

OLLI Instructor Coffee & Conversation – June 26, 2020

Questions & Answers

Q: If you are using the “raise hand” feature in Zoom, and you have more students than will fit on your computer screen, how do you know everyone who has raised their hand?

A: The Participant window shows students with raised hands at the top of the participant list. These are shown in the order in which their hands were raised. After a question is answered, you can lower the raised hand by clicking on it.

Please note the following:

- You must give students clear instructions if you will be using the “Zoom raise hand feature” as opposed to requesting that students wave their hand at their camera.
- There may be situations where an instructor does not want to use the “Zoom raise hand feature,” but actually wants students to physically raise their hand. Again, this needs to be clearly explained by the instructor.

Q: Is it better to use the raise hand feature to handle student questions or the group chat?

A: It depends on the size and nature of the class. For large lecture-style courses, chat may work best. For discussion courses, the raise hand feature might be a better choice since it more interactive.

Q: Regarding the “use computer sound” option when sharing a video, is your microphone still active? In other words, can you speak over the audio while you are sharing a video?

A: Yes, your microphone is still active if “use computer sound” is selected. Keep in mind that it can be difficult for members to hear when an instructor talks over a video. We can test this during your course rehearsal.

Q: “Zoom Bombing” has sadly become a thing. Was this an issue for any of the instructors this summer, and if so, how was it handled? Are class sessions password protected?

A: Thankfully, no OLLI classes or meetings have been Zoom bombed. All of our links have an embedded password, and that is why we do not post links on the OLLI calendar that anyone can access.

Q: Does OLLI have any recommendations for using a second, high-quality camera for hands-on art courses?

A: We hope to have specific hardware recommendations later this summer.

Q: Does Zoom have a “pointer” capability when you are sharing a slide and want to point to a specific section of a slide?

A: Yes, there is another toolbar with annotation options that is available when you share your screen. This tool will be reviewed/explained during the Instructor Zoom training. However, the easiest way to point is to use your mouse cursor.

OLLI Instructor Coffee & Conversation – June 26, 2020

Questions & Answers

Q: What is the best length for a Zoom class session?

A: For Fall Term courses, we're suggesting 75 minutes (60 minutes of lecture plus 15 minutes for questions), but this can vary depending on the nature of the course. For example, some hands-on art classes may need more time. This is something to discuss with your Curriculum Area Chair.

Q: Should we give students a "break" within each 75-minute class session?

A: This is the instructor's call, but none of the Summer Term instructors have felt the need to take a break in the middle of a 75-minute class.

Q: How soon before the class begins should the instructor enter the Zoom classroom?

A: We recommend that instructors enter their Zoom classroom 30 minutes before each session begins to ensure that any technical issues can be dealt with before the class starts.

Q: How soon before the class begins can we open the Zoom classroom to students?

A: We usually open the Zoom classroom to students 15 minutes before the session begins. This allows students to informally chat with the instructor and other students as the class is gathering.

Q: How long after a class session officially ends will the Zoom classroom remain open?

A: Given that the OLLI staff will need to open classrooms for the next classes, instructors should not count on being able to keep their Zoom classroom open after the official end of the class.

Q: Has there been, or will there be, training for students on how to use Zoom?

A: We offered many Zoom training sessions for OLLI members in April and May. We plan to offer additional sessions before the Fall Term. We expect to hold several sessions before registration and then again between September 2 and when classes start on September 14.

Q: Can we hold an orientation session at the beginning of our first class to review the Zoom technology with our students?

A: An instructor may hold a brief orientation at the beginning of their first class session. OLLI does not plan to offer separate orientations for each course.

Q: How many lectures is best? Is 10 too many?

A: It depends on the course. OLLI courses range from 1 to 10 sessions. It is important to discuss the number of sessions with your Curriculum Area Chair as you develop your course plan.

Q: How long are course websites "live?" Can they be available to students after the end of a course?

A: A course website can remain active as long as the instructor wishes.

Q: Can you share examples of course websites that have been used in OLLI courses?

A: Mark Hall offered his website, www.facelessnomore.org, as an example. Links to several other examples are posted on the Instructor Website (www.olliatdukeinstructors.pbworks.com). Scroll down to "Course Websites."

OLLI Instructor Coffee & Conversation – June 26, 2020

Questions & Answers

Q: I'm sold on the course website and blog! How do I sign up to access this service?

A: You can indicate your interest and request assistance on your Course Proposal form. After course proposals have been finalized, Dan Kuntzman or one of his team members will contact you.

Q: Will all Fall Term classes be recorded?

A: No, not all. This will be up to the instructor. We expect that many lecture-type courses will be recorded, but discussion-type courses are less likely to be. This is something the Curriculum Committee will discuss with you.

If an instructor does not want their class to be recorded, we'll need to know that before the course description is finalized for the catalog, so that those enrolling know whether or not they'll have access to the recordings.

Our preference would be to record only large lecture classes of 50 or more people, and none of the small discussion classes of 30 or less. Keep in mind that that recording can inhibit participation, and unless a member is participating/contributing to the conversation, they should not be entitled to review the recording.

Q: If the course is recorded, who is responsible for reading the disclaimer at the beginning of a class?

A: Either the instructor or the moderator can do this. For Summer Term courses, we asked the moderator to read the disclaimer.

Q: Will there be special Zoom training for hands-on art classes?

A: There will be instructor training on Zoom later this summer. We do anticipate specialized training for "hands-on" courses.

Q: Do you think we could teach magic on Zoom? Do we have any related experience with other hands-on courses?

A: We don't have any experience with teaching magic on Zoom, but we believe that it can be done, depending on the type of magic.

Q: Does OLLI have any specific recommendations regarding the design of PowerPoint slides for presentations on Zoom?

A: Good slide design will be even more important for classes offered on Zoom than in a physical classroom. We are developing guidelines that will be available later this summer.

Q: Will the OLLI staff be available to assist with scanning documents or making copies for Fall Term courses?

A: No. Since OLLI staff is working remotely, they will be unable to provide assistance in making or distributing copies. Instructors can email handouts to their students through the Instructor Portal or can post them on a course website.