

Co-host Zoom Training

Your Zoom Account

OLLI instructors and co-hosts will be registered for a licensed Zoom account through Ringling College. The licensed account is the property of the college and offers added security measures, as well as ample class times and sizes. OLLI/CS staff will set up your account, using the email address you provide as the User ID. This email address must be unique and not associated with another Zoom account.

The OLLI/CS Zoom account will be used solely for your classes and for OLLI/CS correspondence. You will need to check your OLLI/CS designated email address for Zoom scheduling, roster, updates, and other information related to the class for which you are co-hosting.

Once your Zoom account has been created, you will receive an email from Zoom (no-reply@zoom.us) **at the email address you provide to us for your OLLI/CS Zoom account**. In the body of that email, click **Activate Your Zoom Account**. You will be asked to create a password.

Note: For any problems with setting up and/or accessing your account, contact Danielle LaSenna at dlasenna@ringling.edu.

Class sessions and student rosters are created and uploaded by the OLLI/CS office. You will receive the class roster and a link to your class from the OLLI/CS office prior to the practice session.

Using your Zoom account on the web

Log in to your Zoom account on the web **using the email address assigned to your OLLI/CS Zoom account** at any time, at zoom.us/signin. Then use the panel on the left to navigate the Zoom portal. You can update your profile, schedule meetings, edit your settings, and more.

System requirements

- Laptop, desktop, tablet, or mobile device
- An internet connection: broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone: built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam: built-in or USB plug-in

Co-host Responsibilities

The co-host assists the host (instructor) to ensure the class runs smoothly and students are engaged in the learning process, so the instructor can focus on presenting material.

This primarily includes:

- Practicing with host prior to the semester to make sure you are in-sync with how the class is structured, preferences for Q&A/discussion, and how you can troubleshoot as needed
- Attending and assisting with the practice session with students a week prior to the class start date
- Joining class sessions 15-30 minutes early, along with the host
- Testing video and audio with host; adjusting camera height, lighting, and background as needed
- Admitting attendees from the waiting room into the classroom, checking names against the class roster for registration purposes.
- Assisting participants with Zoom settings:
 - changing their screen names,
 - selecting screen view settings, and
 - using meeting controls – raise/lower hands, mute/unmute, chat, start/stop video, etc.
- Assisting with Q&A/discussion by monitoring and calling on participants in order of raised hands
- Chatting privately with participants to solve technical issues and/or settings
- Troubleshooting with the host on Share Screen

Host and Co-host Controls

Host controls allow the instructor to control various aspects of a Zoom session, such as managing the participants. The host can also assign a co-host to help manage the administrative side of the session.

Hosts and co-hosts can control the following features in Zoom sessions:

- Mute participants
- Request that a participant unmutes
- Stop a participant's video
- Request that a participant starts their video
- Prevent participants from [screen sharing](#)
- Rename a participant
- Choose to enable an enter/exit chime
- Lock the meeting to prevent anyone new from joining after a class begins
- Place participants in waiting room and admit participants from the waiting room

Only hosts have access to these features:

- Give a participant the ability to [record locally](#)
- Make a participant [host or co-host](#)
- Enable the [waiting room](#) feature

Note: OLLI/CS sessions are not approved for recording.

Co-hosts do not have access to the following controls:

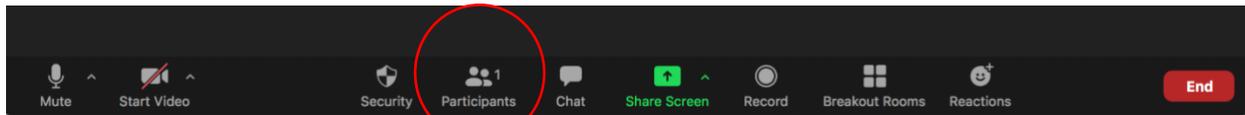
- End meeting for all participants
- Make another participant a co-host
- Start [breakout rooms](#) or move participants from one breakout room to another
- Start [waiting room](#)

Co-hosts also cannot start a meeting. If the host needs you to be able to start the meeting, he/she/they can assign you as [alternative host](#).

