

## I. How to Get a Zoom Account

A. If you don't have a LinkBlue account (and are not employed at UK) ... contact Rodney Creager, Payroll Director, (OLLI Office) [rodney.creager1@uky.edu](mailto:rodney.creager1@uky.edu) at least 10 days before you need access to Zoom

He will send you the form needed to apply for a LinkBlue account

B. If/when you have a LinkBlue account, on your web browser (Chrome, Firefox, Safari, Edge, etc) go to [uky.zoom.us](https://uky.zoom.us). Login using your Link Blue email address & password. This will take you to the Zoom manager where you can create Zoom meetings.

## II. Online Class Best Practices

### Before start of each class

1. You will need a device (desktop/laptop computer preferable), and a USB microphone (unless your device already has a built-in microphone) A webcam is highly recommended if you want to be seen by the students.
2. Make sure your lighting set up provides good illumination (not too dark or too bright)
3. Arrange your room/ workspace to minimize distractions. It is recommended to place your device on a desk/standing desk, table, or counter to prevent any shakiness. It is also recommended to stay positioned in one place for the entirety of the meeting.
4. **Become familiar with the location of Zoom buttons e.g. Stop/Start Video, Mute/Unmute, Chat, Participants. These are the Zoom Meeting Controls.**
5. As you plan your presentation remember that some students will be using devices with different screen sizes (e.g Laptop, tablet, smartphone). Here are the differences between desktop and mobile use on Zoom:  
<https://support.zoom.us/hc/en-us/articles/360027397692-Desktop-client-andmobile-app-comparison>
6. Adjust your class content to best fit the Zoom online learning environment. Some methods may not be as effective as they would be in-person. Successful methods can include holding objects up to camera, referring to wall poster with a laser pointer.
7. If using a PowerPoint presentation, you may choose to email the PowerPoint slides to students as a backup in the case you face technical difficulties using PowerPoint during presentation. SEND IT IN PDF FORMAT.
8. **Plan presentation to incorporate a break or breaks. If you're class goes over 1 hour, please include at least a 10 minute break.**
9. Turn off sound and notifications on all other electronic devices (phone, tablet, etc.)
10. Minimize and eliminate as much potential background noise as possible. Notify others in your household of your meeting times. Ensure that any pets you may have won't cause noise or excessive distraction.
11. Plan background setting of your presentation. Choose a background that will limit distractions, minimizes glare, and contribute to the learning environment for students

12. Make sure you have your PowerPoint and other documents ready to display to minimize any additional setup during the class. Same for any additional teaching resources you plan to implement.
13. Close out of any unnecessary documents such as email, unrelated documents, etc. from your computer screen to prevent unplanned sharing.
14. Practice your presentation (at least once with a critic if you can). Use this time to test the software, check lighting, and practice using the different features.

### **During Class**

1. **Login at least 10-15 minutes early** to ensure you are comfortable, available to welcome students, and overall ready to begin before class time. This also allows students to meet and greet each other instead of taking up additional class time.
2. Stand if possible or sit in a comfortable manner. Make sure not to exit the view of the camera unless for a specific reason and/or emergency (be sure to disable mic & video in this case).
3. Make eye contact with students by looking at the camera rather than the screen. You may want to put a reminder near the camera, such as a mirror or sticky-note.
4. Provide a brief housekeeping list at the beginning of the session to let students know how you would like them to ask questions, adjust audio, request tech help, change from speaker view to gallery view, etc.
5. Tell students you will mute everyone before the start of the lecture/presentation. You can let them know they can unmute temporarily when you ask questions during the lecture/presentation. They can do this by clicking on the Mic button in Zoom to Unmute, then they will click it again to mute. Or they can unmute by holding down the spacebar on their computer keyboard (once released they will go back to being muted).
6. **To “Mute All” students, go to “Participants” in the Zoom Meeting Controls bar at the bottom of the screen.** The Participants panel will open, and at the bottom, it will say “Mute All”. You can also click the **“Unmute All”** button at the end of class for questions and comments.
7. For classes longer than 1 hour, include a short break of at least 10 minutes and let the students know ahead of time when this will be.
8. **Please conclude the class at the scheduled end-time.**