OLLI at SOU Teaching on Zoom
Reference Guide

Teaching on Zoom requires preparation, thoughtful communication with students and familiarity with platform tools. This handbook outlines required steps, recommended practices and technical guidance for OLLI at SOU instructors.

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Preparing for Teaching on Zoom

Pre-Term Emails From the OLLI Office

- About six weeks before the term begins, instructors receive an email with two Zoom account options: to request a SOU Zoom account for the term or use a personal Zoom Pro account. Note: Free Zoom accounts are not permitted due to the 40-minute limit.

- About six weeks before the term begins, instructors who indicated interest in Raider Moodle will be sent information on requesting a Raider Moodle course. Consider using Raider Moodle if there are many course materials to distribute.

- The same day that Priority Registration Results are sent out each term, the OLLI office will email you the "Live Roster Link." Until enrollment closes, download the most recent roster each time you email students. *Always use BCC when emailing students.*

- A few weeks before the term begins, the OLLI office will request your recurring Zoom meeting link. This allows the OLLI office to support members who need Zoom assistance.

Steps to Take Before Your Course Begins

1. Review Zoom settings and conduct a practice session.
   - Set up Zoom tools as recommended in this guide.
   - Conduct/record a Zoom practice session.
   - Test internet, audio, and video. If you experience "freezing," limit household streaming or consider an ethernet connection. If your internet performance is unreliable, contact the OLLI office about using a room at the Campbell Center.
     - If you know ahead of time that you have unreliable internet, please request a room at the Campbell Center on your Course Proposal Form.
2. One week before the first class, send an introductory email to your students including:
   - Course overview and expectations
   - Recurring Zoom link
   - Zoom tools students should be prepared to use
   - **Request a volunteer to serve as your co-host**. Co-host training is available. Meet beforehand to clarify responsibilities (see Appendix E).
- Consider requesting a Raider Moodle account to centralize materials, maintain an archive, and reduce email volume.

Best Practices for Teaching on Zoom

Communication with Students

- Email materials for the upcoming sessions in plenty of time for students to prepare.
- Re-send the Zoom link the day before each class.
- Consider using Raider Moodle to post class materials. Contact the OLLI office for more information about Raider Moodle.

Prepare and Set Expectations

- Use front-facing lighting. Center your face in the Zoom window.

- Create a lesson plan that includes when and what Zoom tools you are using.

- Become familiar with all standard Zoom tools. See Appendix A.

- Review Zoom tools and etiquette during the first session.

- Pause for member engagement and Q&A.

- Include a five-minute break for sessions over 90 minutes.

- Expect occasional silence and varying comfort levels with video.

- Technical difficulties happen — patience is essential.

PowerPoint Best Practices

- Use one consistent layout and font.

- Follow the 7×7 Rule (7 bullets per slide; 7 words per line).

- Focus each slide on one main idea.

- Use visuals to enhance understanding.

- Body text: minimum 24 pt (36 pt recommended).

- Titles: 32–44 pt.

- Embed audio/video directly into slides when possible.

Recommended Zoom Features

1. **Mute** is one of the most important Zoom features to utilize. Ask all students to Mute themselves whenever they are not speaking.

2. **Rename** allows students to change their Zoom name to their first and last name if that isn't the default in their account.

3. **React** allows students to **Raise hand** when they want to participate in Q&A or discussions and **Lower hand** when they are done speaking. When a student raises their hand, Zoom places them in a sequential speaking queue on the top of the gallery.

4. **Chat** is a useful feature for students to share information, comments and ask questions. If an instructor wishes to disable this feature, click **Host Tools** and delete the **Chat** check.

5. **Recording** will produce both an audio and video file. If there are no materials being presented in the course, it may be easier to share the much smaller audio files with students. Note: When using SOU Zoom instructors are not permitted to record to the cloud, recordings must be saved to the computer.

Step-by-Step: On Class Day

1. Ensure teaching space is well-lit and distraction-free.

2. Open Zoom at least 15 minutes early using the recurring link. Click the green shield icon on the right side of the top border of the Zoom window to confirm the correct meeting is open.

3. Open course materials; close unrelated applications.

4. **Rename** yourself if your Zoom name is not your first and last name.

5. Use the Zoom Control toolbar to check the following:
   - **Audio** On
   - **Video** On
   - **Waiting Room** disabled
   - **Assign co-host** if applicable.

6. Select Gallery View to see more students.

7. Welcome students as they arrive; ask students to **rename** themselves.

8. Review Zoom tools you are asking students to use, e.g., **Raise Hand**, **Chat**, **Mute**.

9. Ask students to remain muted when they aren't speaking.

10. Click **Mute All** before beginning teaching.

11. If the session will be recorded; inform students and then click Record in the toolbar. If using SOU Zoom, press **Record to Computer**. *Do not record to the cloud.* If using Zoom Pro, either record option is available

12. Click **Share** on the Zoom Control toolbar to share a presentation and click **Stop share** when done. Take periodic breaks for Q&A/discussion during a presentation

13. Monitor **Chat**.

14. Take a five-minute midpoint break.

15. When the session is over:

- **Stop the recording** (if applicable)
- Click **End**, then **End Meeting for All**
- Allow time for the recording file conversion.