View participants list

Click the **Participants** icon in the meeting controls bar on the bottom of your Zoom screen to open the participant list on the right side of your screen.

One advantage of keeping the Participants List open during class is that you can easily see who has raised their hands and who is unmuted. You can also click on a



participant's name to send a private message in chat, change their screen name, mute/unmute, and lower their hand.

Order of participants

Names in the Participants List appear in the following order:

1. Host (Instructor)
2. Co-host (if applicable)
3. Phone numbers with no names
4. Unmuted participants (sorted alphabetically)
5. Muted participants (sorted alphabetically)

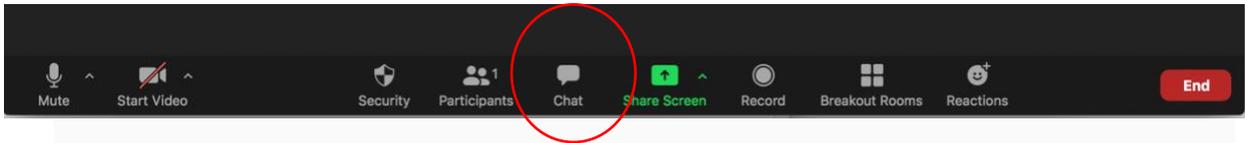
Note: As participants use the **Raise Hand** feature, they move up the list in sequential order beneath the co-host's name. You can then call on them in order of hands raised during Q&A.

In-meeting chat (desktop)

Chat allows participants to send messages to other users in the meeting, either privately to an individual or publicly to the entire group. The host can choose who is available for chat, or to disable chat entirely.

Note: Private messages between participants are not viewable by the host.

1. Click **Chat** in the meeting controls bar at the bottom of your Zoom screen.



2. The chat window opens on the right of your screen beneath the Participants List (if open). You can type a message into the chat box or click the drop down next to “**To:**” if you want to send a message to a specific person.

We recommend that **Chat** is set to allow participants to chat only with the co-host. Limit Chat to technical questions or matters that pertain to quality of the Zoom experience. Allowing participants to publicly chat becomes very distracting. Class discussions and questions are most effective when using the **Raise Hand** option.

Attendee Controls

Raise/Lower Hand

Participants can raise/lower their hands by tapping their name in the Participants List, then tapping **Raise Hand/Lower Hand**. A hand icon appears beside the participant’s name on the list as well as on his/her video (window) on the Zoom screen.

Mute/Unmute

Participants can mute/unmute themselves in the Participants List, on their screen image, and by selecting the **Mute/Unmute** button (microphone) on the left of the meeting controls bar.

Start/Stop Video

Participants can start and stop their own video in the Participants List, on their screen image, and by selecting the **Start/Stop Video** button (video camera) on the left of the meeting controls bar.

Testing your device's audio

There are two ways to join meeting audio – by computer or by phone. Test your audio before or after joining a meeting.

Prerequisites:

- Microphone, such as the built-in microphone on your device, a USB microphone, or an inline microphone on headphones
- Speaker or headphones

Join a test meeting

You can [join a test Zoom meeting](#) to familiarize yourself with Zoom and test your microphone/speakers before joining a Zoom meeting. Visit zoom.us/test and click **Join**.

Audio echo in a meeting

There are three possible causes of hearing audio echo or feedback during class:

1. A participant with both computer and telephone audio active
2. Participants with computer or telephone speakers too close to each other
3. Multiple computers with active audio in the same room

Muting is not enough to solve this issue. This simply mutes the mic, but the speaker is still on.

To isolate the attendee:

- Mute the attendees one at a time
- Mute all, and unmute one at a time
- Attendees can mute themselves

The source of echo can also be from:

- Speakers (such as TV or soundbar) that are too loud
- Echo cancellation has failed (device or performance issue)
- A bad microphone

Testing your device's video (camera)

You can test your video camera with Zoom before joining a session to ensure that the camera is working correctly.

