

Zoom 101 For Instructors

Cynthia LaCoe-Maniaci, PhD

Health & Wellness Coordinator for Oasis Albuquerque

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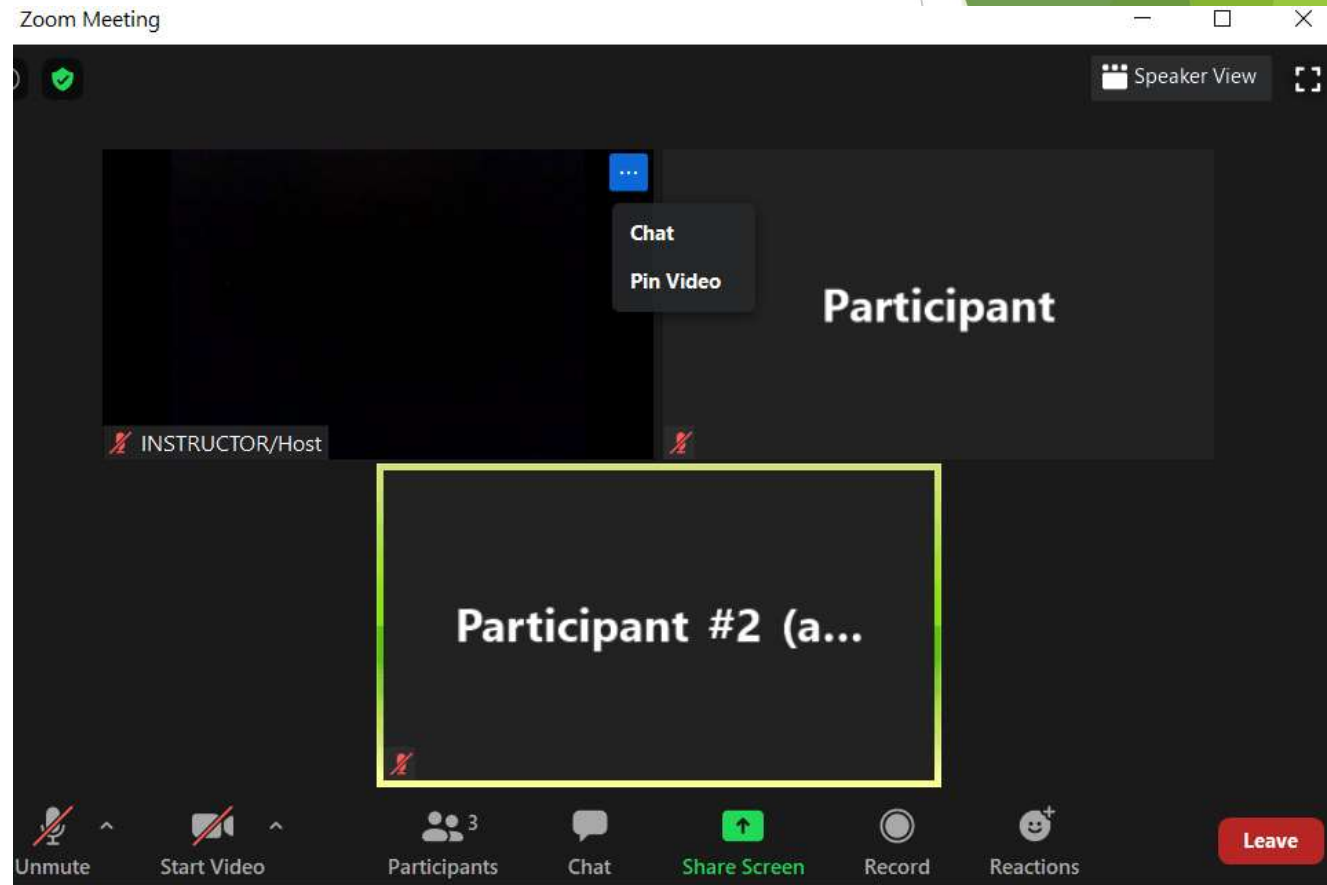
Overview

