Scheduling Zoom Defenses

Standard Operating Procedure Faculty of Graduate Studies Updated 05/15/2020
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, typically schedule 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 scheduling options
2. Scheduling the Defense
3. Sharing the meeting details
4. Day of Defense
Zoom Scheduling Options
Zoom Login

- Licensed Zoom accounts allow for multiple participants with an extended meeting time of five hours.
- Programs can schedule defenses using a faculty or staff member's Zoom account or programs can use one of two "gradzoom" accounts provided by FGS.
Scheduling the Defense
Scheduling the Meeting:

- **Option #1**: email gradtd1@yorku.ca or gradtd2@yorku.ca the day/time/alternate host email for the defense. FGS staff will contact UIT and arrange scheduling in one of FGS' grad zoom Zoom accounts.

- FGS staff will email you the Zoom calendar booking invitation and you can send this to the all committee members, etc.
Oral Exam Booking Procedure

START: GPA puts “Recommendation for Oral Exam” form on Teams

FGS staff receives form, AD reviews and approves and FGS staff updates GEM

FGS Staff emails instructions and forms to the exam committee, external examiner and student

FGS confirms with the GPA the name of the “alternate host” for the Zoom defense

FGS staff emails UIT and GPA the request to book a Zoom Oral Exam

UIT books defense and emails back the meeting invitation details to FGS staff and GPA

UIT Technical Support for Oral Exams:

Email: Zoomdefencehelp@yorku.ca
Phone number: 416-736-5599 and internal extension 55599
* phone staffed from 8am – 4pm Mon-Fri with no voicemail. User will need to call back if no answer or send email

END: FGS staff inputs defense info on spreadsheet GPA communicates meeting invitation to relevant parties,
Option #2: Determine that a faculty member would prefer to host the Zoom Defense in his/her/their room and reach out to that person to see if any support or assistance is required.

- Faculty members can Go to [http://zoom.us/](http://zoom.us/) or [yorku.zoom.us](http://yorku.zoom.us)
- Click "sign in" (top right)
- enter the login information
• 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"
  - If desired, 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 the Meeting Details
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
+16475550588,362444207# Canada

Dial by your location
+1 647 308 9988 Canada
Meeting ID: 362 444 207
Find your local number: https://zoom.us/u/obYywpmWS

Join by SIP
362444207@zoomcrc.com

Join by H.323
162.255.37.13 (US West)
162.255.36.13 (US East)
221.122.88.195 (China)
115.114.131.7 (India)
213.19.164.150 (EMEA)
103.122.166.55 (Australia)
209.9.211.110 (Hong Kong)
94.211.144.160 (Brazil)
69.174.57.260 (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.
- If using an "alternative host:" when the alt 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. Then, select the participants that 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.

```markdown
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 UIT support is available Monday to Friday 8:00am-4:00pm:

- Email: zoomdefencehelp@yorku.ca
- Phone: 416-736-5599