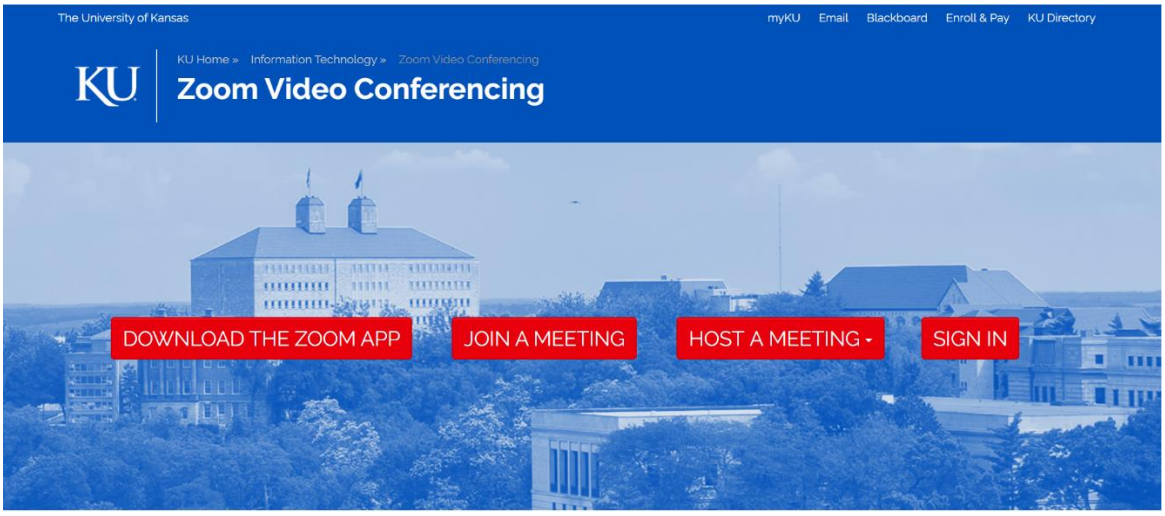
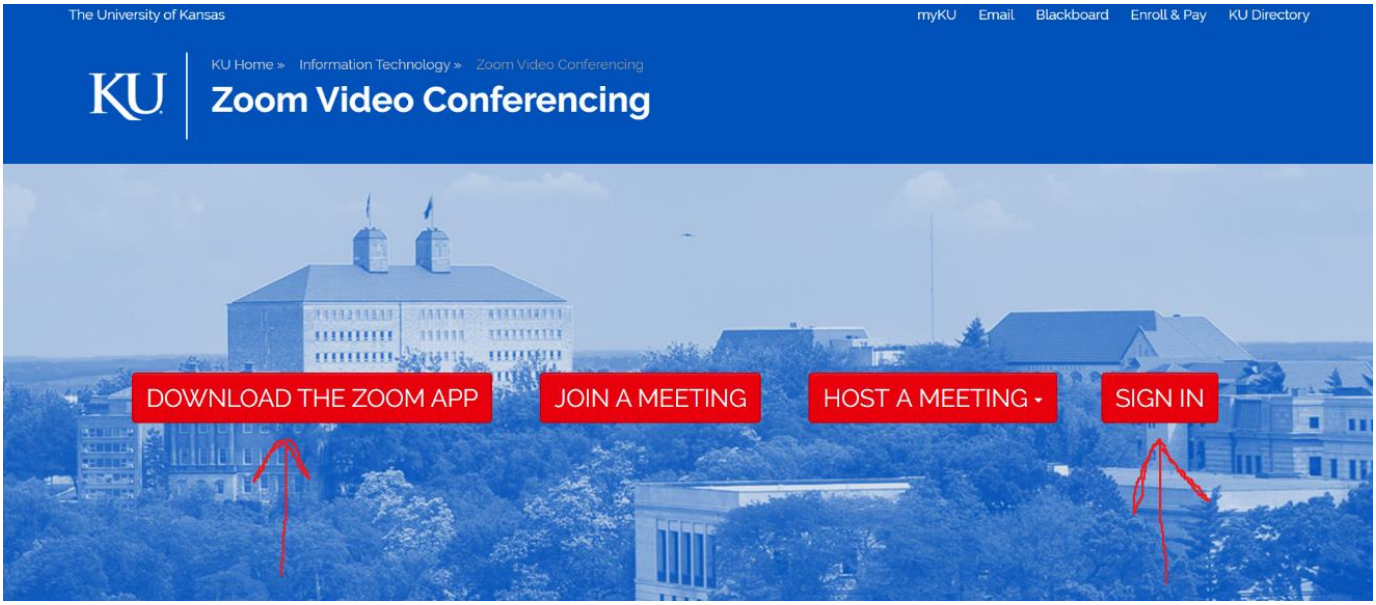
A Guide For Using Zoom To Facilitate Your Final Defense

