

# Alumnae Continuing Education - Zoom Information Sheet



**Thank you for joining us in this our inaugural year of live-streaming courses!**

We look forward to sharing this virtual learning space with you and hope this guide helps in navigating the new format.



Courses will run nine weeks and consist of a live online lecture on Tuesdays, followed by a temporary recording of the session.

Access to each will require a unique link. The recordings will also need a passcode. Plan on receiving multiple emails each week.

## Topics:

- [Live-Streaming Lectures - Zoom Links & Passcodes](#)
  - [Day of the Live-Stream Lecture](#)
    - [Testing Your Speaker](#)
    - [Zoom Features](#) — [1 of 3](#), [2 of 3](#), [3 of 3](#)
- [Recordings](#)
- [Resources for Information and Troubleshooting](#)

# Live-Streaming Lectures - Zoom Links and Passcodes

## Tuesdays Live Online Lectures

Norris Technical Services will email you your personal Zoom link invitation for the live lecture, approximately 24 hours before the start time of each session.

You will also receive two email reminders with the link. The second reminder will arrive one hour before the start of the session.



If you don't see these emails, check your spam, junk, trash, or deleted email folders.

The three communications will be sent from Norris Box Office <[no-reply@zoom.us](mailto:no-reply@zoom.us)> to the email address used when registering for the course. If you did not receive a confirmation of your registration, you may not receive the emails with your links. Please verify that your email address is correct on the registration website, <https://nbo.universitytickets.com>.

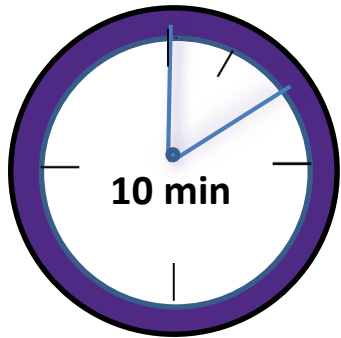
A separate notification will be emailed once the first Zoom link invitations are sent. This email will be sent from [noreply@universitytickets.com](mailto:noreply@universitytickets.com).

**Please remember that your Zoom link is specific to your email address and may not be shared.** Sharing your links may void your registration without refund.

# Day of the Live-Stream Lecture

## Preparation

Locate the email for the day's lecture well in advance of the scheduled start time. With so many attendees, there is very little that can be done to help shortly before or during the session.



Click on the link within the email at least 10 minutes before the session is scheduled to begin. You will either see an intermediate “wait” window (left image) or the full lecture screen (right image).

Ensure you will be able to hear the lecture by testing your speakers. Depending on your screen, click [Test My Speaker](#) or [Audio Settings](#).

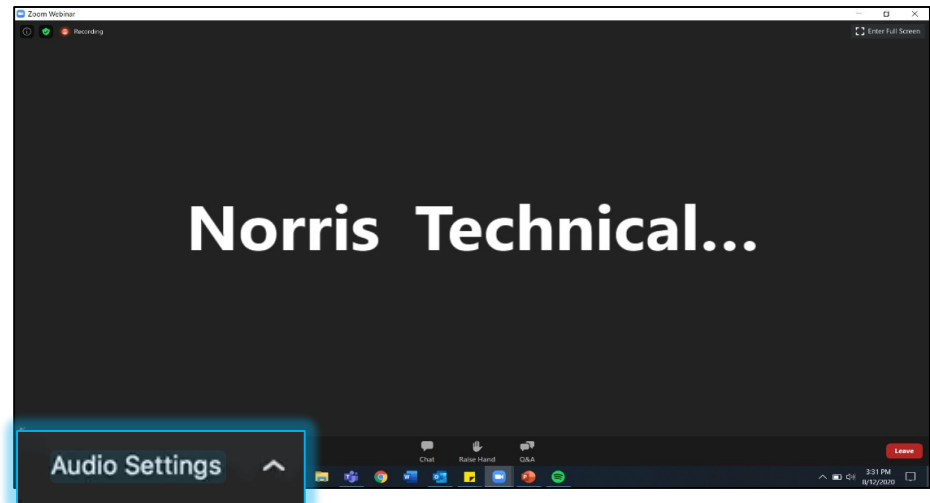
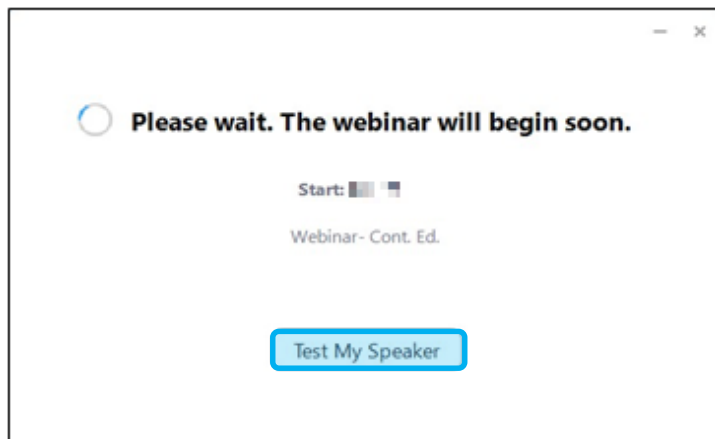
Date Time: 5:00 PM 10/10/2020 Central Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

