OLLI COURSE – ZOOM HOST INSTRUCTIONS – ZOOM ONLY COURSE

Prior to the first class of the course:

- Create the Zoom invite as instructed by the OLLI office.
    - Make Bob Michl (Bob.Michl@unl.edu) and Jeanette Wellsandt (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 that 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. Record the number in the grid below for reference.
- Complete the form below with all the pertinent course details. Be prepared to provide the Meeting ID # and Password to participants if needed.

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

On the day/date of each class session:

- Initiate the Zoom meeting 15 minutes before the scheduled start time.
- Answer questions from the instructor or facilitator as needed.
- Give co-host capabilities to the facilitator *and* instructor.
- Ask the instructor to test the screen sharing of PowerPoint slides, videos, etc.
- For small classes, encourage participants to turn on cameras at the beginning when they enter, before the class begins, and promote social conversation while all wait for the class to start.
- Monitor the first portion of the course for any unusual situations. If you need to leave the class session before the end, ensure you have made your facilitator and/or instructor aware. (They will already be designated as co-host, per the above.)
- While the class is in session, invite questions from Zoom participants via **Chat.** If a Q&A session is in progress, stop screen sharing so participants can view more of the instructor during this process.
- While the class is in session, watch the number of **participants** per the icon at the bottom of the Zoom screen; record the *largest* number of participants during each session below.

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 the instructor can plan for future sessions, discuss any issues, etc.

After the *last class session* of a Zoom course:

- Send attendance information to olli@unl.edu. We simply need to know the greatest number in attendance during each session, recorded on the form above. Please do ***not*** send attendance information after each session.