LOGGING IN

First, you should go to https://kansas.zoom.us/

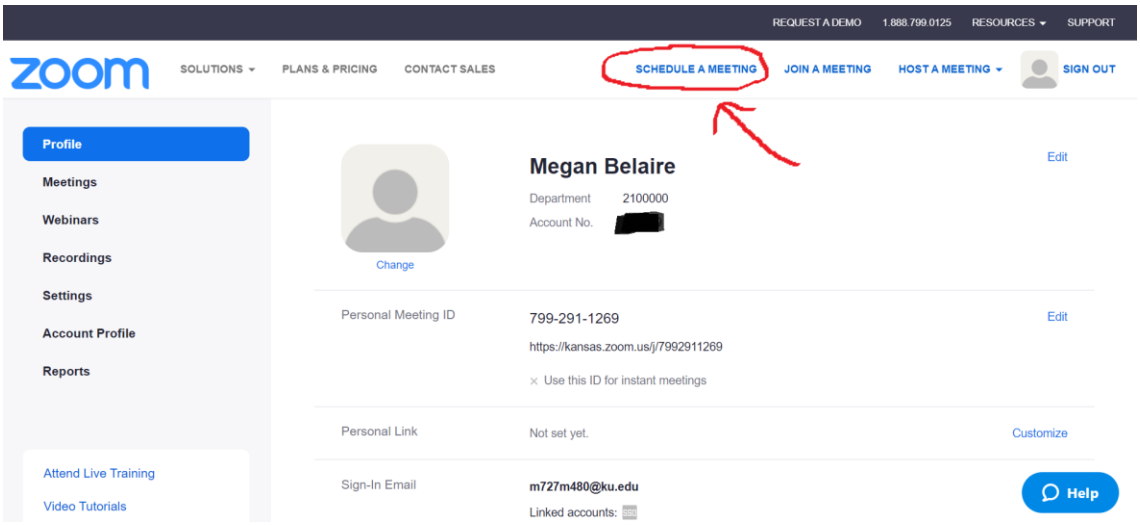


Here you can download the app or sign in. Please use your KU email and password to log in so that you have access to KU's license.

