



How to Zoom for Spinnaker instructors

Session for Spinnaker instructors on how to set up and use Zoom for leading classroom sessions, seminars and other presentations.

- Setup
 - Spinnaker has two Zoom logins for instructor use...
 - Office@spinnakersailing.com; instructorscheduling@spinnakersailing.com
 - Download the Zoom app to your computer.
 - It's possible to lead a session from a tablet or pad, but the software is much easier to use and more flexible if you use a computer.
 - To start a session, it's best to navigate to zoom.com and log in with the logon/password you've been instructed to use.
 - Register your device with Zoom.

The first time you log in, you'll be asked for a sign-in code. The code will be sent to the Spinnaker office and you'll need to call the office to get it. It's important to do this at a time when the office is open each time you have class sessions coming up. Zoom will keep your device active for a few weeks before requiring the login code again.
 - After signing into Zoom, click "Meetings" on the left side.
 - Find your session and click "Start"
 - Click "Join for Workplace app" if you have the app downloaded, or click "Join from Browser" Working from the app is slightly easier.
 - This information is available in the Spinnaker instructor packet for the course you'll be teaching.
- Running a Zoom session
 - Log into zoom using the logon Spinnaker has provided several minutes before the start of your session.
 - I find it useful to change the name that appears on my screen from "Spinnaker Sailing" to "Spinnaker Sailing - Patrick", which you can do in the app but not if you log in using a browser.
 - After starting the Zoom session, right-click on the video screen and select "Rename."
 - Let your students into the classroom
 - When students log in, they will initially be in a waiting area. You will need to admit them to the class room.
 - Click "Participants" at the bottom of the screen. If multiple students are in the waiting area, you can click "Admit all" or you can click to admit each student individually.
 - As with teaching in person, you'll want to have peripherals available to support your presentation. In the case of AS-101, for example, you may want photos to illustrate vocabulary, or YouTube videos to illustrate tacking and jibing. Opening those on your computer before your session starts will simplify sharing them with your students.
 - Images and videos you may want are included in the instructor packet for the class you're teaching. Feel free to use those or to create/use your own.
 - Click the "Share" button on the bottom of the screen.
 - It's best to share one window rather than your whole screen.
 - To stop sharing, click "Stop Share"
 - To move from sharing one item to another, click "Share" and select the new window.
 - At the end your class, click "End" and then "End meeting for all"

- Zooming AS-101
 - The peripherals you may want to use include
 - The Study Guide.
Present the page in the Study Guide with the topic you're discussing. For example, you could show the page with the Wind Quadrant image in discussing points of sail.
 - Vocabulary images
 - Videos of students tacking and jibing
 - In the Instructor Guide doc, peripherals you can use in class are suggested in [square brackets].
- Other tricks
 - Consider using a background to keep your students from being distracted by what's behind you. This only works if you're using the Zoom app on your computer.
 - On your computer, select a nice image to use as your background and store it in a convenient place.
 - In the Zoom app, right-click on the screen and select "Video and effects settings"
 - In the side screen that appears, scroll down to Virtual Backgrounds and click the tiny + sign.
 - Click "Add image" to browse to and select the image you chose
 - Share a YouTube video
 - Before your session begins, open the YouTube video you intend to share and start it. That'll allow you to skip the ad (if you aren't a YouTube subscriber).
 - During your session, click "Share" to select the window with the YouTube video.
 - Check the boxes on the right to "Allow sound" and "Optimize for video sharing"
 - Click the "Share" box at the bottom of the screen.
 - It's possible to share a screen from your Apple device via Bluetooth, or via a cable. For example, if you want to illustrate a discussion of tides and currents, you can share a tide app from your phone or pad. You must be using the Zoom app on your computer for this to work.
 - Click Share and select "More" at the top of the screen.
 - Click the appropriate box to share.
 - You'll need to enable the share on your computer screen. The process is not instantaneous.