Appendix A: Scheduling a Meeting and Creating a Recurring Zoom Link

The exact instructions for scheduling meetings and creating a recurring link will depend on if you are using the Zoom app or using Zoom in the browser. We have created a stand-alone guide for step-by-step instructions that is linked below. We've also linked Zoom's guidance on scheduling meetings.

Click here for OLLI-specific instructions on creating a recurring meeting link.

Click here to see a description of all Zoom features for scheduling meetings

Appendix B: How to Use Basic Zoom Features

1. To start a class, click on the recurring link that was sent in the intro letter to the course roster.
2. Along the top border of the Zoom window on the far-right side is View. Click here to read about the different view options.
    a) Click **View** to select how to view participant videos, known as thumbnails. The two primary options are **Gallery** (all participant videos) or **Speaker** View.
    b) View also enables **Fullscreen** or **Exit Fullscreen**.
3. To the left of **View** is the green Zoom Shield. This pop-up shows the Meeting ID, Passcode, and invite link. Click the shield to confirm the correct meeting link is open.
4. The **Zoom Control toolbar** is at the bottom of the Zoom window. It will auto-hide when not in use and reappear when the mouse hovers along the bottom of the Zoom window. It will move to the top of the Zoom window when using the Share feature.
5. Every participant has a thumbnail frame. In the lower-left corner is the participant's Zoom name. In the upper-right corner are Zoom features available to the host (instructor) or co-host. Participants will see only student features when they click their own thumbnail.
6. The Zoom Control toolbar includes**: Audio, Video, Participants, Chat, React, Share, Host Tools, AI Companion, Apps, Show Captions, Record, and More.** The list may vary depending on SOU Zoom, Zoom Pro, or device. If a tool is missing, click **More**, or the … (three dots).

7. **Audio** and **Video** are turned on and off by clicking the microphone and camera icons on the lower-left of the Zoom Control toolbar. Click the ^ for additional audio and video settings. Instructors experiencing audio problems with the computer's built-in microphone should consider using an external microphone. Adjust computer speakers for volume. [Click here for help on testing audio settings during a Zoom meeting.](#)

8. Click **Participants** to open a pop-up that shows attendee names. The instructor's name appears at the top, then the co-host, followed by unmuted participants, then muted participants. The instructor or co-host can click Mute beside any unmuted participant's name. **More** (three dots) includes additional host options, including **Rename** for students with a cryptic name. Note: Controls on a student's Participants list differ from those of the instructor or co-host.

9. At the bottom of the Participants window are **Invite** (to email the Zoom link from the live meeting) and **Mute All**, which should be clicked at the start of class.

10. **Chat** allows students to post comments, questions and relevant links for all participants. The instructor and co-host can monitor **Chat**. [Click here for more info on Chat.](#)

11. Students should click **React** and **Raise Hand** for Q&A and discussion. A raised hand places the student's thumbnail at the top of the Gallery View in sequential order. Students should click **React** and **Lower Hand** when finished speaking.

12. **Share** is used for showing a PowerPoint presentation or media such as YouTube or music clips. Refer to Appendix C and Appendix D for sharing content in Zoom.

13. **Host Tools** include settings that enable or disable participant features and provide additional host controls. All standard features are checked on. Disable the Waiting Room to allow students to enter the meeting immediately.

14. **Apps** displays various apps available within Zoom.

15. **Show Captions** transcribes speech to text displayed at the bottom of the Zoom window. This tool may appear directly on the Zoom Control toolbar or under **More**.

16. **Record** the meeting to share with students after the session. *Instructors using SOU Zoom are permitted to record only to their computer. Do not record to the cloud.* Instructors using Zoom Pro may record to the cloud or to their computer.

   - Click **Record** and select the appropriate option.
   - Click **Pause Recording** during a break.
   - Click **Resume Recording** when class restarts.
   - Click **Stop Recording** when the session concludes.

- Once recording ends, the computer processes and saves the file. Recordings saved to a computer can be zipped and sent to students. Cloud recordings can be shared via link.
- ***Note: SOU policy requires that students be notified in advance if a class will be recorded. If a student objects, ask them to Stop Video and Rename themselves. Do not share recorded class sessions publicly.***

17. **More** contains additional Zoom controls. Contact the OLLI office for assistance if needed.

Appendix C: Screen Sharing

1. When using **Share**, break the presentation into segments and periodically reengage students. Use **Pause** to temporarily stop sharing. Click **Stop Share** to close the shared content.

2. Invite a friend to a Zoom meeting before the course and share all course materials from start to finish to confirm everything works as expected.

3. Common sharing methods include: **Share Screen**, **Share a Presentation**, and **Share Audio or Video**.

4. Open all applications to be shared before class. Applications must be open to be shared. For presentations, open the file but do not click play yet.