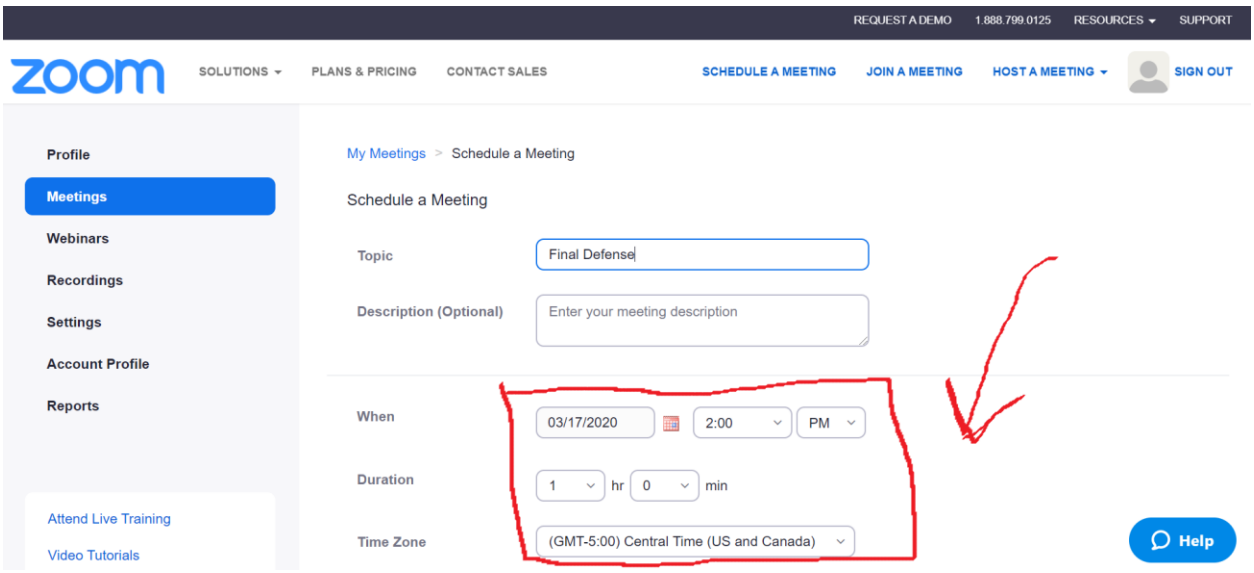


SCHEDULE A MEETING

Once you've logged in, click "schedule a meeting". For final defenses, I would recommend that either the student or the chair of the committee be the one to set up the meeting so they will automatically be the host. *(A staff member could set up the meeting and designate the student or advisor as host if needed)*



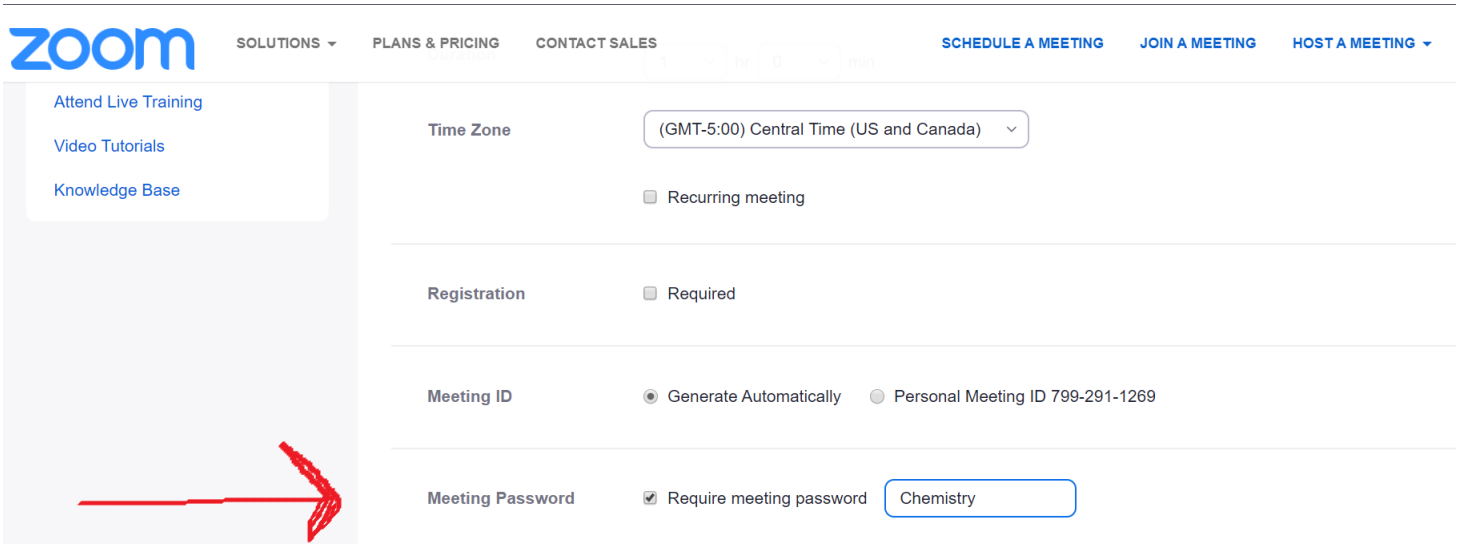
Here you can set a specific time for the meeting.



