



Zoom presentation guide

Spinnaker staff will create a Zoom classroom for instructors to use in teaching specific classes. As an AS-101 instructor, you will be given a Zoom classroom to use.

To start the Zoom session in your classroom...

1. Go to the Zoom web page (zoom.com) and log in with the credentials Spinnaker provides. Instructor logons are office@spinnakersailing.com and instructorscheduling@spinnakersailing.com
2. Go to the Meetings page of the Zoom site and find the class you're scheduled to teach.
3. Click to "Start the meeting."
4. Click "Join from Zoom Workplace app"
5. Click "Allow" if necessary
6. Click "Join" to start the meeting session.
7. Students who have logged in will wait for you to click "Admit" to allow them to join the classroom session. Please start the class promptly at the scheduled time.
8. You may need to click to turn on your audio or video for students to see and hear you.
9. Clicking "Share" will allow you to share your whole screen or specific applications with your students. It's often better to share specific applications rather than your whole screen.
10. Clicking "Chat" will allow you to share text and hyperlinks with your students.
11. Clicking "Participants" will allow you to admit individual students to the class, as necessary.
12. At the end of your class, Click "End" followed by "End Meeting for All" to finish your class session.

Tips for successful Zoom presentations...

1. Be aware of how you look in the Zoom session.
 - Make sure your camera is centered on you and is adequately close to you.
 - Consider using a background to keep students from being distracted by what's behind you as you present.
 - Make sure your face is adequately lit.
2. Make sure your computer set-up has an adequate camera and microphone to ensure a good student experience.

In the Zoom classroom sessions, peripherals you can use during class are mentioned in the instructors guides in [square brackets].