Zoom Basics for Facilitators

Settings
OLLI staff prepare the settings for all classes to ensure security for all users.

Fascilitator Access to Class
Zoom meetings will be held at your scheduled class meeting time, for example, Tuesday at 10:00 am. All Zoom invitations for fall classes are for "Recurring Meetings," which means the same link or Meeting ID can be used each day of the class. Before your first class, OLLI will email you a Zoom invitation with 1) a link and 2) a meeting ID with password for your class. Follow the steps below to enter your class. Once you have joined your class, an OLLI staff member will make you a Co-Host giving you access to the Zoom controls.

Meeting Invitations
Before the first class, OLLI will email members an invitation to your Zoom class with the same link and meeting ID with password that you have. You do not need to send any invitations to members. If a class member asks you for the meeting link (or ID and password), you can send it to them.

Before Your First Class
Consider when and how you want to answer questions in your class. There are three options in Zoom.
1. Raise actual hand on screen. This is only appropriate for classes with 20 or fewer members (so all members are visible on screen). Announce to the class whether questions are acceptable at any time or you will stop periodically to take questions. Ask members to raise their physical hand on screen and you will call on them.
2. Chat function. This is appropriate for any size class, including those with more than 100 members. Announce to the class whether you will take questions periodically or you will answer questions after you have finished your lecture. Ask members to enter their questions into the Chat panel at any time. When you stop for questions, you or your Co-Host will read the questions in order.
3. Raise virtual hand in Participants Panel. This is appropriate for any size class, including those with more than 50 members. Announce to the class whether you will take questions periodically or you will answer questions after you have finished your lecture. Ask members to Raise Hand (blue hand) in the Participants Panel by clicking More next to their name, then selecting Raise Hand. Zoom will automatically list the participants with raised hands in the order in which they were selected. When you stop for questions, you or your Co-Host will call on the individuals in order. The raised hand also appears in the participant's screen.