OLLI Zoom Information – Spring Semester 2021

All OLLI courses in the spring semester will be offered live online-only via Zoom. Courses will be offered in one of two formats: Zoom Webinar and Zoom Meeting.

How do I know what format my OLLI course(s) will be using?
See the **current course descriptions** on the web for that information – each listing tells you what format the course will be conducted in (Webinar or Meeting) –
http://olli.illinois.edu/courses/current.html

All courese, regardless of their format, will have two required pieces of sign-in information: a Meeting ID (a unique 9-, 10-, or 11-digit number) and a Password (a 6-digit number).
- **This Zoom information will be sent to all registrants on Wednesday, January 20**. You will receive a separate email for each course.

- The Zoom information will remain the same for each meeting of that particular course throughout the semester – so **SAVE THIS!**

- We recommend that you **DEVISE A PROCEDURE FOR STORING THIS INFORMATION – print the emails and keep them in a folder, write it on your calendar, or another foolproof system** that will help you to find the information each week. Due to the volume of registrations, we cannot re-send these materials throughout the semester.

Defining Zoom Terms and Formats
All courses will be offered in one of the following Zoom formats: Webinar or Meeting. Announcements for OLLI Zoom activities will always note the format for that particular activity, and you can find this information in the course listings on the OLLI website for the spring semester.

Zoom Meeting
- This format is the one that most people are familiar with: students are seen on-camera in tiles across the screen, and they can control their microphones so they can speak to the instructor and each other.

- The instructor can share PowerPoints and other materials with the rest of the class.

- This format is best suited to smaller-group, interactive discussions; and courses offered in this format will have enrollment limits.

- Additional security measures (such as a "waiting room" that allows only registered students to be admitted into the Meeting) will be implemented for the safety and smooth operation of events that are conducted as Meetings.

Tutorial: Signing in to a Zoom Meeting - https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting

Zoom Webinar

- In this format, students will see the instructor and their materials on the screen (PowerPoint, video/audio clips, etc.) – but the students themselves will not be on camera, and their microphones will be automatically muted.

- There are Zoom procedures for asking questions/making comments: typing the question in the Q&A panel, after which the moderator will share the question with the instructor and it will be answered for all to hear.

- The Webinar format offers increased security, fewer accidental interruptions, and the opportunity to focus most of the attention on the instructor and their presentation.

- OLLI's Webinar license can also accommodate large numbers of participants, so members will not encounter wait lists with any of the courses that are being offered in the Webinar format.

Tutorial: Signing in to a Zoom Webinar - https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee-

How to Sign In to Zoom Online Study Groups
1. Every Zoom event (both Webinars and Meetings) has a unique Meeting ID (a 9, 10, or 11 digit number) and a Password that registered students will need to sign in each week.

2. There are several ways to sign in to a study group; you will only need to use one of these options –
- click on the link in the email, which will take you directly to the class

- Go to https://zoom.us/ (or the app, if you are using it) and click on "Join Meeting" – there, you will be prompted to enter the Meeting ID, click "enter," and then enter the Password

- If you are not able to sign on with a computer or smartphone, you can call the phone number included in the sign-in email from any phone (including flip phones and land lines). After you have called the phone number, you will be prompted to enter the Meeting ID and the password on your phone's keypad.

If you join the meeting by telephone, you will not be able to see the presentation or use the interactive features, but you will be able to hear the presenter.

The telephone option is available for anyone registered for the course – and you should **consider it a back-up option if you experience computer trouble** on the day of a course.

The Waiting Room – for Zoom Meetings Only
A small number of OLLI courses will be offered using the Meeting format. We will always let you know, when announcing an event, which format we will be using.

The Webinar format has additional security measures that will keep the classes safe and secure for all participants.

For Meetings ONLY, we will use an extra security measure called the "Waiting Room."
Once you enter the Meeting, you will be in the Waiting Room – and you will see a message indicating that the host will move you into the event before the class begins.

Once you have been admitted to the Meeting, you will be able to proceed with checking your camera and microphone settings.

This function allows for an extra level of safety and guarantees that only those who have registered for the course will be participating.

Once You Have Joined the Zoom Online Event:

Here is what you can expect in **Zoom Webinars –**

- Attendees will be able to see the speaker and their PowerPoint or other teaching materials, but participants will <u>not</u> see each other on the screen (so you do not have to have a webcam or worry about configuring your video or audio)

- Students' microphones will be automatically on "mute."

- If you want to change how your name shows up in the participant list (visible to the instructor and moderator), hover your cursor over your name and click "Rename" – type your name as you want it to be displayed and hit "enter." To permanently change your name as it is displayed, go to My Profile in the Zoom app or website.