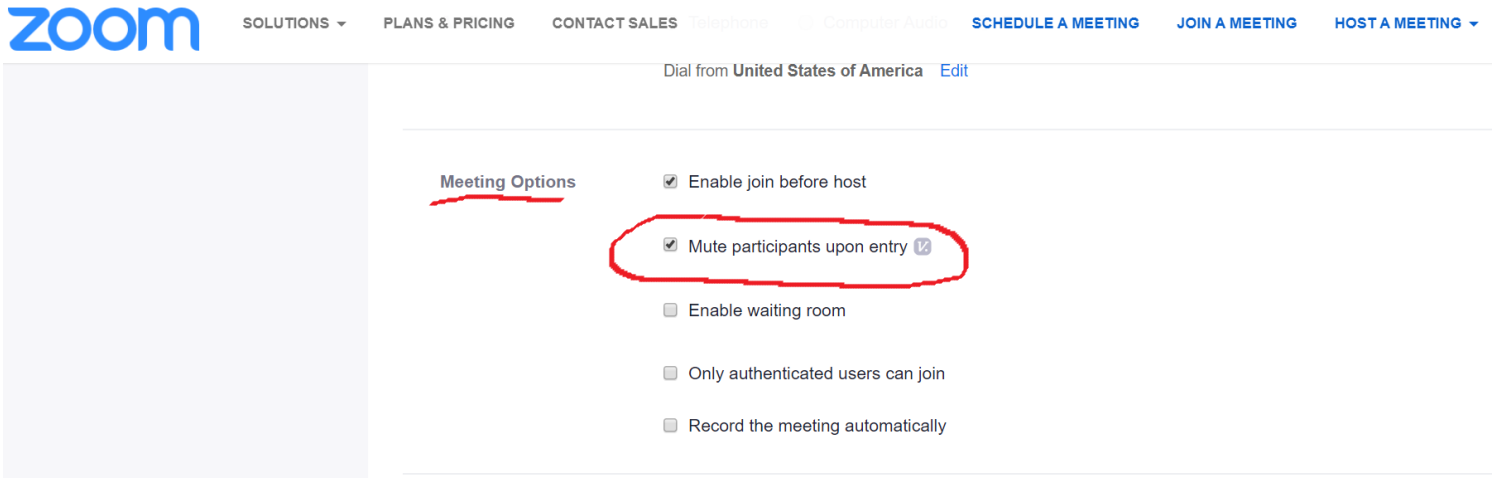
Before you click "Save" at the bottom here are a few settings you might want to check!