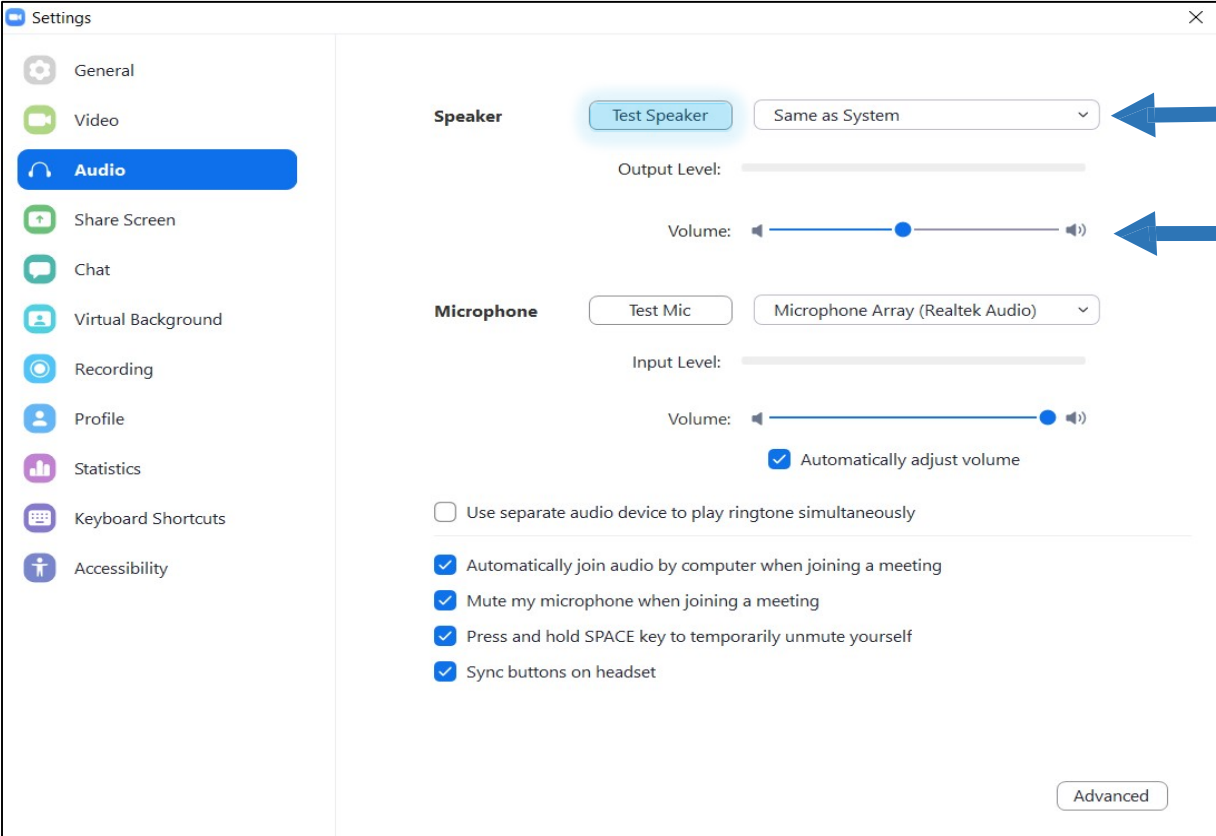
Note: This link should not be shared with others; it is unique to you.

