

Belfast Senior College

Zoom Guide for Instructors

Introduction

This guide is offered to all Instructors who will be teaching courses using the Zoom remote meeting service. Even if you are experienced with Zoom we encourage you to read through this guide so you will understand how Senior College plans to make use of Zoom and what is expected of you. Please note: most classes will be HOSTED by a tech-savvy person and TAUGHT by the Instructor, so in this guide Host will be used to describe the tech-savvy person and the Instructor will not be the Host!

Host and Instructor

Typically, each Zoom-based class has a Host assigned to it. This person works with the Instructor to coordinate administrative tasks before and after the course as well as monitor the Zoom sessions during each class. The Host will start and stop each meeting and handle the technical details while the Instructor teaches. However, the Instructor cannot just hand over all the Zoom responsibilities to the Host and avoid Zoom knowledge altogether. The Instructor and Host must work cooperatively to ensure the meetings go smoothly. Therefore, it is important that the Host and Instructor meet before a course begins to sort out their responsibilities.

Role of the Instructor

This is your course and you should run it as you wish. However, your Host is here to help with tasks that often get in the way of teaching. So, coordinate with your class Host to divide responsibilities between you. Check in with each other between meetings to ensure all is well.

Hopefully, your Host will take care of troublesome admin tasks and you will be free to teach. However, you will need to monitor the video windows of participants to watch for problems that might be evident. If you ask for reactions, watch for them to appear as icons within each participant's window.

You should also monitor the Chat window, unless you have agreed with the Host that they will do that for you. In that case, you should monitor the Chat window for any alerts from the Host!

If you share your screen with the class, try to share only a particular window that contains the content you wish everyone to see. If you share your full

screen with the class, the result can be rather tiny on participant screens because it includes lots of extraneous details that are probably not relevant. Remember, not all participants have screens as large as yours or with the same high resolution as yours, so what you share may have to be scaled on their display and, therefore, become harder to see. If you identify what you will be sharing in advance, you can take screenshots or otherwise prepare your windows to a good size.

Resources

Zoom official help center

<https://support.zoom.us/hc/en-us/>

Maine Senior College Network - Zoom tip sheets

<https://www.maineseniorcollege.org/zoom-tipsheets>

Video tutorials for beginners

<https://www.youtube.com/watch?v=QOUwumKCW7M> (13 minutes)

https://www.youtube.com/watch?v=U_JohBDMur4 (39 minutes)

<https://www.youtube.com/watch?v=HIX6EdxUKqU> (30 minutes)

Video tutorials for more advanced

<https://www.youtube.com/watch?v=IPhOfuulGYg>