SETTINGS

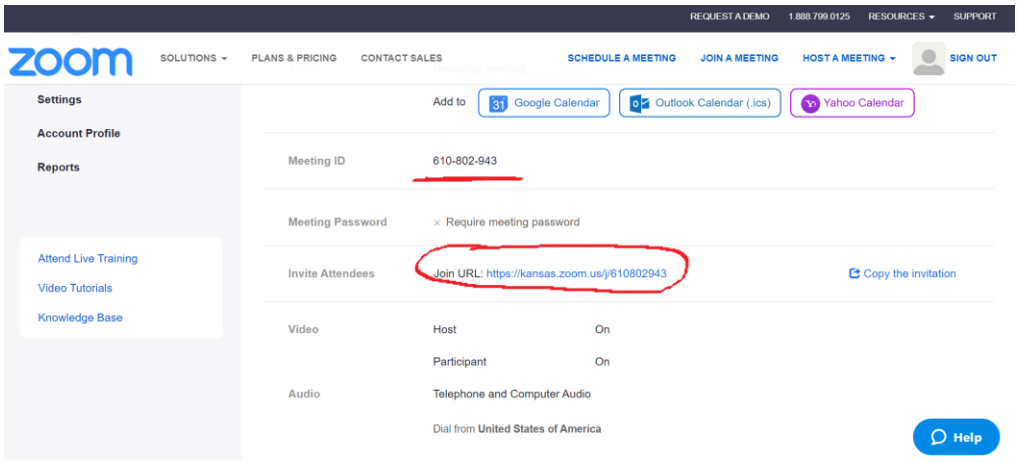
We recommend that you require a password to join your meeting. Since defenses are open to the public the password should be provided with the meeting link, but this setting can help of to avoid instances of “zoom bombing”, which is a situation in which a random person joins your meeting and engages in various types of disruptive behavor. A password requirement can be found in the meeting settings. Simply click the option “require meeting password” and then type your password of choice.



If you scroll a little further, you will see a section titled “Meeting Options”. We recommend that you click the “mute participants upon entry” option. This way, if anyone joins after the start of the meeting they don’t have to worry about inadvertently becoming a distraction. We will also show you how to set this up if you are already in the meeting later in this guide

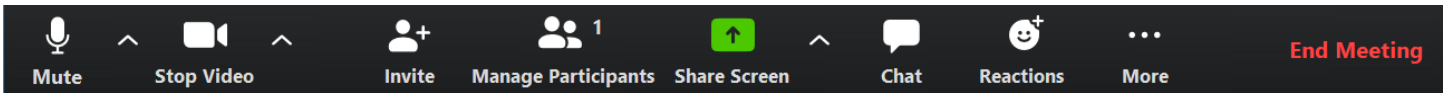


After finishing with your settings scroll to the bottom of the page and click “Save”. This will generate a meeting ID and a link for the meeting that you can send out. For final defenses, we will be sending out the zoom link and password along with the announcement so please schedule your defense via zoom in advance.



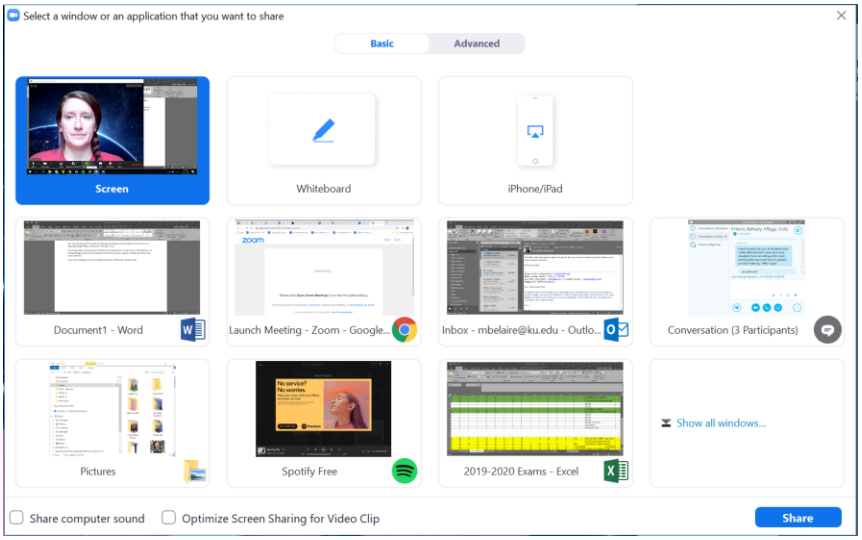
MANAGING YOUR MEETING

Once in the meeting you will see the following tool bar at the bottom of your screen, which will be referenced in the next several steps.