Passcode: 123 456 789



# Testing Your Speaker

From the Audio Settings menu, click the **Test Speaker** button at the top of the screen. If you hear a ringtone, your speaker is working. If you cannot hear the ringtone, move the volume control to the right and verify that the correct speakers are selected from the dropdown menu.



The screenshot shows the Zoom 'Settings' window with the 'Audio' tab selected. On the left sidebar, 'Audio' is highlighted. The main panel is divided into 'Speaker' and 'Microphone' sections. In the 'Speaker' section, the 'Test Speaker' button is highlighted with a blue glow. To its right is a dropdown menu currently set to 'Same as System'. A blue arrow points from the text 'Speaker Selector' to this dropdown. Below the dropdown is an 'Output Level' bar. Further down is a 'Volume' slider with a blue dot in the middle. A blue arrow points from the text 'Volume Control' to this slider. The 'Microphone' section has a 'Test Mic' button, a dropdown menu set to 'Microphone Array (Realtek Audio)', an 'Input Level' bar, and another 'Volume' slider with a blue dot near the right. Below the sliders are several checkboxes: 'Automatically adjust volume' (checked), 'Use separate audio device to play ringtone simultaneously' (unchecked), 'Automatically join audio by computer when joining a meeting' (checked), 'Mute my microphone when joining a meeting' (checked), 'Press and hold SPACE key to temporarily unmute yourself' (checked), and 'Sync buttons on headset' (checked). An 'Advanced' button is at the bottom right.

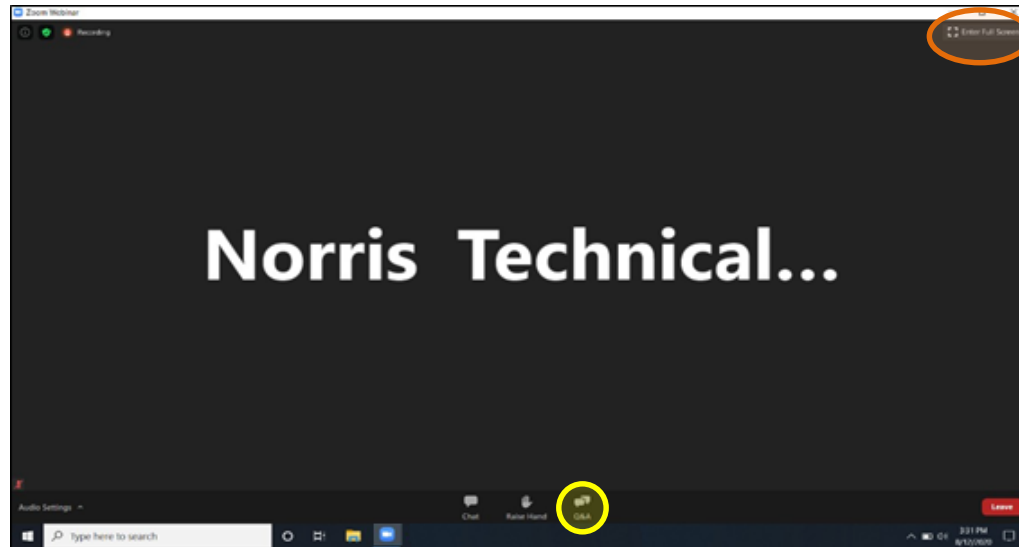
**NOTE:** Your microphone will be disabled during the webinar.

