

Door County Learning in Retirement Training Videos for On-Line Zoom Classes Fall 2020

The Covid pandemic and need for social distancing is causing the Door County Learning in Retirement Fall 2020 session classes to be conducted on-line.

The ZOOM on-line conference facility software has been chosen as the tool for conducting Fall 2020 LIR classes. This software is widely used, versatile, easy to learn and use, and familiar to many of our members. It is proven to work well on PC and Apple computers, iPads and tablets, and both Apple and Android phones.



In Fall 2020, DCLIR ZOOM classes will:

- Be hosted (set-up, started & ended) by DCLIR Staff
- The presenter will participate in the ZOOM meeting to do the class leading discussion, sharing prepared material on their computer/device, or the ZOOM whiteboard.
- The coordinator (or someone else, or the presenter if desired) will co-host the meeting. This means muting and un-muting class participants, collecting questions via the ZOOM chat or “raise hand” functions.
- Class participants will sign onto the ZOOM meeting from the host provided weblink. View the class and ask questions via chat or “raise hand”. Participate in discussion as desired by the presenter and controlled by the co-host.

Each of these four roles need to have their computer or device ready with a camera, microphone, internet connection, and ZOOM software (PC and Mac) or app installed (iPhone, android, iPad, tablet). They also need to be familiar with ZOOM usage in the role they have.



There are many documents and videos available on the web to learn about these roles and ZOOM.
Some curated ones are:

Getting Started – For Everyone

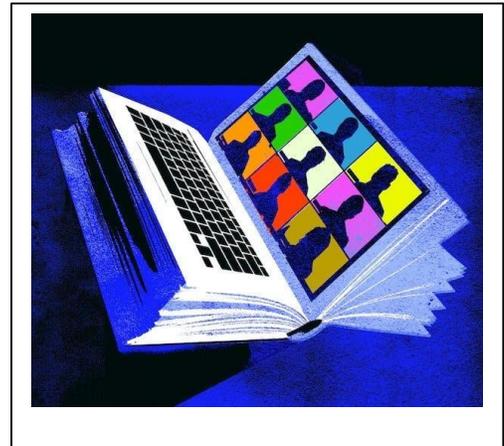
Videos

<https://www.youtube.com/watch?v=9isp3qPeQ0E>

Great place to start.

Another good simple introduction to Zoom

<https://www.youtube.com/watch?v=6fIYWnfTc5o>



Articles

<https://www.aarp.org/home-family/personal-technology/info-2020/how-to-use-zoom.html>

--Article #1 -- Zoom basic information

--Article #2 -- Accessibility to technology on your phone (e.g. deaf and hard of hearing, low vision, and mobility issues)

For Your Computer or Device – Installing and Using ZOOM

Some useful tips for all computer/device platforms are in the platform specific videos.

ZOOM install (PC), joining a meeting, and PC usage

<https://www.youtube.com/watch?v=9isp3qPeQ0E>

PC install information starts 3 minutes in.

ZOOM on the Mac

<https://www.youtube.com/watch?v=KM5EgEloQQQ>

Good troubleshooting information. A bit technical, but certainly useful.

ZOOM on iPhone or iPad

<https://www.youtube.com/watch?v=TmZVN98TmkA>

ZOOM on iPad or iPhone tips

<https://www.youtube.com/watch?v=KldodM2dvxA>

For the Participants

ZOOM Meeting Etiquette

<https://www.youtube.com/watch?v=DfsLlaqR0D0>



For the Presenters

Teaching using ZOOM

ZOOM meetings as classes (after 5:50 of)

<https://www.youtube.com/watch?v=vFlaxmCeQS8>

Video presentation skills

<https://www.youtube.com/watch?v=ztexFu94Z-s>



For the Coordinators (aka co-hosts)

ZOOM meeting and class controls

https://youtu.be/ygZ96J_z4AY

The Zoom tutorials from Zoom are always good.

DCLIR Coordinators will be doing the same introduction, administration, and control of classes just like in person classes, except now it will be within a ZOOM meeting.

Before the Class

It needs to be stressed that every participant should have ZOOM installed and watch the getting started video to learn the basics of ZOOM. Five to Ten minutes need to be set aside before their first ZOOM to download the software (computers) or app (tablets and phones) before one can log into the first class. The software or app install only needs to be done once but have the latest version.

Once the meeting is started by DCLIR Staff

1) Welcome everyone to class

2) Introduce the Presenter.

3) Explain that everyone in the class will be muted and their video/webcams will be turned off during the presentation, unless a discussion class. The co-host can do this using the “Participants” menu item and list.

4) For any questions, students will type them into the chat box or use the “Raise Hand” ZOOM feature. Monitor and handle them as appropriate during or at the end of the meeting, as desired by the presenter. Check with her/him before the class start for their preference

5) If you are having any issues during the presentation, you can try having them disconnect and then reconnect again into the ZOOM meeting. Use the chat functions, phone in or text and will try to resolve the problem. Sometimes Door County internet quality just gets in the way! Try turning off the video to reduce bandwidth requirements.

6) If a discussion class, smaller discussion groups (breakouts) can be created, then brought back together. In each breakout group people need to introduce themselves and a leader within the group leads discussion and reports back when reconvening the whole group.



For the Hosts (DCLIR Staff or designated alternates)

Really basic ZOOM setup and meeting process

<https://www.youtube.com/watch?v=hI32Xk2Va7M>

Good for presenters and coordinators

ZOOM meetings as classes (first 5:50 of)

<https://www.youtube.com/watch?v=vFlaxmCeQS8>

Article on using zoom for classes

<https://zoom.us/docs/doc/Tips%20and%20Tricks%20for%20Teachers%20Educating%20on%20Zoom.pdf>