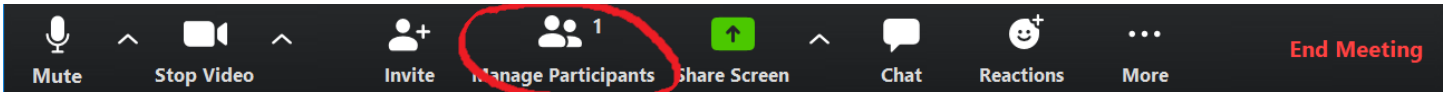
SHARING YOUR SCREEN

For the student defending their dissertation: Please use the “share screen” button (in green) to share your powerpoint slides with all the participants, as it is a requirement for them to have access to those materials during the exam. All participants can still hear you, even when sharing your screen. This will be your view (below) when you click “share screen”. Your powerpoint should show up as one of the tabs (much like you see a tab for a word document below) and you can share the powerpoint without having to share your whole screen. You will also notice a whiteboard feature. This allows you to draw on the screen that you are sharing, which might be useful when faculty ask questions towards the end of the exam.

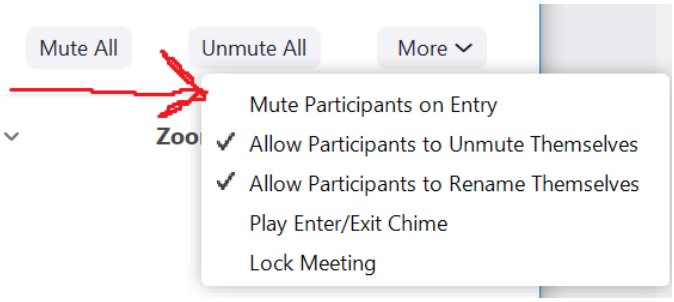


MUTING PARTICIPANTS

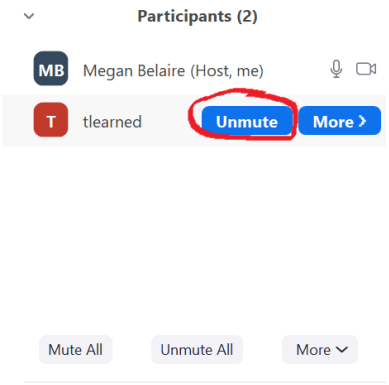
Once the meeting has started, (if you haven't already enable "mute participants upon entry") I would recommend that the host do so by going into the settings and clicking "manage participants"



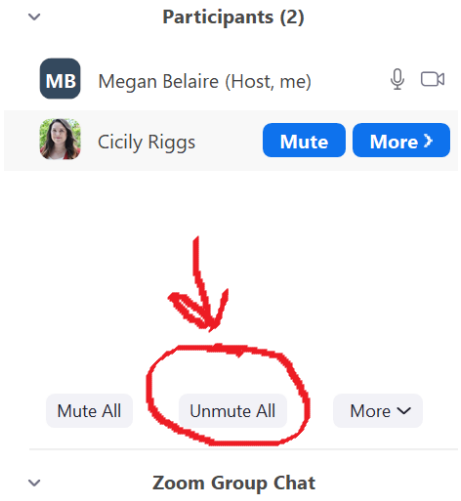
Then click "Mute Participants on Entry", this way, if participants join late they can't immediately start talking and accidentally disrupt the defense.



The host must then go and unmute the committee members so that they can participate freely.