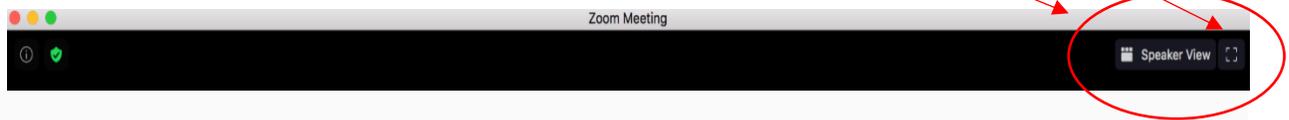
You can practice with someone before your session begins or [start a test Zoom meeting](#).

Selecting your screen view (video layout)

You may choose from three screen (video) layout options: **Active Speaker**, **Gallery View**, and **Full Screen**.

Any of these layouts can be used in Full Screen or Windowed mode.

To choose your preferred layout, click on the controls on the upper right corner of your screen. To select full screen mode, click the icon with four arrows (open box) in the corner.



Note: The screen view you choose applies only to your device. It does not change the view others have chosen on their devices. Each person controls their own screen layout.

Active Speaker View

Active Speaker View is the default layout. In this setting, the large video window will switch between whomever is speaking. Other participants will show in smaller “windows” at the top of your screen. Click to [learn more about Active Speaker](#).

Gallery View

You can also select to view your screen layout in **Gallery View**, which allows you to see up to 49 participants at a time, *depending on your CPU*. You will have an arrow to scroll through the remaining participants. Click for more about [displaying participants in gallery view](#).

Full Screen View

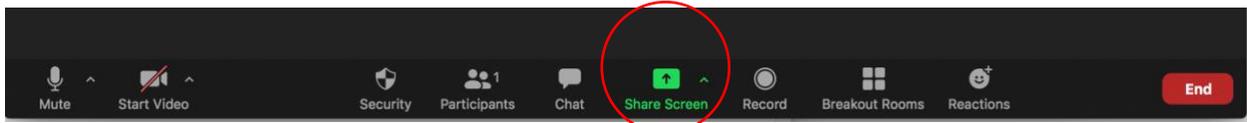
Zoom allows you to take any of the layouts into **Full Screen View** by clicking on the icon with four arrows at the top right corner of your Zoom window. You can exit full screen by pressing **Exit Full Screen** in the same location or using the Esc key on your keyboard.

Note: In older versions of MacOS, select **Meeting** and **Enter Full Screen** in the Top Menu bar.

Share Screen

Zoom allows for screen sharing on desktop, tablet, and mobile devices.

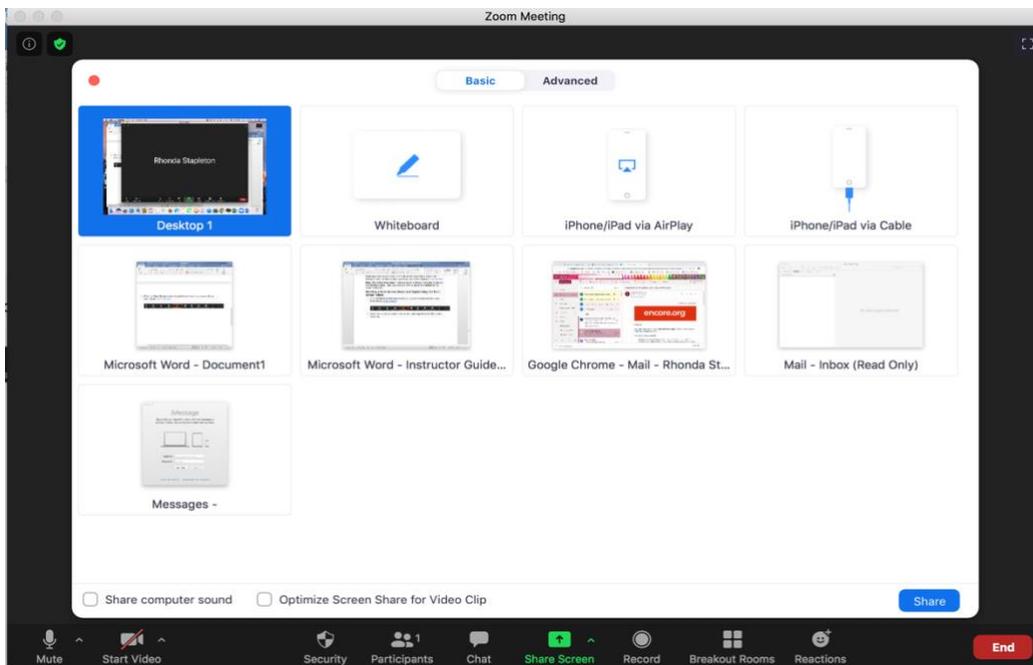
1. Host and attendees can screen share by clicking **Share Screen**.
2. Host can choose to [prevent participants from accessing screen share](#).