5. For videos such as YouTube, open the video in a browser, advance past ads, and press Pause. Test all online video before class. *Note: Some streaming services (e.g., Amazon Prime Video) are protected and cannot be shared in Zoom. Look for content on YouTube or use a DVD.*

6. Click the green **Share** button on the Zoom Control toolbar.

7. In the pop-up window, select the content to share.

   - Desktop shares everything on the screen.
   - Select a single application (e.g., PowerPoint or Keynote) to share only that application.
   - If using multiple monitors, select Desktop 1, Desktop 2, etc., as appropriate.

8. If sharing audio or video, check **Share Sound and Optimize for Video Clip** before clicking **Share**.

9. Click the blue **Share button** at the bottom of the window to begin sharing.

10. A green border appears around shared content. Shared content is also visible on the Share toolbar.

11. When sharing, the Zoom Control toolbar moves to a floating toolbar at the top of the screen. Other windows such as **Chat** may minimize. Drag the floating toolbar to reposition it. To hide it, click **More** > **Hide Floating Meeting Controls**. To unhide, **press Esc**.

12. After sharing begins:
    a. For PowerPoint or Keynote, click **Play** to start the presentation. Pause periodically for Q&A.
    b. For audio or video clips, click **Play** in the media player or browser window.

13. To switch to another application, click **Share** again and select new content. Click the blue **Share button**.

14. When finished, click **Stop Share** to return to the Zoom window.

Appendix D: Embed Audio or Video in a Presentation

1. This method embeds audio or video directly in a slide so it plays without switching applications. This example uses a YouTube video, but other video services would follow a similar embedding process.

    - Open the video in a browser.
    - Advance past ads and click **Pause**. Click the curved **Share** arrow. In the pop-up window, select Start at if needed, then click Copy.
    - Open the presentation at the slide where the video will be embedded.
    - In PowerPoint, click **Insert > Video > Online Video** and paste the link. Click **Insert**.
    - In Keynote, click **Insert > Web Video** and paste the link. Click Insert.
    - Resize the video frame if needed.
    - Before sharing in Zoom, check **Share Sound** and **Optimize for Video Clip**.
    - If PowerPoint displays a "References to external media" warning, click **Enable Content.**

2. Play the presentation. On the slide with the embedded video, click **Play**.

3. When finished, click **Stop Share** to return to the Zoom window.

Appendix E: How a Zoom Co-host Can Assist the Instructor

1. If a student's thumbnail name is not their first and last name, the co-host can ask the student to **Rename** themselves or rename them directly. **Click More > Rename** from the Participants list or the thumbnail.

2. **Mute** any student who becomes unmuted during class. Unmuted students appear near the top of the Participants window.

3. Notify the instructor if shared content is not displaying correctly.

4. Alert the instructor to questions or comments.

5. Hybrid classes: Remind instructors to repeat all Roomie questions.

Appendix F: Hybrid Class Step-by-Step

Set Up the Classroom

1. Arrive 30 minutes early. If using the OLLI MacBook or OWL camera, allow extra time to check them out from the OLLI office.

2. Plug in the laptop to prevent battery depletion.

3. Follow the hybrid setup plan for camera, microphone, and laptop. Recheck settings if others have used the equipment.

4. If using the Obsbot camera and teaching at the podium, set the hand signal so the camera follows you. If co-teaching, release the Obsbot so the other instructor can reset the hand signal.

5. If using the OWL camera, arrange seating so participants are within 15–18 feet.

6. Open the recurring Zoom meeting link. Click the Zoom Shield to confirm the correct meeting (verify Meeting ID, link, and passcode if applicable).

7. If using the Obsbot camera and Yeti microphone, click the ^ next to Video and verify Obsbot is selected. Under Audio, verify Yeti microphone is selected and DVX-3250 is selected for speakers.

8. Click **Host Tools** on the Zoom Control toolbar to enable or disable features as needed.

9. Attach the lapel mic and turn it on (green light indicates power). Test sound away from the mic stand.

10. Unmute laptop speakers and microphone in the Zoom Control toolbar. Conduct a sound check with the co-host.

11. After sound check, mute both the Zoom microphone and speakers until class begins.

Begin Class

1. Unmute Zoom microphone and laptop speakers.

2. Welcome students and explain hybrid format. Alternate discussion between Zoomies and Roomies. Provide these instructions:

    - Roomies: Silence devices unless speaking. Raise your hand to speak. Instructor will repeat your comments.
    - Zoomies: Use **Gallery View**. Stay muted. Click **Raise Hand** to speak. **Mute** when finished.

3. Use **Share** from the Zoom Control toolbar when presenting. Click **Share Sound** if audio is included. Click **Stop Share** when finished.

Class Break

1. Announce break. **Mute** Zoom microphone and laptop speakers.

2. Ask students to return when break ends.

3. Before resuming, unmute microphone and speakers.

End of Class

1. **Mute** Zoom microphone and speakers. Click **End Meeting for All.**

2. Shut down classroom electronics using the podium touchscreen. Confirm shutdown. Return equipment and cables. Return borrowed laptops or OWL camera to the OLLI office.

3. Reset microphone stand and classroom furniture.