# Zoom Features – 1 of 3

## Overview

During the webinar, the video image of the presenter or lecture exhibits will be displayed in the center of the screen in place of **Norris Technical...**

Click **Q&A**  
(at the bottom of the screen) to ask the presenter questions. Your questions are only visible to the presenter and the Continuing Education Lecture Coordinator.



**Full Screen**  
allows you to enjoy the webinar with the screen at its largest size.



Our lectures use Zoom Webinar to live stream and record. If you're familiar with Zoom Meeting, you will notice that some features will be missing. Though still visible, the Chat and Raise Hand features are disabled.

# Zoom Features – 2 of 3

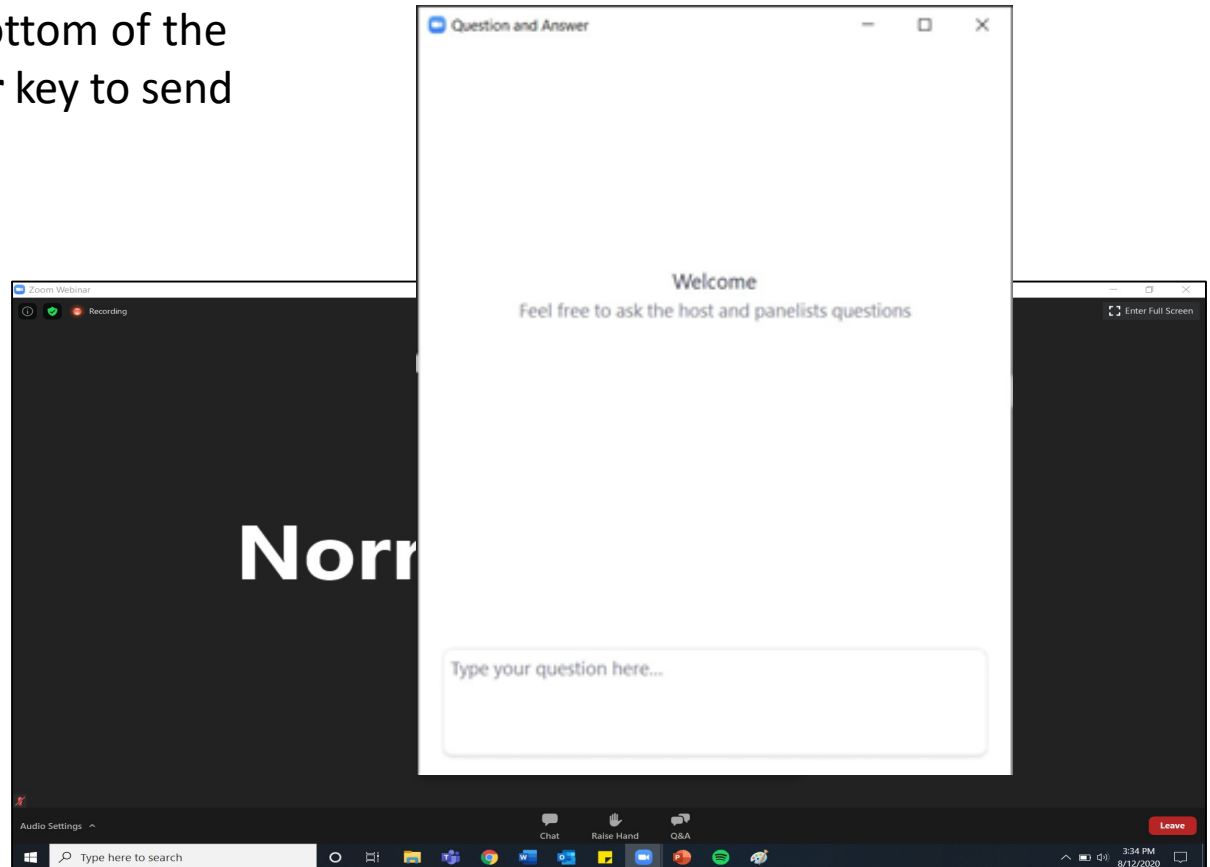
## Q&A

If you have a question for the presenter, click  to open a *Question and Answer* window.

