GUIDE TO ZOOM HOSTING AT BELFAST SENIOR COLLEGE

from the Curriculum Committee - January 23, 2022

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 *Host Manual* from Lewiston/Auburn Senior College you may already have. If you do not have this, and would like it, 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 please be professional, helpful, and friendly.

Suggested schedule:

As soon as you accept the hosting assignment, it is a good idea to reach out to your Instructor. Under Course Storm, our class registration system, the instructor is the only one to have access to the class roster, which they can download and email to you. In order to execute the rest of these instructions, you will have to stay in touch so as to have the most up-to-date information.

In advance of the class - at least a week ahead

1. Contact your instructor to get the latest course roster. It is suggested that you have a Zoom meeting with him/her. This enables

! discussion on what assistance is wanted.

! 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 student 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.

2. Set up a scheduled Zoom meeting in your USCM set-up, and create the link. It is suggested that you add an extra class session at the end of the planned course sessions for use with any possible makeup classes.

3. Send out a welcome 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 meeting the day before the class. Of course, cc: the instructor too.

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

!   Send out the Zoom connection info, including the link, to the students, and the instructor.

!   Double-check the class list with the instructor, to share any last-minute additions to the list.

5. The day of the class, be sure open the meeting through your UMaine Zoom page.

- !   Go online at least 15 minutes before class (½ hour is even better).

- !   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.

- !   Check attendance on participant list. Make sure all students know to mute themselves to avoid distractions from background noise; any not muted, do so yourself.

- !   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 sharing off their camera.

- !   If recording, start recording. It is suggested you record *to the cloud* as this is generally more reliable than recording to your own computer.

- !   As class proceeds, monitor any issues as they come up.

6. After class:

!   If recording the course, after each class you will receive an email from UMaine with a link to the recording after a few hours, and you can also find it in your Umaine zoom profile page under "recordings". There will be one for the audio recording and two video links; one is for the host only, the other is labeled as available to all, and will have a password link. Send the one with the password to the students. Be aware that this link will be erased by UMaine within two weeks. If you have a need to make it permanent, it must be transferred to YouTube or Kaltura. See the large UMaine handbook for directions on that.

Additional information and troubleshooting

Note: 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 all the Zoom tools you might need.

Your backup for hosting is the *Host Manual* from Lewiston/Auburn Senior College (the "Keep Calm..." sheets).

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