GUIDE TO HOSTING AT BELFAST SENIOR COLLEGE
from the Curriculum Committee

Introduction

This guide is offered to all those who will be HOSTING 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. Classes are expected to be HOSTED by a tech-savvy person (you) and TAUGHT by the instructor, so it is recommended that the Instructor and the Host will not be the same person. This is a brief overview of the material you can find in the Lewiston/Auburn "Host Manual" you already have (if not, ask and it will be sent to you).

Overview of the Host Job:
The job of "host" for the Senior College classes is basically one of support for the INSTRUCTOR of the class. This will include:
•   Discussion (in advance) with the instructor as to specific needs
•   Guaranteeing that the Zoom link will be optimum
•   Assisting with communication between instructors and students
•   Providing Senior College with necessary information and forms, including evaluations, feedback, and any other needed communications.
•   You are there for tech support, not as co-instructor. So be professional [and friendly] ??.

Suggested schedule:
As soon as you accept the hosting assignment, ask Al Arthur for the link to the "spread sheet" for the season's classes. NOTE the "host key" tab on the bottom of the page Click on the "host keys" tab and find the "class list" link(s) for your class(es).

About a week in advance of the class
1. Check on student registration (click on "class list" link and open the list)
2. Contact your instructor (in the "class list") and have a "Zoom" meeting with him/her. This enables
        discussion on what assistance s/he wants.
         ensuring that the visuals and audio from the instructor is adjusted optimally, and to iron out any potential problems or questions.
        review how the instructor wants to use chat, breakout rooms, any other Zoom tools available.
        confirm that instructor has students' email addresses to send out any advance materials.
        confirm that you and instructor will be online at least 15 minutes before class starts.
        discuss possible recording of session.
3. Send out an "introduction" email to the students, introducing yourself as host, inviting them to contact you with any questions/problems *in advance* and informing them that you'll be sending out the link to the Zoom the day before the class. (Of course, cc: the instructor too.)

The day before the class (at least 24 hours before class time):

1.Set up "meeting" in your USCM set-up, and create the link. *Suggestion: add an extra day at the end of the schedule for possible "makeup class"*
2.Send out the "link" to the students, and the instructor.
3.<u>Double-check the class list</u> *in case* there are any last-minute additions to the list.

<u>The day of the class.</u> *BE SURE open the meeting through your UMaine "host" page*
1.Go online at least 15 minutes before class (½ hour is even better).
2.When instructor comes online, make him/her a "co-host." *Suggestion:* review the students and make someone from the list a co-host as well, in case of any web emergencies.
3.Check attendance on "participant" list. Make sure all students know to mute themselves (to avoid distractions); any not muted, do so yourself.
4.When time for class arrives, or when all students are online, review rules of class – if all will be muted, using chat or "raising hands" for questions, breaks, recording etc. as per your discussion with instructor. *ALSO if any students don't want to be recorded, they should shut off the "video" on their screen.*
5.If recording, start recording.
6.As class proceeds, monitor any issues as they come up.

<u>After class:</u>
1.If recording, check with the UMSC link in your profile; recordings will process after a few hours; send link to students.

<u>ADDITIONAL INFORMATION/TROUBLESHOOTING</u>

1.BE SURE to always open your hosting meetings from your UMaine "profile" page. If you open it from your own email link, you will not be "host" and will not be able to use those tools.

ELIZABETH – THESE TWO GO TO "INSTRUCTOR" GUIDE
1.Some folks have some buttons on the "Screen Share" in Zoom that are problems. The "Optimize" button, when clicked, results in text being blurred. On Mac's, the "enhance" in the visual settings has the same effect as "optimize". These buttons are designed to make the visuals "prettier" = like putting a gauze filter over a photograph.
2.And if you forget to click on the "Share Sound" button, no one can hear you, or any other sounds from videos or screen sharing.

<u>ADDITIONAL SUPPORT:</u>
Your "backup" for hosting is either the "Lewiston/Auburn" handbook, the "Keep Calm..." sheets or WHATEVER ELSE WE COME UP WITH TO BE BETTER

(short-term) call the "tech helpers" on the Committee.
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    Karen Gleeson – (207) 338-0350 / e: karenglee@earthlink.net
    Deirdre Good - (207) 338-1792 / e: deirdregood@mac.com