Scheduling Zoom Defenses

Standard Operating Procedure Faculty of Graduate Studies Updated
04/04/2020
Introduction

This SOP details instructions for scheduling a Zoom meeting for remote participation in defenses.

Graduate Program Assistants, who coordinate defenses for their graduate programs, are responsible for scheduling Zoom defenses.

This SOP also includes instructions for the host of the meeting to assign participants to breakout rooms to allow the examination committee privacy for planning and deliberation.
Outline

1. Zoom login information
2. Setting up the meeting
3. Sharing meeting details with committee
4. Day of Defense
Zoom Account Login Information
Zoom Login

• Licensed Zoom accounts allow for multiple participants with an extended meeting time of five hours
• There are two Graduate Zoom Meeting Rooms:
  • Room 1: Login name: gradzoom@yorku.ca
  • Room 1: Password: York5065
  • Room 2: Login name: gradzoom2@yorku.ca
  • Room 2: Password: York5000
Scheduling the Defense
Scheduling the Meeting:

- Go to [http://zoom.us/](http://zoom.us/)
- Click "sign in" (top right)
- Enter the login information for Grad Zoom Room 1, found on the previous slide
- Click “Upcoming meetings,” to see if your desired day and time slot is free. If it is already booked for another defense, login to Grad Zoom Room 2.
• Once you find a free time slot, select "Schedule a Meeting"
Scheduling a Meeting:

• Complete all fields including:
  – Topic & Description
  – Date and Time (select EST for timezone)
  – Video for host and participant ON
  – Audio set to BOTH
  – Meeting options ENABLE JOIN BEFORE HOST
  – Meeting ID- set to "generate automatically"
  – Enter the email of an "alternative host." Note that this should be the faculty member who will host the Zoom meeting. Creating an "alternative host" will allow this person to host the Zoom meeting.
  – Save
Sharing Meeting Details with Committee
Share the Zoom Meeting with Committee

- Click on Outlook Calendar

- Select Outlook 2016 as your application
- Open the invite at the bottom of your browser
Share the Zoom Meeting with Committee

An Outlook appointment will pop open for you to share with the Committee:

gradzoom@yorku.ca is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://yorku.zoom.us/j/362444207

One tap mobile
+16475505885, 362444207# Canada

Dial by your location
+1 647 508 0588 Canada
Meeting ID: 362 444 207
Find your local number: https://zoom.us/u/obYaYwpmWS

Join by SIP
362444207@zoomrr.com

Join by H.323
162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.155 (China)
115.114.131.7 (India)
213.19.154.110 (EMEA)
103.122.166.55 (Australia)
209.9.211.110 (Hong Kong)
64.211.144.160 (Brazil)
69.174.57.160 (Canada)
207.226.132.210 (Japan)
Meeting ID: 362 444 207
Day of Defense
Day of Zoom Defense

- The defense examination committee members and the candidate should click on the Zoom link found in the calendar invitation. This will bring them to the Zoom meeting.
- When the "alternative host" joins the meeting, they will automatically be assigned the "host" role.
Assigning Participants to Breakout Rooms:

At the beginning and end of a defense, the examination committee will want to have a private discussion. To facilitate this, the host can assign anyone who is not a member of the examination committee to a separate "break out" room. Click "breakout rooms"
After creating breakout rooms, click "options." Make sure that "allow participants to return to the main session at any time" is not clicked.
Assigning participants to rooms:

Select "assign" next to the room you wish to assign participants to and then select participants you want to assign to that room.

Once a participant has been assigned (manually or automatically), the number of participants will show in place of the Assign button.
Joining Breakout Rooms:

- **Open All Rooms:** Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.

![Image of Joining Breakout Rooms...]

Joining Breakout Rooms...

**Breakout Room 1**
It may take a few moments.
Managing Breakout Rooms:
To send a message to participants in a breakout room, click "broadcast a message to all."

To close breakout rooms:
Click "close all rooms" and participants in the breakout room will be invited to click and "return to the main session." A timer will also begin; if a participant does nothing, they will automatically return to the main room after 60 seconds.
Technical Support During Zoom Defenses

The following support is available Mon-Friday 8:30-4:30:

- Phone: __________
- Email: __________

Indicate that you are in Graduate Zoom Defense account 1 or 2.

INFORMATION WILL BE ADDED HERE AND THIS SOP WILL BE RECIRCULATED WHEN THIS INFORMATION COMES AVAILABLE.