NACADA’s Zoom Webinar Environment (Presenters vs Attendees)

In previous documents, we discussed Preparing to Enter NACADA’s Zoom Meeting / Webinar Environment (downloading and installing the Zoom app) and Entering NACADA’s Zoom Meeting / Webinar Environment. If you are not yet familiar with those processes, you may wish to return to those documents before continuing.

In this document, we give Presenters-Panelists opportunity to

- see how the webinar Attendee view differs from the Presenter view. In Zoom, the Presenter view and Attendee view are considerably different.
- consider how you want to structure your presentation in light of what the Attendees will see – which is very different from what they would see in a face-to-face presentation (and even quite different from what they would have seen in our previous Connect webinar “room”) – and different from what you will be seeing as you present.

In Zoom, the Presenter video window is the primary window Presenters see. Along the bottom of the window is the toolbar to activate other windows (such as the Presenter Chat and the Q&A window).

Within this video window, all the webcams of everyone with Presenter status is visible (up to 25 webcams). In the screen capture at right, you see Gary and Leigh in the video window.

The webcam of the person who has SPEAKER status at that moment is outlined in yellow (as you see Leigh here). Speaker status switches automatically from presenter to presenter as they speak.

The Attendee video window, however, ONLY shows the camera of the person with Speaker status. This is a big change from our previous Connect platform, in which all Presenters were visible to attendees at all times. This is what was showing in the Attendee window, while Gary and Leigh were both visible in the Presenter view above.

We have found that there can be a bit of lag as the video moves from one Speaker to the next. Often, it takes 3 or 4 words before the video switches. (Thus, in conversation, it doesn’t work well in this environment to ask questions that just have “yes/no” answers.)

And as you can see in the contrast between these two screen captures, depending on the size of the computer screen, the image of the Presenter that viewers are seeing may be quite a bit larger than what Presenters are seeing in their video window! (As you can imagine, that contrast would have been much greater if there were six Presenters in the presenter video window, rather than just two.)
Another difference from our previous webinar environment is that in Zoom, materials to be shared (slides, documents, graphics, videos, etc.) are not uploaded into the Zoom environment, but rather are “shared” via “desktop sharing”.

This is an example of what the Attendee video window view looked like when Leigh had Speaker status and a Word document was being shared. As you can see, when materials are being shared, the video of the Speaker becomes very small within the video window in this platform.

And... the video window will not be the only window Attendees will need to have open on their screen if they want to take part in the Q&A with presenters. In the above video window, you can see a small button in the upper left with the words “Questions and Answers”. The Attendee can click on that button to open their Q&A window. The Q&A window opens on top of the video window (as at right), and then can be dragged to another part of their screen (as below).
The view of the Presenters also changes when a share is initiated. This is what Leigh’s desktop looked like when she was sharing the document in the above Attendee view. Leigh’s video window shrunk considerably (and stacked the webcams) when the share was initiated.

There are different ways that slides can appear to Attendees, depending on how they are shared.

This is how a slide appears to Attendees while being shared in PowerPoint “Reader View”.

(Note: The picture of Leigh above the slide is her live view video. The pictures of Leigh and Gary on the slide are graphics, not video.)
And here is what Leigh’s desktop looked like while doing the share for the above view.

This is how a slide appears to Attendees while being shared in PowerPoint “Show” view.
And this is what one of Leigh’s monitors looked like while doing the above share. The part that is actually being shared above was on Leigh’s other monitor and a screenshot could not be taken of it during the share.

As you can see, this option is a better view for Attendees, but the sharing is a bit trickier. We anticipate that many, if not most, presenters will want their webinar host to do the sharing for them.

The Recording view is a bit different from the live Attendee view, since the option for Q&A is no longer available when viewing a recording.

At right is what Leigh looked like in Speaker view in a recording.

And below is what she looked like in Share view (sharing a slide) in that same recording.

As you can see, in the recording, the video of the Speaker is on the upper right side in the recording, while in the live event view it was above the slide.

Things to keep in mind when considering how you want to put your presentation together:

- In SPEAKER view, the video of the presenter may appear quite large to Attendees, if they are viewing on a large projection screen. However, in SHARE view, the video of the presenter may appear tiny (in fact, hardly visible at all), if they are viewing on a small device, such as laptop, iPad, or other mobile device. We know from viewer feedback that they like being able to see the presenters, so some combination of SPEAKER view and SHARE view may be the optimal approach.
- As previously noted, there may be a lag in the video catching up when Speaker status switches from Presenter to Presenter, so that should be considering when deciding how frequently to change from Presenter to Presenter, particularly in a conversational or Q&A segment.