask the OLLI member hosting the Zoom session to help you look out for chat questions.

You also have the option to log into Zoom on your mobile device and keep the chat window open for yourself.

Annotate / Spotlight

You will be able to use the annotate / spotlight options in Zoom, however, you will want to request the person setting up your class to help you with that beforehand, as the Zoom controls will be hidden.

If you are using PowerPoint, you can use pointer options there.

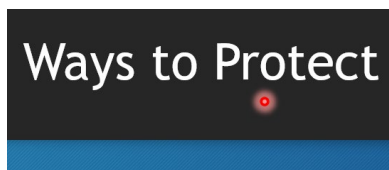
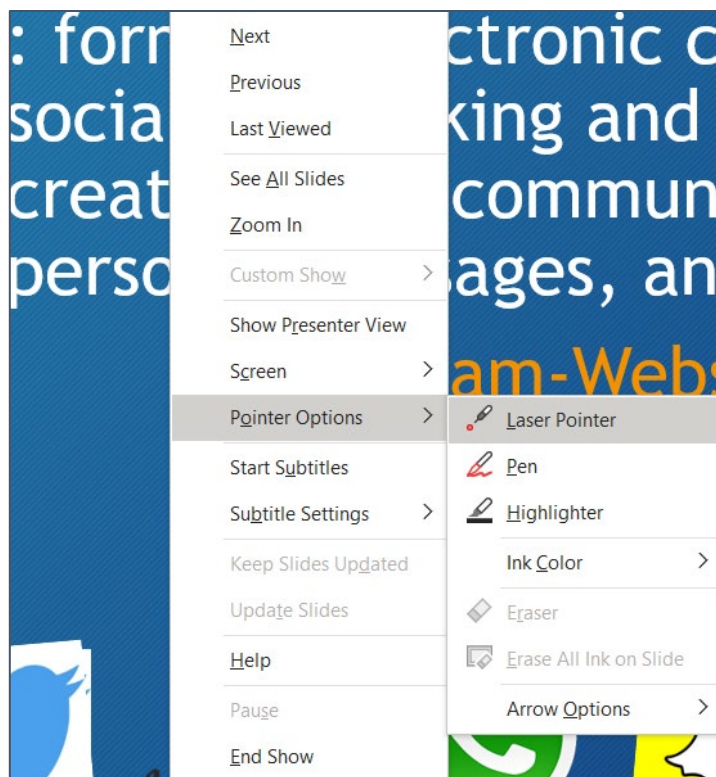
These commands are available once you start / launch your slide show.

Right click anywhere in your slide, and from the menu select **Pointer Options**..

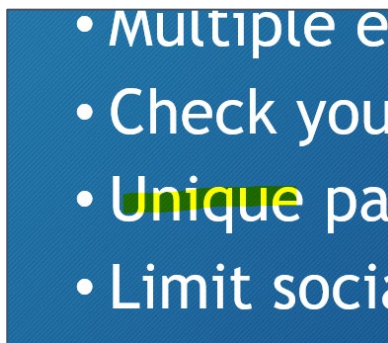
Your options are:

- Laser Pointer**
- Pen**
- Highlighter**

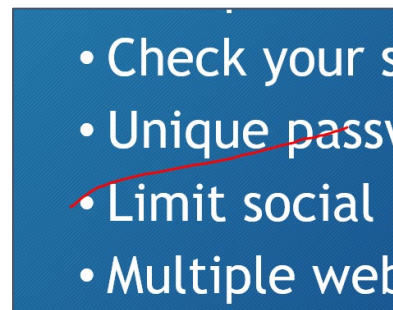
You can change the ink color of the highlighter and then pen, and can erase marks once you've made them.



