



**OLLI COURSE – ZOOM HOST INSTRUCTIONS – MULTI-FORMAT & REVERSE MULTI-FORMAT COURSES**

**Prior to the date of the course:**

- Create the Zoom invite as instructed by the OLLI office.
  - Make Bob Michl ([Bob.Michl@unl.edu](mailto:Bob.Michl@unl.edu)) and Jeanette Wellsandt ([jwellsandt2@unl.edu](mailto:jwellsandt2@unl.edu)) alternate hosts when you create the Zoom invite.
- Contact the facilitator to learn if the instructor plans to use breakout rooms and/or polls.
  - Alternate hosts can enable breakout rooms; but only the primary host can administer polls.
  - The facilitator should have asked the instructor to submit polling questions ahead of time so the primary host can set up/administer polls.
  - Hosts should be prepared to conduct breakout rooms if requested.
- Watch for an email from the OLLI office with a link to the roster. Review the roster so you are aware of the number of members registered.
- Complete the form below with all the pertinent course details. Be prepared to provide the Meeting ID # and Password to participants if needed.
  - **NOTE:** If course takes place in HSB Room 137, the binder in the room will also house the Zoom invite, including the Meeting ID# and Password.

<b>Course Name</b>	
<b>Instructor(s)</b>	
<b>Facilitator</b>	
<b>Zoom Meeting ID #</b>	
<b>Password</b>	
<b>Total Registered</b>	
<b>Day, Date(s), Time</b>	

**On the day/date of the class session(s):**

- Arrive at the classroom 30 minutes before the scheduled start time.
- **OLLI Classroom, Human Sciences Building (HSB) Room 137** – Stop at the OLLI office (HSB 125) to gain access to the classroom. Use the instruction manual to initiate all technology needed for the meeting and partner with facilitator and instructor to ensure all equipment/technology needed to successfully live stream and manage the course is up and operational. Seek help from OLLI staff in HSB 125 as needed before and during class session(s).
- Initiate the Zoom meeting 10-15 minutes before the scheduled start time.
- Answer questions from the instructor or facilitator as needed.
- Test the screen sharing of PowerPoint slides, videos, etc.
- **For standard multi-format courses when the instructor is in the room. consider muting the classroom on Zoom while in-person participants are gathering, particularly for a large in-person class. When the class is ready to begin, ensure you have *unmuted the classroom* so the facilitator can welcome Zoom participants as well as kick off the meeting.** You will need to mute the classroom *and* turn off video via Zoom in reverse multi-format situations where the instructor is presenting via Zoom. When the instructor stops sharing their screen and goes to Q&A, you can unmute the

classroom and turn on the video. Feel free to change the camera direction to show the entire classroom.

- While in-person participants are gathering, use the **chat** function to actively welcome Zoom participants. Mention the classroom is currently muted and will be unmuted when it's time to begin. Ensure Zoom participants are muted and ask them to remain muted when not speaking.
- Monitor the first portion of the course for any unusual situations. *You will be expected to remain in the classroom during all class sessions.*
- While the class is in session, invite questions from Zoom participants via the chat.
- While the class is in session, watch the number of **participants** per the icon at the bottom of the Zoom screen and note the largest number of participants during each session.

Session 1 \_\_\_\_\_ Session 2 \_\_\_\_\_ Session 3 \_\_\_\_\_ Session 4 \_\_\_\_\_ Session 5 \_\_\_\_\_ Session 6 \_\_\_\_\_

**At the end of each class:**

- Remain in the Zoom meeting until everyone leaves so that you, the facilitator and instructor can plan for future sessions, discuss any issues, etc.
  - If the instructor and facilitator are both physically in the classroom, you can end the meeting on Zoom when the meeting ends and have this discussion in person.

**At the end of the *last* class session of a Zoom course:**

- Send attendance information to [olli@unl.edu](mailto:olli@unl.edu). We simply need to know the greatest number in attendance during each session.
- Shut down equipment as described in the instructions.