Zoom Orientation for Members

Paul Stoddard
Vassar College Lifelong Learning Institute
March 12, 2021
Introduction

Intro from Mihai Grunfeld
Today’s presenter: Paul Stoddard

Zoom Support for the semester

Tuesday classes (until 3pm): Isaiah Humphries ihumphries@vassar.edu 443-566-2406
Friday classes: Grace Skakel gskakel@vassar.edu 541-645-0705
Single session events: Cora Blackwell cblackwell@vassar.edu 716-498-2293 or Mihai
General support: Denise LaForgue dlauforgue@vassar.edu
General questions about LLI classes can be sent to LLI@Vassar.edu

This presentation will be recorded. The slides will also be available at the LLI website.
Zoom basics

How to mute yourself. Point at the microphone icon, or at your name on the Participant list. Click the mute button.

How to turn your camera on and off. Just like Mute, point at the camera icon.

Use the “Participant” icon at the bottom of the Zoom screen to see a list of everyone on the call.

Speaker View vs Gallery View

How to chat (the default is everyone)

Make sure your full name is displayed in your video window. Point at your picture, click on the 3 dots, click on “rename”, type in your full name.
Polling and Breakout Rooms

- Poll #1 - How much Zoom experience do you have? (single choice)
  - Answers:
    1. None
    2. A little
    3. A lot

- Some presenters may use Breakout Rooms for discussions. We’ll try one now.
Tips for using Zoom

+ Pay attention to lighting – use front lighting, avoid windows behind you or cover them with shades.
+ The camera should be aimed straight at you (not up from an iPad). Make sure your whole face is showing.
+ Mute yourself when not speaking to the Zoom conference.
+ Turn off your phone and avoid other background noise (like barking dogs).
+ VC LLI will host a Zoom Hospitality Room on Tuesdays and Fridays from 12:30 to 1:30
+ Please sign on with only 1 device (using more than one causes feedback).
Asking questions on Zoom

There are 3 ways to ask questions. Your Presenter will tell you which one they want you to use.

1. Participants can use the “Raise Hand” feature.
2. Participants can type questions in the “Chat” feature.
3. Participants can unmute themselves and speak.

The Class Manager will assist the Presenter and may answer some questions in the Chat.
Class Manager Duties

- Class Managers will send Zoom meeting links to participants via email every week, 2 days before class. The link will be the same each week.
- Do not share the link or post it on Facebook or other social media.
- Classrooms will be open 15 minutes before class begins.
- Class Managers will monitor the meeting for raised hands and chat messages to assist the Presenter with your questions.
- Class Managers will send class materials out by email (unless Presenter prefers to do this). Some Presenters may use Moodle for sharing class materials (see Resources on the LLI website).
- You will receive class evaluation emails towards the end of the course.
- Class Managers will notify participants by email if class is interrupted and can’t be continued.
Other Tips

✦ Do not sign on to the Zoom class on multiple devices.
✦ If you get disconnected from the meeting, try getting back in by clicking on the Zoom meeting link in your class invitation.
✦ If the teacher’s video gets choppy, try turning off your own video to reduce bandwidth demands. You can turn it back on during discussion.
Other Tips

+ Bandwidth – if other people in your house are watching videos or playing games online it will use up your bandwidth and affect your Zoom experience. Ask your family not to watch videos or play online games while you’re in class.

+ If you’re consistently having problems, you might need more bandwidth. Try a bandwidth speed test: [https://www.speakeasy.net/speedtest/](https://www.speakeasy.net/speedtest/)

+ Zoom looks slightly different on different devices, so if someone has difficulty finding Zoom buttons during class that’s probably why. See the following slides.
Zoom meeting on an iPad

Your Zoom session will start with the “Speaker View”

Your “Image” or “Name” (if you have stopped the video) will be in the lower right corner

Clicking the “-” will reduce the image or your video to an icon

Clicking the “+” will expand it to a strip to show the other people in the meeting
Zoom meeting on an iPad

Expanded strip to show the other people in the meeting. To see more people, swipe left on the strip.

Clicking the “-” will reduce the image or your video to an icon.
Zoom meeting on an iPad

- Touching the screen in the upper area will show the other Zoom actions.
- Touching the screen in the upper area will also bring out an icon to go to grid view that will show all the participants in a grid.
- Clicking the “-” will reduce the image or your video to an icon.
Zoom meeting on an iPhone

Your Zoom session will start with the “Speaker View”

Swipe the screen from right to left to get the grid view

Touching the screen will show the other Zoom actions
- Mute/Unmute
- Video on/off
- Share Screen
- Show participant list

Your “Image” or “Name” (if you have stopped the video) will be in the lower right corner
Zoom meeting on an iPhone

This is the “Grid View” you will see after swiping left on the “Speaker View” screen.

Your “Image” or “Name” (if you have stopped the video) will be in the upper left corner.

Swipe the screen from right to left to get additional participants in the “Grid View”.

Double clicking one of the participants in the “Grid View”, will “Pin” that video.
Your “Image” or “Name” (if you have stopped the video) will always be in the upper left corner.

Swipe the screen from right to left to get additional participants in the “Grid View”.

Double clicking one of the participants in the “Grid View”, will “Pin” that video.
Zoom meeting on an iPhone

“Pinned video”

Your “Image” or “Name” (if you have stopped the video) will always be in the lower right corner.
Zoom training links

Go to the [Zoom Help Center](https://support.zoom.us) website

+ **Required** videos for Members:
  ○ How to join a Zoom meeting (1:09 minutes)
  ○ Joining & Configuring Audio & Video (1:42 minutes)
  ○ Meeting Controls (10:16 minutes)

+ Explore the Zoom Help Center for more information.

+ YouTube also has instructional videos.
How to make sure you have the current version of Zoom (if you have a Zoom account)
How to make sure you have the current version of Zoom, page 2

Update Available
New version 5.5.4 (13130.0228) is available. You have 5.4.7 (59780.1220).

Release notes of 5.5.4 (13130.0228)
Meeting/webinar features
-Enhanced custom gallery view with hidden non-video participants
-Clearer designation of shared content
Resolved issues
-Resolved an issue regarding slides as virtual background not recording properly
-Resolved an issue for a subset of users regarding annotation with an extended display on an iPad and Apple Pencil
-Resolved an issue for a subset of users regarding annotation with a portion of the screen
-Security enhancements
-Minor bug fixes

Release notes of 5.5.2 (12513.0205)
Resolved issues

Not Now  Update
Q&A
Free templates for all your presentation needs

For PowerPoint and Google Slides
100% free for personal or commercial use
Ready to use, professional and customizable
Blow your audience away with attractive visuals