Laser Pointer

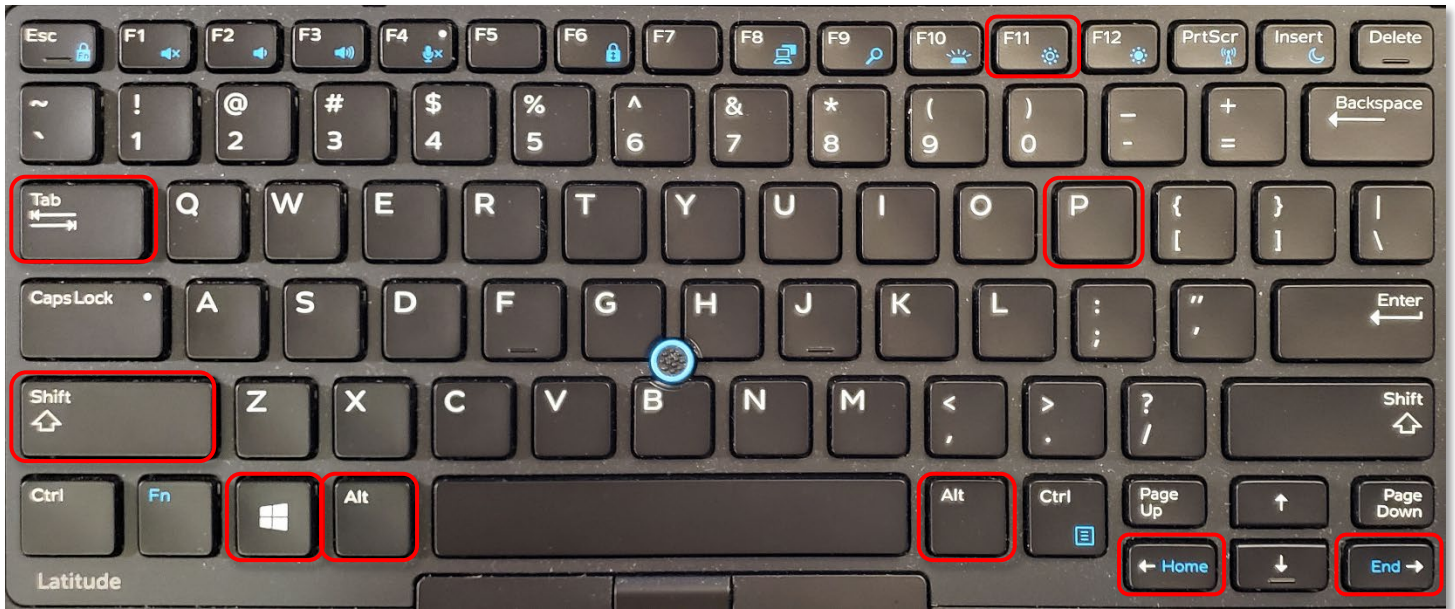


Highlighter



Pen

Instructor Laptop



Moving Windows between Screens

Press the **Shift + Windows + arrow** keys at the same time to move the selected window from the laptop monitor to the projector screen or vice versa.

Move selected window to the left.

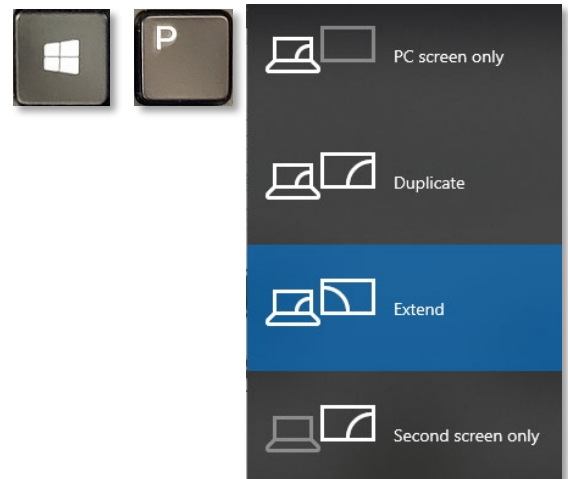


Move selected window to the right.



Duplicating / Extending the Screen

Press the **Windows + P** keys at the same time to bring up the options for duplicating and extending the screen.



Switch between Open Windows

Press the **Alt + Tab** keys at the same time. Hold down the **Alt** key and then tap the **Tab** key until you move to the window you need.



Maximize Selected Window

Press the **F11** key on the keyboard

or

Press the **Windows + up arrow** keys



or



Move through Menu Options

Tap the **Tab** key to cycle down or forward through menu options.

Press the **Shift + Tab** keys to cycle up or backward through menu options.



Tips and Tricks for PowerPoint Presentations

- Font size should be between 28 and 32 point (the heading above is 16 point, this text is 12 pt)
- One idea per slide
- Four (4) to five (5) bullet points per slide
- About five (5) words per bullet
- Approximately one slide per minute
- USE NORMAL SENTENCE CASE FOR YOUR BULLET POINTS, NOT ALL CAPS
- USE PICTURES! Text is boring! No one came to read text off your sides, they came to listen to what you had to say and to see interesting pictures!
- **Use High contrast colors**
- Use plain and unpatterned backgrounds
- Make sure you use the correct white space!
- Although serif fonts (Times New Roman) are thought to be easier to read on paper, sans serif fonts (Arial) may be easier to read on a screen or for those with impaired vision.

Please Support OLLI@WVU!

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