Type the question at the bottom of the window and press the **Enter** key to send it to the presenter.

The Continuing Education Lecture Coordinator will review your question and place it in a queue for the presenter to address at an appropriate break in the lecture.

The presenter may answer questions verbally onscreen or type a response.



# Zoom Features – 3 of 3

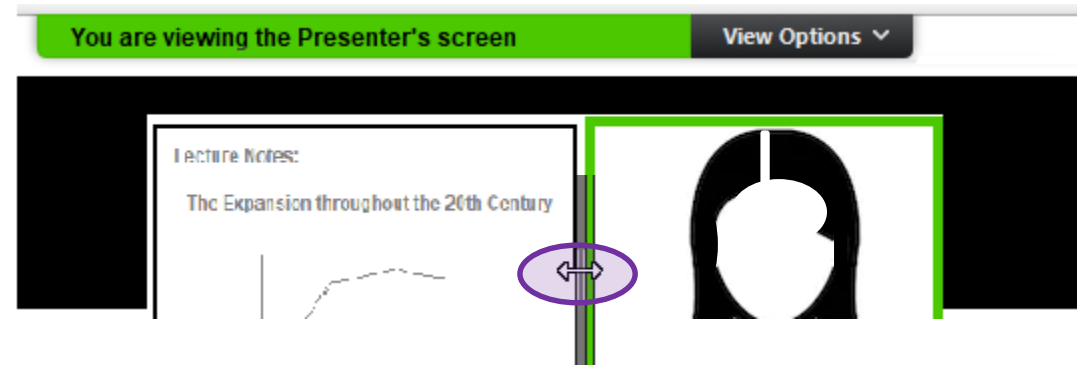
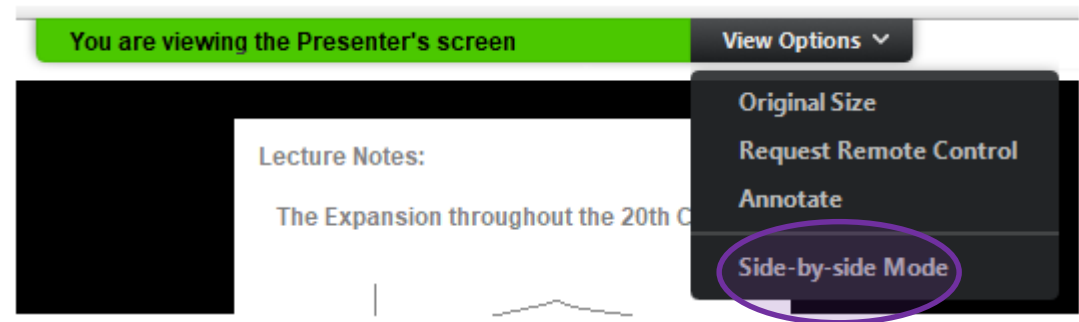
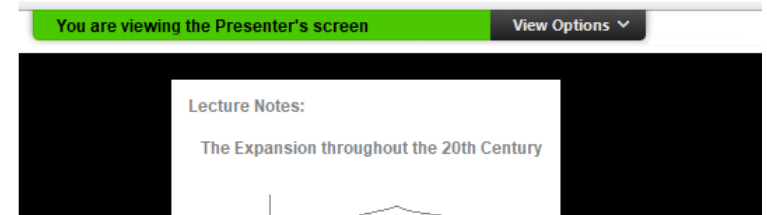
## Side-by-side Mode

When the presenter shares an exhibit, such as a graph, *Side-by-side Mode* allows you to see the shared screen alongside the presenter's video image.

From your view of the presenter's screen, click on **View Options** and then on **Side-by-side Mode**.

To adjust the size of each view, hover your cursor over the boundary between the shared screen and presenter's video until your cursor changes to a double arrow and you see a gray line separating both views.

Click and drag the separator left or right as needed.