While in class, you can share the following content:

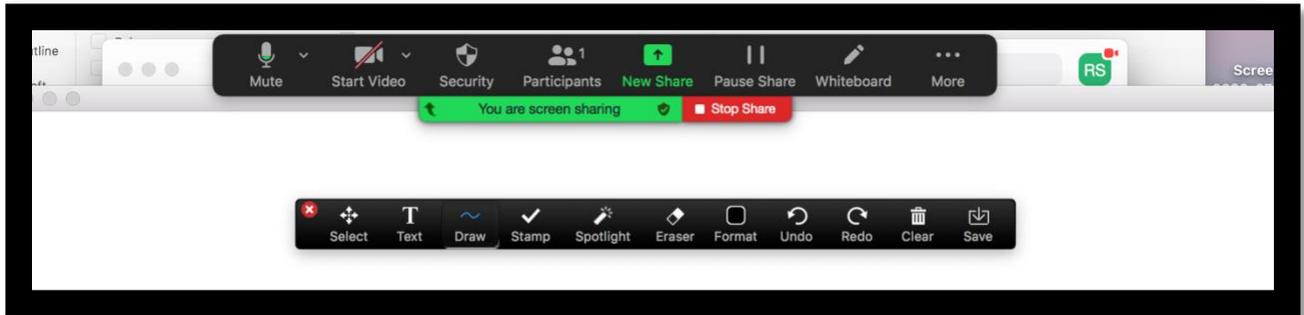
- Entire desktop or phone screen
- A specific application
- A portion of your screen
- [Whiteboard](#)
- Audio from your speaker
- Video from secondary camera
- [iPhone/iPad screen](#)

A new screen opens, where you can select the object/document you want to share.



In Share Screen mode, a menu appears at the top of the host's Zoom screen, from which they can annotate directly onto the document or whiteboard. This is also a great way to see

that you are in Share Screen mode. To end Share Screen, the host will click the **red Stop Share** button and return to screen view.



Generally, the instructor will be the only person screen sharing. In some classes, however, students may share their work for input from the class.

Watch a one-minute video on Screen Sharing: <https://youtu.be/YA6SGQIVmca>

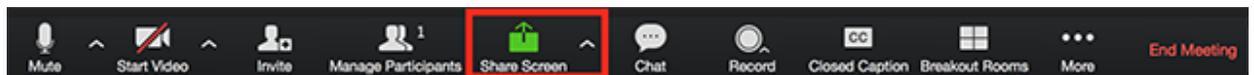
Sharing a Video/Audio Clip in Full Screen

Zoom optimizes screen sharing of a **full screen** video clip to ensure participants have the best quality experience.