- ▶ Basic options/controls
- ▶ Renaming
- ▶ Hearing & being heard
- ▶ Seeing & being seen
- ▶ Non-verbal communication tools
- ▶ Safety
- ▶ Setting Up A Meeting
- ▶ Practice
- ▶ Q&A



Basic options/controls on a COMPUTER

Gallery View





Basic options/controls on a COMPUTER

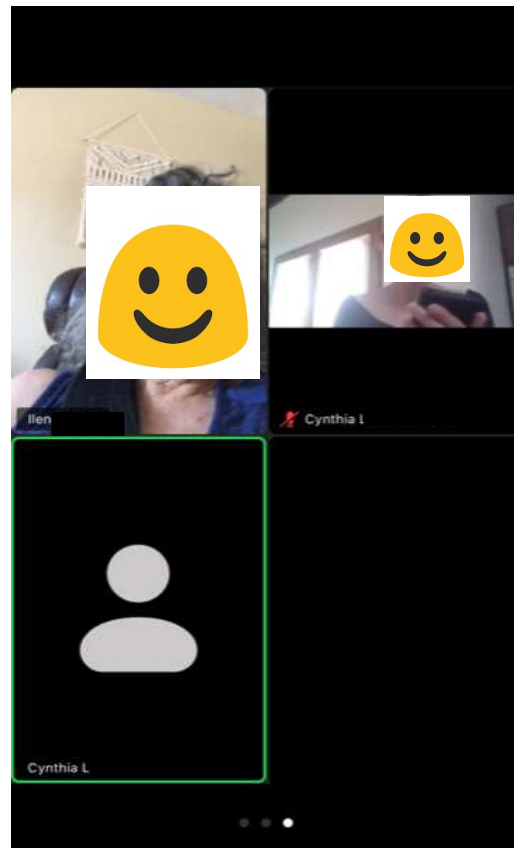
Speaker View

The screenshot shows the Zoom Meeting interface in Speaker View. The main display area is dark with the name "Cynthia L" in large white text. A red video thumbnail for "Cynthia LaCo..." is visible in the top right, with a blue "Unmute" button and a three-dot menu icon. The menu is open, showing options: "Unmute My Audio Alt+A", "Stop Video", "Rename", "Pin Video", and "Hide Self View". The bottom toolbar contains icons for Unmute, Stop Video, Security, Participants (2), Polls, Chat, Share Screen, Record, Reactions, and a red "End" button. The top of the window shows "Zoom Meeting" and window control buttons. A "Gallery View" button is in the top right corner.

