



18 October
2020



SANDRO'S ZOOM GUIDELINES, TIPS & TRICKS

Let's enjoy our Zoom-based classes and enhance our learning experience by understanding expectations and following some handy tips and tricks.

EXPECTATIONS

While some of the following may seem pedantic, they are important for ensuring meeting security, and to promote learning by mitigating distractions:

1. As an important security measure, when joining a scheduled meeting, you may be placed in a virtual Zoom **Waiting Room**, after which the Host will admit you into the Meeting Room at the designated time. All this will be clearly explained to you on-screen. **Your audio will be MUTED and your video will be OFF by default** as you log into the session. Simply click the controls on the left side of the Zoom Toolbar at the bottom of the screen to unmute and turn video ON when ready. See the illustrations on page 2.
2. The following features may be disabled by the Host in an effort to keep distractions at a minimum and enhance meeting effectiveness in a learning environment: → participant audio and video, → private messaging, → screen-sharing, → annotations, → file transfers, and → renaming yourself.
3. The Host may temporarily enable video only for a presenter - for example, a student giving a report/presentation or reading something to the class. This affords maximum focus and attention given to the presenter.
4. In the interest of time and meeting cohesion, any technical issues must be resolved off-line. OLLI will have technical support staff available during regularly scheduled classes. Email to OLLI staff should be directed to olli-online@udel.edu or LLL-wilm@udel.edu.

ZOOM GUIDELINES, TIPS & TRICKS

1. **Check your video and audio presence.** All meeting participants, including the Host, would love to see your face clearly. Think about the lighting at your location. Avoid a strong backlight, such as from a window behind you. The camera will adjust for that light, darkening your beautiful countenance! Additionally, a darkened room will add a lot of “noise” to the picture as the camera tries to balance the exposure levels. Try bouncing a light off the ceiling or wall to the side in order to provide soft lighting on you. Additionally, watch for background items that might distract, such as: your collection of lava lamps, the cat scooping up your goldfish, the grandkids beating up each other, and so on... As for **audio**, via your Zoom account settings, go to “Test Computer Audio”. You want to make input adjustments using the controls provided to configure the ideal audio setting for how you sit at the computer and mic. Your normal speaking voice should peak just before the “red” in the audio input graph displayed to you. Zoom will play back your test audio for you to tweak if necessary. Finally, make sure you TEST YOUR VIDEO and AUDIO before the meeting! Oh... and don't forget to get out of your pajamas, comb your teeth and brush your hair!
2. **Position your camera.** If you are using a standalone webcam, place it just above the top-center of your screen, where a laptop camera would normally be located. This helps create a more direct sense of engagement with other participants by improving eye-to-eye contact. And... if you misbehave, the Host is better able to cast the evil-eye your way!



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- 3. MUTE your microphone when not speaking!** Background noises such as paper shuffling, nervous tapping, sneezing, coughing, cursing, TV/radio, slurping your cappuccino, flirting with the cat, etc. WILL be heard by everyone in the meeting, and your video feed will fill the screen until the noise ceases. Do you want everyone to hear your espresso machine spit out its final bits of aromatic foam?! Learn where the mute/unmute button resides, or use the spacebar trick to temporarily unmute (may not work on all systems). The Host may mute you; no need to summon the mob!
- 4. Avoid distractions.** You can make it easier to focus on the meeting by: → turning off notifications on your computer or device (eg; incoming text messages, emails, delivery alerts, etc.); → closing or minimizing running apps, and → turning-off, muting or enabling Do Not Disturb on your smartphone.
- 5. Avoid multitasking.** You'll retain the lesson and/or discussion better if, during the meeting, you refrain from replying to emails, text messages, or friend requests, taking selfies, making the next move in *Words With Friends*, etc. Plus, you know... common courtesy.
- 6. Prepare materials in advance.** Will you be sharing content during the meeting? Make sure you have your files and links ready – and tested – *before* the meeting begins. There is no worse feeling than having to fumble around when being expected to answer or present something while multiple meeting participants watch in horror... *Go ahead, ask me how I know!*
- 7. Learn to use the digital Hand-Raise tool and the Reaction tools.** The Host may ask you to use the *digital hand-raise* feature or *reaction tools (icons)* feature to signal a questions or comments. Learn where these are located. They are very useful in helping the Host efficiently manage the flow of the meeting. If there is a large number of participants, the Host may not see you frantically waving your hand and making scary faces to get your attention! The *hand-raise* tool will toggle a little hand that will appear in the Host's list of participants. *Reaction tools* are: clapping, thumb up and down, slow-down, speed-up, coffee cup (for "need a break")... all we need is a "bio-break" symbol!
- 8. Switch between Speaker View and Gallery View.** Speaker View shows a large video of the person currently speaking. Gallery View shows small thumbnails of participants. Use Gallery View for smaller group meetings. The control buttons are in the upper right corner of the Zoom window.

THE ZOOM TOOLBAR

After a meeting has been started, you'll see a Zoom window that has a series of icons at the bottom of the screen. If it is not showing, move your mouse over the window to make it appear again. [Your Toolbar may appear slightly different.]



These are the TOGGLE SWITCHES to mute/unmute your microphone, and to stop/start your camera. Click on the ^ arrow to see options.

See who the other participants are. A window with list will pop-up.

To show PowerPoints/Keynote presentations, or other documents or your desktop, click Share Screen.