

How To HOST (Coordinate) Zoom Meeting

Make sure you are registered for the course you are coordinating. This will allow Admin to send you the “invite” link to your meeting that you can forward to the instructor. (more below)

A couple of weeks before your meeting, contact the instructor to reconfirm. Exchange phone numbers in case there is a glitch on the day of class. Send the instructor a link to the meeting. Also, please send the permission to record email. Forward response to admin@llinova.org. Send the link again the day before the meeting.

Log into Zoom.us (NOT the application on your computer; & NOT the link sent out by LLI Admin) 15-30 minutes before your class starts. This gives you time to iron out tech issues.

Sign in: User name: curriculum@llinova.org
PW: f63&7o@&*%Sf

DO NOT USE YOUR PERSONAL EMAIL TO LOG IN!

If Zoom does not recognize your computer, it will ask for a 6 digit verification code. Zoom will send this to the LLI/NOVA curriculum email (curriculum@llinova.org) As a coordinator, you should be on this mailing list and receive the code. Enter the code for access to the LLI/NOVA Account. One way to avoid this problem is to log in to the Zoom.us website a few days before your meeting. That way, Zoom will recognize your computer and not ask for a verification code a second time.

Once you are logged into the Zoom.us site with the curriculum credentials: Here are 2 ways to start the meeting. On the left hand side go down to “Meetings” and click on this. (1) In the main window find the class you are coordinating. Hover your cursor

(arrow) on this and then click on “Start.” (2)Alternatively, you can click on your meeting and this will open a page that provides all of the details (meeting id, invite link etc.) with a “Start” button on the bottom left of the page. Click on “Start.” Either way makes you the “host” and then allows others to join the meeting. Ask for a volunteer among attendees to act as backup co-host in case you lose internet connection. That way class can continue. (to do this, move your cursor to volunteer’s picture, click on 3 dots upper right hand corner, and from the drop dropdown menu select “make co-host.”

(Added note: As mentioned above, the invite link for the meeting is on this detail page. If for some reason you did not receive this link from Admin to pass along to the instructor, you can find it here!)

When the instructor signs on to the meeting, move your cursor to the instructor’s picture; in the upper right hand corner of his/her picture you will see 3 dots. Click on these dots and a dropdown menu will appear. Click on make cohost so speaker can share his/her screen. Ask instructor to screen share. If the slide deck appears on the left hand side, ask him/her to click on “presentation mode” to clear that distraction from the screen. Ask instructor to check the box in screen share for optimize video if clips are being shown. Make sure instructor is unmuted!

Participants should automatically be placed in a waiting room. Click on the admit button as people enter the waiting room or admit all if more than one person is in the waiting room. Be sure to monitor this during the meeting since some class attendees may join late.

If not already muted, ask people to mute themselves. Move your cursor to the upper right corner of the participant’s window. You can manually mute or ask to unmute the participant. To

automatically mute or unmute everybody, click on “meeting” in the top left corner of your screen. A drop down menu with these options will appear. Be sure to unmute the instructor. At the end of the presentation, ask people to unmute themselves for Q&A.

The meeting should automatically record if prior consent was given by the instructor. If it’s not recording, hit record button. **DO NOT PAUSE RECORDING OR STOP RECORDING.**

At end of presentation, click on end meeting for all. At the end of your class, go back into Zoom.us. Please log off by going to the top line (where you will see **ZOOM** on the far left, go all the way to the far right where you will see the LLI Logo. Click on logo, there will be a drop down menu. Click on “sign out.” Close out your browser.

Send follow up email to instructor thanking them for their time and participation in LLINOVA.

Lastly: As a Zoom coordinator you will get messages from Zoom that are sent to the curriculum@llinova email account. These are automatically forwarded. Please ignore them unless you are looking for the verification code to access the LLI/NOVA Zoom account.