

TECH HOST INSTRUCTIONS FOR HOW TO START/JOIN CLASSES

In order to be recognized as an “alternative host” for a class meeting, allowing you to assume Host control, TH’s should join each class session using the following procedures:

1. Make sure that you have activated your personal UA Zoom account after you have received your NetID and .edu email address.
2. **ONCE YOU HAVE BEEN ASSIGNED TO A CLASS, AN EMAIL WILL BE SENT TO YOU WITH THE NOTIFICATION THAT YOU HAVE BEEN DESIGNATED AS AN “ALTERNATIVE HOST” FOR THAT PARTICULAR CLASS TO START OR JOIN THE MEETING. IT WILL CONTAIN THE MEETING ID AND LINK TO ALL MEETINGS OF THAT CLASS. KEEP THIS EMAIL UNTIL THE CLASS IS COMPLETELY FINISHED. THAT EMAIL WILL BE SENT FROM THE ZOOM/CONFIGIO REGISTRATION SYSTEM PRIOR TO THE START OF MONSOON CLASSES. ***THIS EMAIL WILL BE SENT TO YOUR .EDU EMAIL ADDRESS, SO IT IS IMPORTANT THAT YOU CHECK THAT ACCOUNT FOR IT. IT IS RECOMMENDED THAT YOU HAVE YOUR .EDU ACCOUNT SET TO AUTOMATICALLY FORWARD ALL EMAILS RECEIVED TO YOUR PERSONAL EMAIL ACCOUNT. THE INFORMATION TECHNOLOGY SERVICES CAN ASSIST WITH THAT PROCESS IF YOU CALL THEIR 24/7 HOTLINE AT (520) 626-8324.**
3. To Start or Join your assigned class: First, always sign-in to your own personal UA Zoom account at <https://arizona.zoom.us/>. Doing so will allow the UA Zoom system to recognize you when you start or join the meeting, so that you are automatically designated as Host or Co-Host. Also, if you have appropriately renamed yourself in your UA Zoom account Profile, that name will “stick” when you join a meeting and avoid the need to rename yourself each time.
4. Next, you should use the link in the email described in # 2 to enter the meeting. Once you start or join the meeting using that link, you should see you have Host or Co-Host status.
5. To join the meeting **if you do not yet have your NetID and .edu email address**, go to <https://arizona.zoom.us/> and click “Join”. You will then be prompted to enter the Meeting ID and the password. Because you will not receive the email described in # 2, you should obtain this information from your SGL or another TH assigned to the same class.
6. Once the meeting has been started by one of the assigned TH’s as “Host”, that person should designate any other TH and the SGL as “Co-Hosts” by clicking on their names in the Participants list and clicking “Make Co-Host”. The Host is the only one who can create and start Breakout Rooms, but both the Host and all Co-Hosts have the same other controls, including the ability to launch a Poll that has been set up by the OLLI staff ahead of time. The Host role can also be transferred to the other TH or SGL. You should plan ahead of each class what each TH and the SGL will be responsible for doing and have the Host function assigned appropriately.