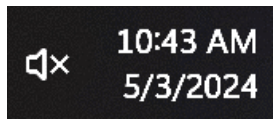


LOG INTO ZOOM AS Cohost

1 Verify there is an "x" next to the tiny speaker icon on far lower right, correct as necessary

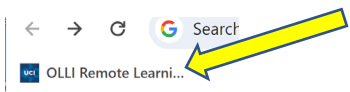


If you do not see the CHROME icon, you may need to restart the laptop as follows

2 Double click the CHROME icon

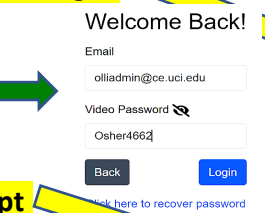


3 Click on blue "Login" button (you may need to scroll to find)
If no blue button, click "OLLI Remote Learning."



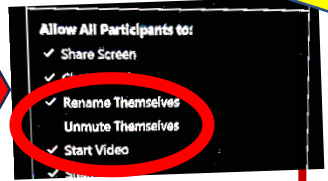
4 Click red "View OLLI Classroom Live TV" button
If no red button, then enter email and password and login:

Email: olliadmin@ce.uci.edu
Password (case sensitive): Osher4662



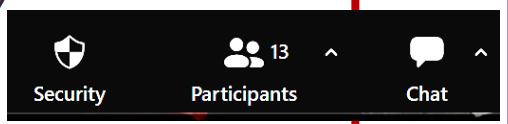
5 Click green "Click to join meeting" button and accept recording, etc. notifications required to join meeting

6 Click on "Security Tab" and verify **NO CHECK MARK** next to "Unmute Themselves." If necessary, fix so it looks like this...

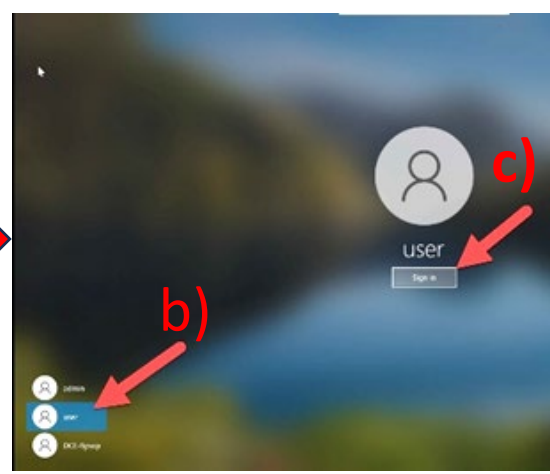
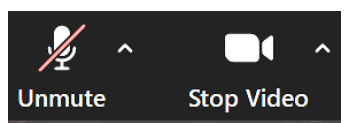


7 Click on "Participants" tab to open the list

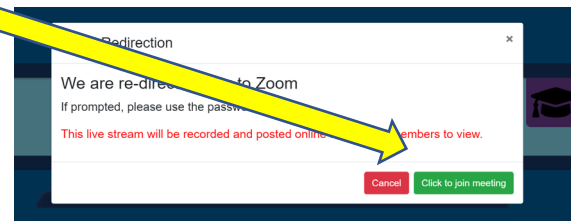
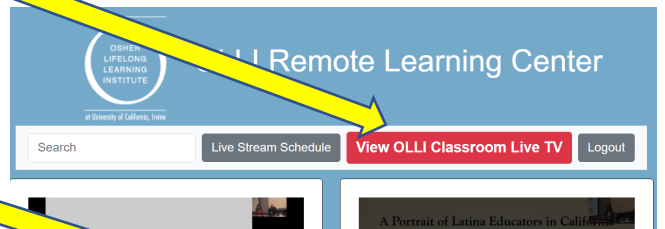
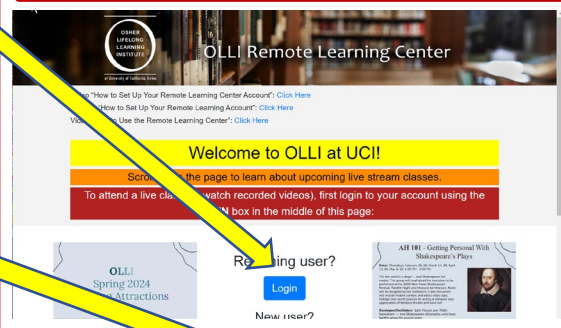
8 Click on "Chat" tab to open the chat window



9 Verify mic and video icons look like this (red line through mic) correct as necessary



- a) Click anywhere with mouse. The log-on user choices appear.
- b) Click on "USER."
- c) Click inside the "Sign In" box.
- d) Proceed to step 1, this page.



TO END: 1) Click red "Leave" button.
2) Close the feedback form by clicking X in upper right corner
3) Leave laptop open and running.

Part 5. Moderator Sound and Camera Tracking

FOLLOW PRESENTER WITH CEILING CAMERA

- 1 On black box, press "STAGE WIDE." Good choice to captures person delivering class/speaker introduction
- 2 When main presenter starts, press "STAGE RIGHT (PODIUM)." Adjust and use other preset views to track presenter as necessary.



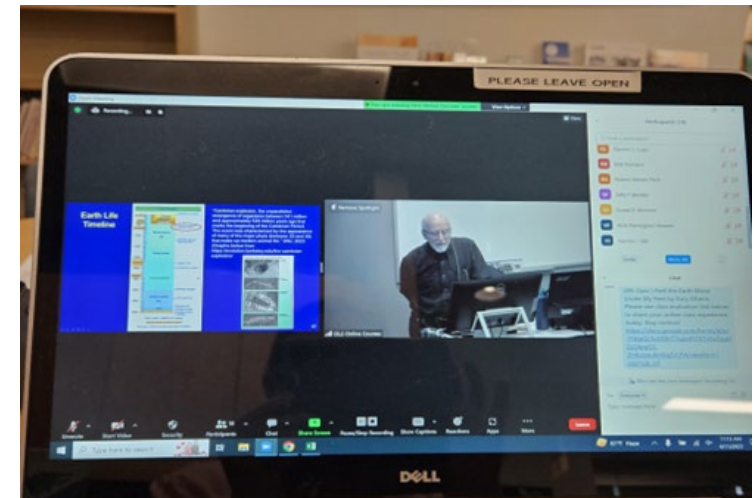
SPOTLIGHT PRESENTER

- 5 In upper right corner of Zoom, click "View" and select "Gallery".
- 6 Find the video window showing the presenter. This will usually be the "OLLI Online Courses" window (if presenter is local in the classroom). Right click on that window and select "Spotlight for Everyone."

NOTE: For "Spotlight for Everyone" option to be visible, there must be at least 3 participants in the Zoom call.

ZOOM AND CHAT MANAGEMENT

- 7 Arrange the presenter's video window, the Chat window and Participant list so that all are visible and can be monitored throughout the class.



- 8 Monitor the chat for questions or comments. Interrupt the Presenter when appropriate, to relay the questions.

ADJUST VOLUME

NOTE: These settings adjusts the sound heard in the classroom, not the sound heard by Zoom participants

- 3 Adjust "MIC VOLUME" to raise/lower classroom volume of the presenter's microphone. Midway is good starting point.
- 4 Adjust "COMPUTER VOLUME" to raise/lower volume of the main computer's audio (for music or video/movies)

NOTE: If Zoom asks, DO NOT unmute yourself!