

LLI Online

Presenter's Guide to Zoom

Each presenter will be assigned a Bard LLI Session Manager that will initiate the Zoom session and greet you and facilitate your needs. Your Session Manager will send out email reminders with Zoom Meeting joining links embedded before each class.

A presenter may use the same material with the Zoom application that would be used in a physical class. Keynote, PowerPoint, YouTube, pictures, graphs, or any application that can be opened on a computer desktop can be used during a Zoom presentation.

The best option is to use a desktop computer, but laptops, tablets, and even phones can be used for video and audio. It can be very helpful if either the Presenter or the Session Manager has two monitors so that one can be used to monitor the classroom while upcoming materials to be shared are prepped on the other.

Before screen sharing, close unneeded files and browser tabs and full screen the item to be shared to avoid distractions. Increase document size as much as possible to allow easy reading by the class. Prep and test videos before class.

Your computer must have a camera and a microphone or a webcam and a separate microphone has to be added. A headset with a microphone is recommended to enhance the participants' ability to hear you clearly and to minimize background sounds.

To start a session:

Follow the instructions for participants to join a Zoom session. Your Session Manager will begin the Zoom meeting at the appointed class time, and you should plan to be in the meeting, ready to begin your presentation before the class start time.

The Session Manager will be a Zoom host for the session and will provide for the Presenter to be a co-host with the same controls.

For Presenter preparation:

- Prior to the first class, all Presenters will be offered training sessions with their assigned LLI Session Manager.
- The Zoom application is designed to be easy to use. However, it has a depth of features that require study, training, and experience to master.

- Familiarize yourself with some basic features of Zoom that you would like to use, especially screen sharing, management of questions, etc. to facilitate your presentation.
- Zoom uses a list of participants that can be controlled by the hosts. Questions can be facilitated orally or by typing.
- To learn more about Zoom, refer to the training for Session Managers, or visit the Zoom website at zoom.us. The website has extensive training materials for every level of experience.
- It is suggested that you have at least one practice session with your Session Manager.

Suggestions for Presenter:

- Looking at the camera, proper lighting, decent background, etc. is important. And smile once in a while. It also helps if your face almost fills the frame. If you're sitting back, poorly framed, the audience spends too much time trying to focus on finding your face and less time listening.
- Allow time both in talking and listening, as there is a slight delay (similar to squelch on radio transmissions). Immediate responses get truncated.
- Instead of asking questions that might cause a long wait in the classroom, say something like "One of the things we might ask ourselves is..." Then pause and the audience thinks of their answer to your "question."
- Vary the rhythm of your slides and comments. The more steady the pacing the quicker it falls into the droning perception while varying your pace keeps the audience more attentive.
- Slides should follow best practices of PowerPoint or Keynote design. It's even more important when the relatively small computer screen replaces a large classroom LED screen. (Short simple bullet points, no reading along with text on the screen, etc.)
- Have your students/participants muted for most of the class and suggest that they ask questions by typing them into the Chat box. Your Session Manager can organize and prepare the questions as they are entered. Plan to pause for questions from the class every 10 to 15 minutes (your Session Manager can cue you) and it is up to you if you prefer written questions or would be willing to unmute participants.