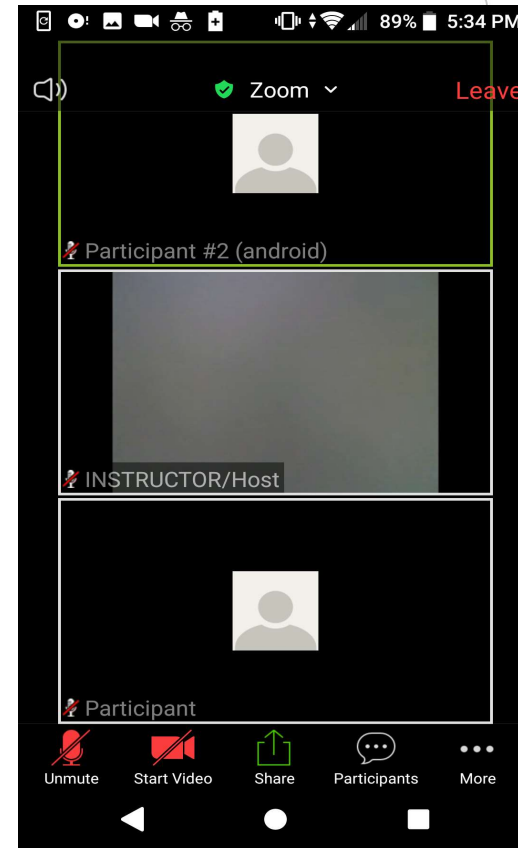


Basic options/controls on a SMARTPHONE/TABLET

Gallery View



iPhone

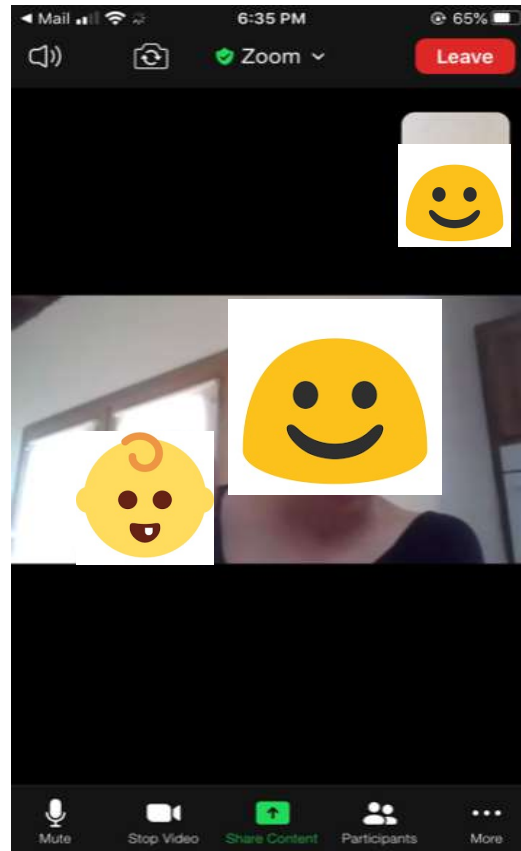


Android

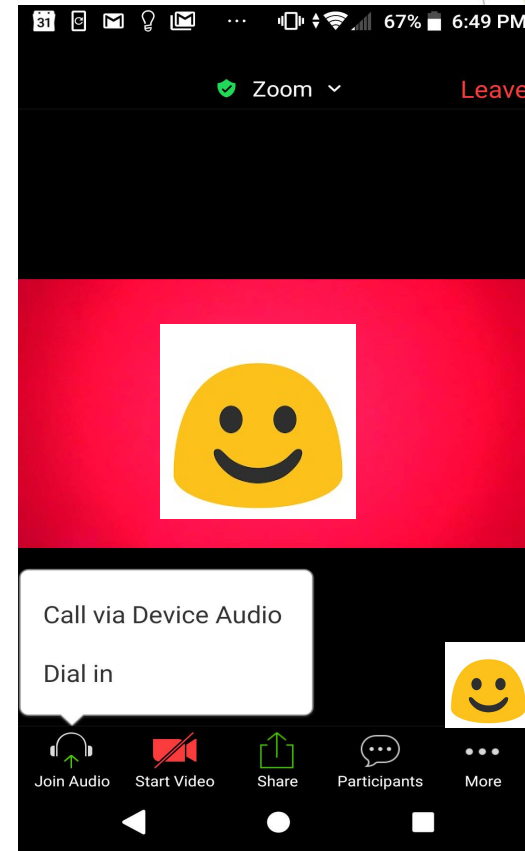


Basic options/controls on a SMARTPHONE/TABLET

Speaker View



iPhone



Android



Renaming

- ▶ Why: Helpful for your participants and for you (attendance)
- ▶ Recommended name: First name & last initial
- ▶ How to:
 - ▶ Computer: Click the “...” in top right corner of your video box, select rename, type your name, click Ok
 - ▶ Smartphone/tablet: Click “Participants” in bottom right of screen, click “>” next to your name, select “rename”, type your name, click Ok