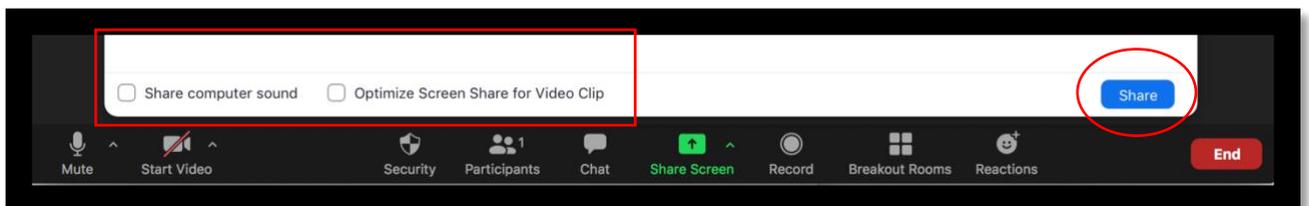
Note: If you are not sharing a video, make sure you turn off the option to optimize for full-screen video clip.

Starting a new screen share and optimizing for full-screen video

1. Click **Share Screen** on the meeting controls bar at the bottom of your Zoom screen. Learn more about [screen sharing](#).



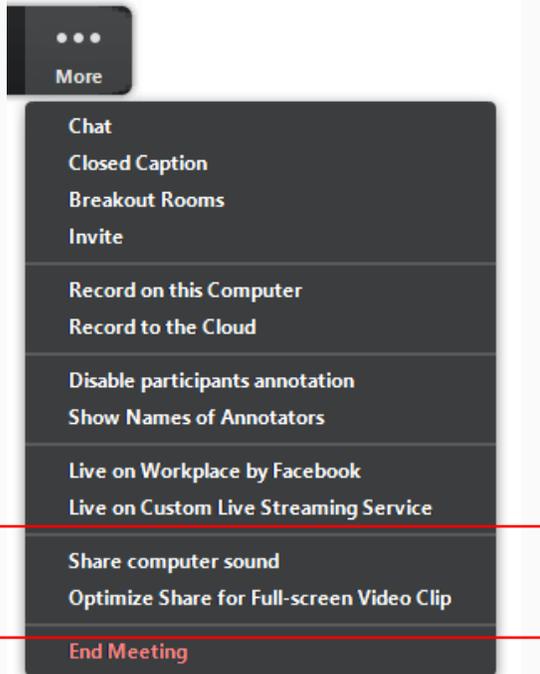
2. Select **Optimize for full-screen video clip** and **Share computer sound** at the bottom left of your screen.



3. Click **Share Screen**.
4. Start playing your video in full-screen.

Optimizing your video/audio while already in screen sharing

1. Click **More** in the screen share controls.



2. Click **Share computer sound** and **Optimize Share for Full-screen Video Clip**.
3. Start playing your video while sharing your screen.

Streaming a Film on Zoom

Prior to your Zoom session, have the film you wish to show **Share Ready**. You can stream by either of the following methods:

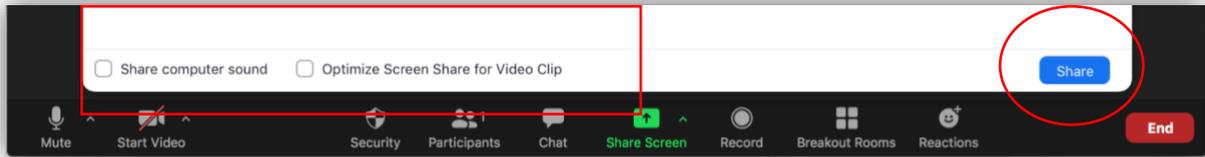
- If you are using a streaming service (Netflix, Hulu, etc.), simply open your browser and navigate to the film.
- If the film is downloaded on your local storage, launch your favorite media player and load the film.

In either case, select and start the film, then cue it to the point where you want to begin showing and pause the film. It is **Share Ready**.

Start your Zoom session. When you are ready,

1. Click **Share Screen** on the meeting controls bar at the bottom of your Zoom screen.

2. In the next window, click **Share computer sound** and **Optimize Screen Share for Video Clip** for **Video Clip**.



3. Choose the location of your film from the window (similar to the one below).
4. Then click **Share**.