There are multiple controls that you will be able to adjust once you are in Zoom Webinar – but please note that <u>displays will vary by the device you are using, and not all controls are available on every device</u>. (For example, a desktop computer has more controls than a smartphone.)
- You can expand the display to fill the full computer screen.

- You can click on the "Chat" or "Q&A" boxes to open them and type a message or question.

And here is what you can expect in **Zoom Meetings** –

- Attendees will be able to see the speaker and their PowerPoint or other teaching materials – and also each other.

- Students' microphones will be active, but **we recommend that your default setting is "mute"** to avoid unexpected interruptions. Just remember to un-mute yourself when it is your turn to speak!

- If you want to change how your name shows up in the participant list and on your own video tile, hover your cursor over your name and click "Rename" – type your name as you want it to be displayed and hit "enter." To permanently change your name as it is displayed, go to My Profile in the Zoom app or website.

There are multiple controls that you will be able to adjust once you are in Zoom Meeting – but please note that <u>displays will vary by the device you are using, and not all controls are available on every device</u>. (For example, a desktop computer has more controls than a smartphone.)
- You can expand the display to fill the full computer screen.

- You will have the choice between <u>Speaker View</u> (where the speaker occupies the largest frame, and other students appear as smaller tiles) or <u>Gallery View</u> (where you can see all or most participants). On smaller devices, such as smartphones, you will see a limited number of participants on your screen, but you can scroll or swipe to other pages to see more students' images.

How to Ask Questions in Zoom

Students can ask questions in different ways, based on the class format:

- In **Webinars**, students can type their question in the Q&A panel (so the moderator can read the questions out loud to the instructor and the full class.

- In **Meetings**, participants will be visible on-camera, so they will be asked to <u>physically</u> raise their hand to ask a question. The moderator will identify those with raised hands and call on people in turn, and remind the student to un-mute their microphone as needed. If a student prefers to type a question (or if they do not have a webcam), they may enter it in the "Chat" panel, and the moderator will read the question to the instructor and students.

About Accessibility
You can control the audio on your own device by adjusting the settings on your computer, tablet, or smartphone. If you are still having trouble hearing, headphones or earbuds connected to your device can help isolate the sound, if necessary.

Extremely Important Information about Registration and Sign-In Information
Do not share the course sign-in information with anyone, either public or private. To do so is a violation of OLLI policies, Osher Foundation requirements, and the laws governing fair use of copyright-protected materials in an academic setting.

All OLLI courses are open only to active OLLI members who have registered to participate in those events and paid the course fees.

Getting Started with Zoom if You Are a First-Time User
1. Create a free Zoom account, if you do not already have one. Go to **https://zoom.us/** – click on the link in the upper right that says "Sign Up, It's Free" and follow the simple instructions to create your account. (Be sure to make a note of your sign-in information for future use!)

You will be able to sign in to all Zoom events through this website. OR, you may wish to download the Zoom app from the App Store (if you are using a tablet or smartphone); but this is your choice, and the app is not required.

2. You do not need to download any software to your computer/tablet/smartphone. However, the first time you sign in to a Zoom event, you may be prompted to click on a button to launch Zoom on your device.

Zoom Tutorial – this guide breaks down the instructions based on the type of device you will be using (desktop or laptop computer, tablet, iPhone, Android phone) -
https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting?mobile_site=true

Tips To Make Your Zoom Course Experience More Successful and Enjoyable

If you are having audio issues with a Zoom broadcast:
1. Make sure that the audio setting on your device (computer, tablet, smartphone) is turned up to the highest setting if you can't hear it clearly. If the sound is *too* loud at your end, you can adjust your audio setting to the level that is comfortable for you.

2. If you want to block out background noise, try using headphones or earbuds connected to your device. That will help to isolate the sound coming from the Zoom presentation, so you can hear it more clearly. (Pro tip: using Bluetooth earphones will allow you to walk away from your computer and still hear the presentation.)

If you are having internet issues:
1. A computer with a **wired Ethernet cable** connected to the internet will give the best and most consistent results.

2. **If two members of your household are both registered for a course**, sign in under one account and watch it on the same device. This will minimize the burden on your home internet connection. If you would like to have both of your names reflected on the Participants list (and on any questions you ask), you can add both names to your identification when signing in (on the same page where you enter the Webinar/Meeting ID number). You can also change your name in your Zoom account settings.

3. If you have questions about **how to optimize your internet connection** for the new Zoom-based world, this recent article from Wired.com provides some tips for strengthening and protecting your home internet –
https://www.wired.com/story/how-to-make-your-wifi-better-faster/