Hearing

- ▶ Computer/phone speaker volume
- ▶ “Mute/Unmute ^”, audio settings, speaker
- ▶ Limit background noise
- ▶ Use a headset or connect speakers
- ▶ Ask to “Unmute”
- ▶ Last resort: Call in on phone for audio





Being heard

- ▶ Join with computer/device audio
- ▶ Unmute self
- ▶ Consider Mute All (Participants>Mute All/Unmute All), or yellow box
- ▶ Sit/stand close to device or consider wireless headset w/microphone
- ▶ 2 seconds of silence before speaking
- ▶ “Mute/Unmute ^”, audio settings, microphone
- ▶ **Limit background noise**
- ▶ Last resort: Call in on phone



Seeing

- ▶ Full screen/maximize Zoom
- ▶ Turn up device brightness
- ▶ Participants, start video
- ▶ Gallery/speaker view
- ▶ Hide video
- ▶ Camera angle
- ▶ Spotter(s)
- ▶ Connect to larger device (HDMI or USBA/USBC cord)



Being seen

- ▶ Video on/off
- ▶ No other apps or covers
- ▶ “Start/stop Video^” → video settings
 - ▶ At very bottom, “trouble shooting”
 - ▶ Original view rather than widescreen
- ▶ [Front lighting](https://www.youtube.com/watch?v=9qyT1KBp-6s&feature=youtu.be) (<https://www.youtube.com/watch?v=9qyT1KBp-6s&feature=youtu.be>)
- ▶ Solid background (contrast clothing with background)
- ▶ Spotlight video
- ▶ Camera angle (aim low! check you angles in your video box)



Get creative, get large!

Connect Devices

▶ Phone/tablet → TV or Computer Monitor:

- ▶ USB (micro or C) → USB or HDMI or HD 15
- ▶ Wirelessly



▶ Laptop → external monitor/TV

- ▶ HDMI → HDMI
- ▶ USB → HDMI
- ▶ Older devices: HD 15 (big blue)
- ▶ Newer: wirelessly

▶ Converters





Reactions & non-verbal communications

- ▶ **Physical gestures:** ask for literal thumbs up/down or hand raise
- ▶ Zoom Reactions
 - ▶ Click Reactions: Clap or thumbs up
 - ▶ Click Participants: Raise hand, yes/no, slower/faster, thumbs up/down, clap, need a break, away
- ▶ Polls:
 - ▶ You: Polls → Add title(s), question(s), response options, save | launch as needed | you can share results and/or relaunch
 - ▶ Participants: automatically pops up on screen: select response → submit
- ▶ Chat
 - ▶ Click Chat (or More, then Chat)
 - ▶ Select who to send it to (everyone, instructor/host, specific participant)
 - ▶ Consider disabling chat between participants