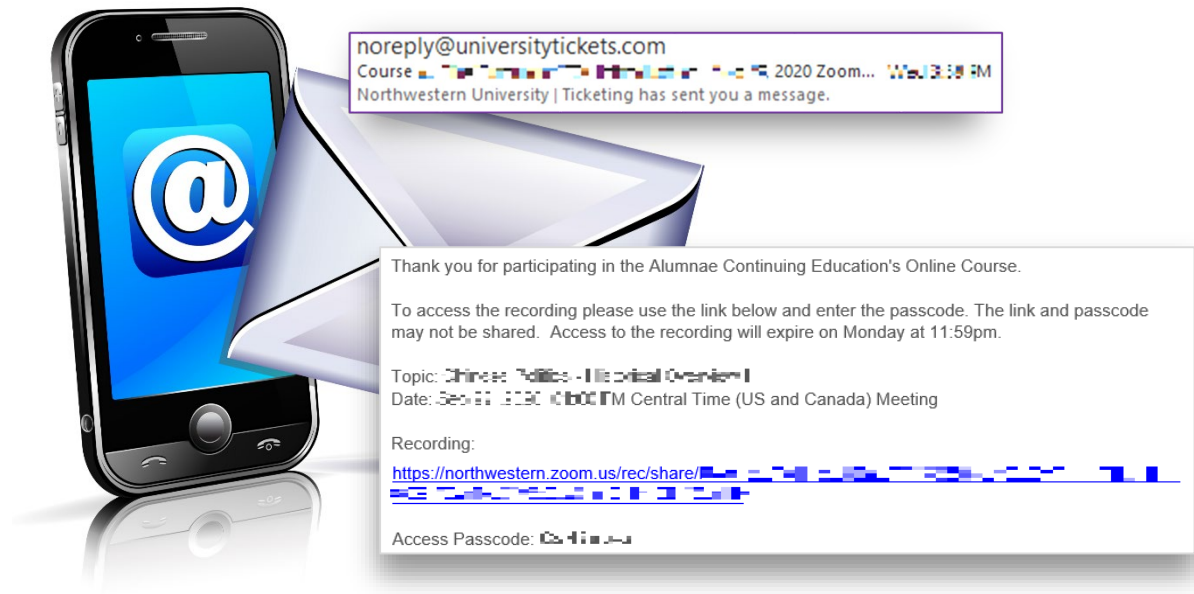
To return to one screen, click **View Options** and **Side-by-side Mode** again.



# Recordings

## Temporary Recordings

Every week, registered students will receive a link and passcode for limited access to a recording of that week's lecture. This is perfect for students who were not able to attend the live-streaming of the session or who wish to review in preparation for the next.



The email will be sent from [noreply@universitytickets.com](mailto:noreply@universitytickets.com) to the email address used when registering for the course. The link and passcode expire the day before the next live-streaming session. Recordings CANNOT be downloaded.

**Your Zoom link and passcode are specific to your email address and may not be shared.** If you don't see these emails, check your spam, junk, trash, or deleted emails folder.

Copying and pasting passcodes may be convenient, but sometimes add unnecessary spaces. If after entering a passcode you receive an error, try typing in the code manually.



# Resources for Information and Troubleshooting



## New Technologies

With changes, especially those related to technology, questions will always come up. We've tried to make the learning curve as flat as possible. But if you have questions, please know that we are ready to help.

Students have three resources at their disposal—each with its own area of expertise. Please reflect on your needs and submit your questions to the appropriate group

1. [Event-Tech@northwestern.edu](mailto:Event-Tech@northwestern.edu) can help with accessing the live Zoom sessions.
2. Contact [NorrisBoxOffice@northwestern.edu](mailto:NorrisBoxOffice@northwestern.edu) for questions about your registration, registration transactions/charges, or accessing the current week's recorded lecture.
3. For questions or suggestions related to the Alumnae Continuing Education Program, course polices, current catalog, future course offerings, or being included on the mailing list, please contact the Alumnae volunteers at [Alumnae@u.northwestern.edu](mailto:Alumnae@u.northwestern.edu) or call the Alumnae voicemail at (847) 604-3569.

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