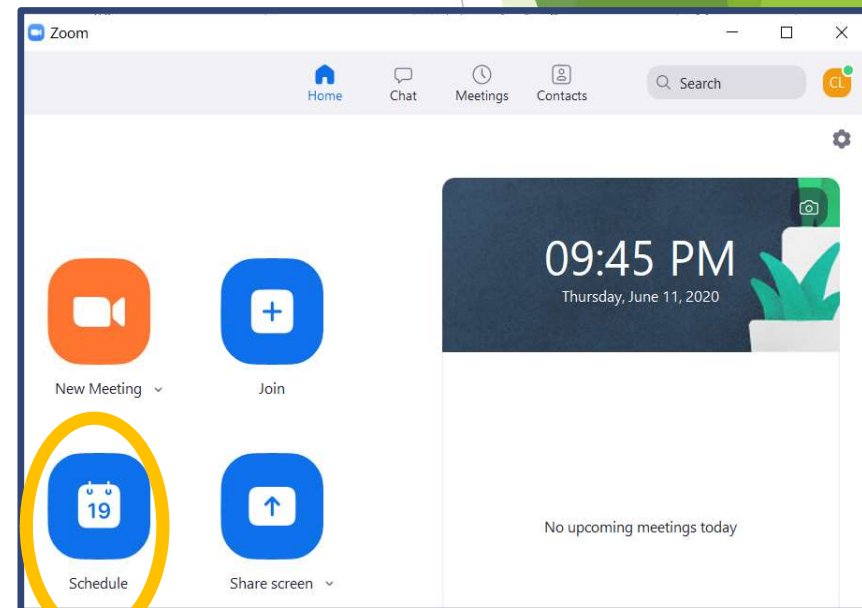
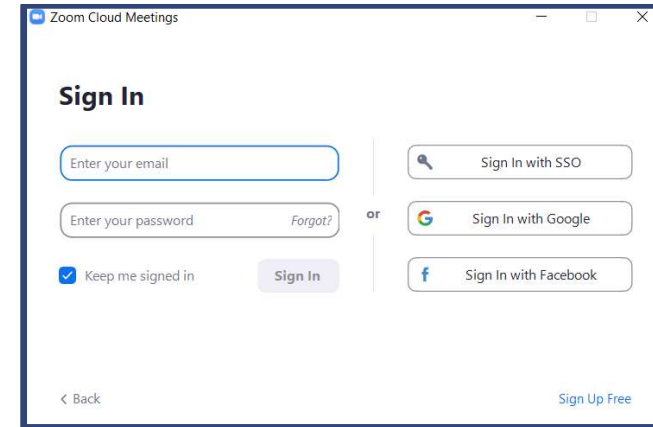
Safety

- ▶ Limit sharing of meeting access link, ID, or password to prevent Zoombombing
- ▶ Fully exit the program after your meeting; participants exit first
- ▶ Consider asking for location & contact in case of emergency
- ▶ Check in frequently, use a spotter, *request* videos on
- ▶ Encourage
 - ▶ Safe footwear: non-skid, secure to feet (e.g., no slippers)
 - ▶ Safe/comfortable/own range of motion
 - ▶ Stopping if you feel chest pain, shortness of breath, or dizziness
 - ▶ Staying hydrated
 - ▶ Having sturdy, wheelless chair or a wall/table/counter close by for safety



Setting Up A Meeting

- ▶ Create a Zoom account (username/email and password) and sign into app
- ▶ Schedule
 - ▶ Start = 15min before desired start (40min limit on free account not currently enforced)
 - ▶ Recurring meeting, reuse link
 - ▶ Enable waiting room, mute on entry
 - ▶ SCHEDULE
- ▶ Copy, edit, then share invitation
- ▶ Do not share the meeting access link, ID, or password with others to prevent Zoombombing





Resources

- ▶ One-on-one tech help: Teeniors
www.teeniors.com 505-600-1297
- ▶ Share your class(es) on Paths to Health NM by emailing Tiara
www.pathstohealthnm.org 505-850-0176
- ▶ Tai Chi for Health Institute
<https://taichiforhealthinstitute.org/>
- ▶ Tai Ji Quan: Moving Better Balance
<https://tjqmbb.org/>
- ▶ NCOA:
ncoa.org
- ▶ Lifelong learning classes (including technology), wellness and balance classes, and volunteer opportunities: Oasis ABQ
www.oasisabq.org 505-884-4529



Practice

- ▶ Gallery/Speaker view (pinning & spotlighting)
- ▶ Mute/Unmute
- ▶ Start/Stop video
- ▶ Cohost:
 - ▶ Mute/unmute All
 - ▶ Rename
- ▶ Participants
- ▶ Chat
- ▶ Thumbs up
- ▶ Raise hand



Questions?

- ▶ Type one into the chat tool
or
- ▶ Raise your hand using the raise hand tool
or
- ▶ Raise your hand physically (if your video is on)

Thank you for joining us!

For more Oasis programs, visit our website:

oasisabq.org