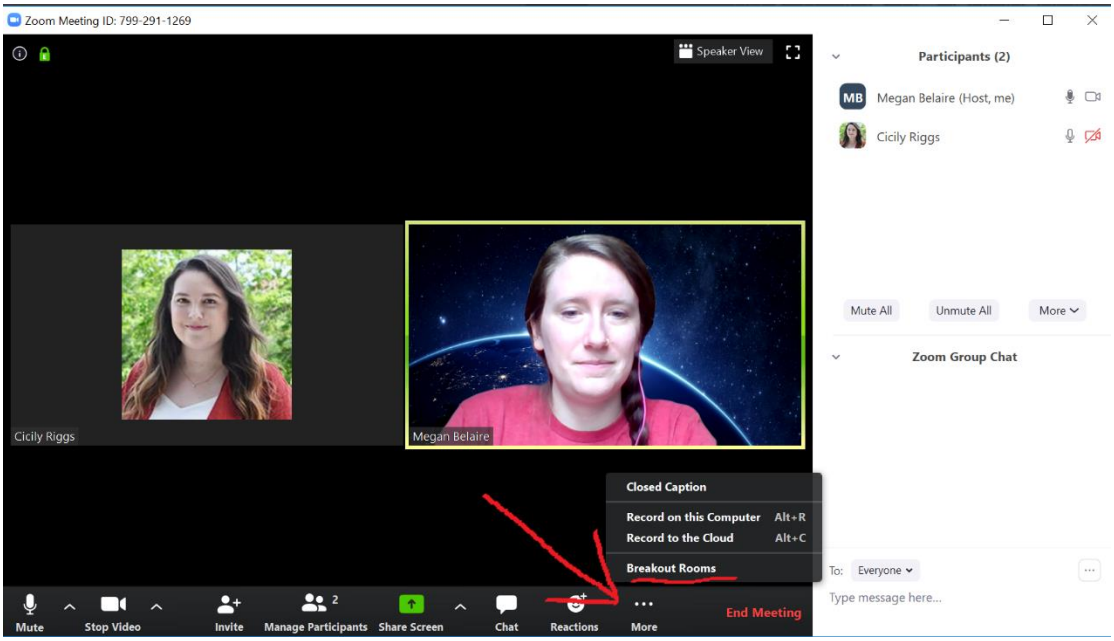


At the end of the defense when it is time for public questions you can "unmute all" participants so that the audience members may ask their questions.

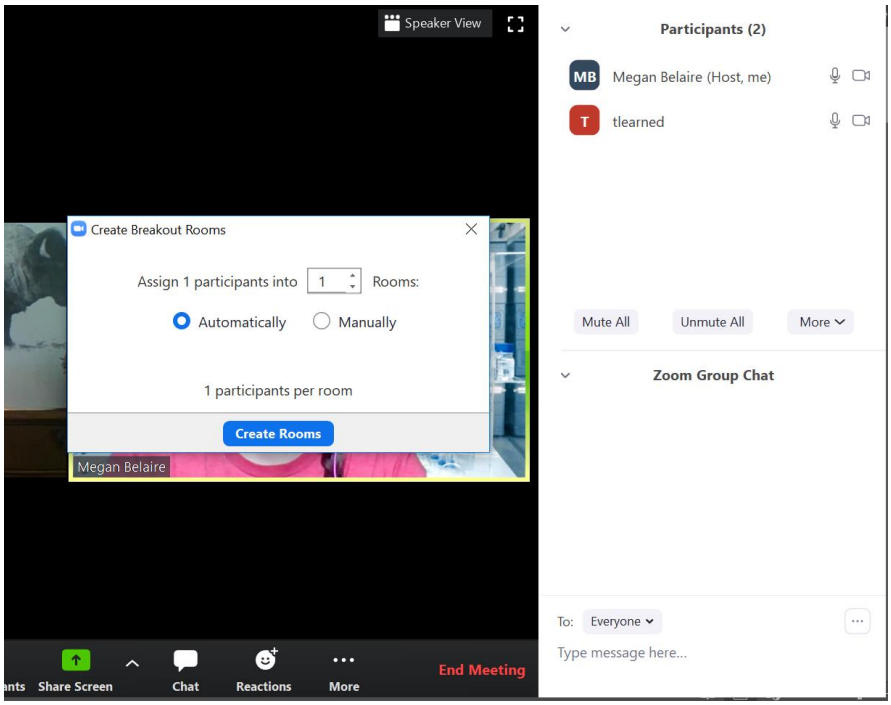


BREAKOUT ROOMS

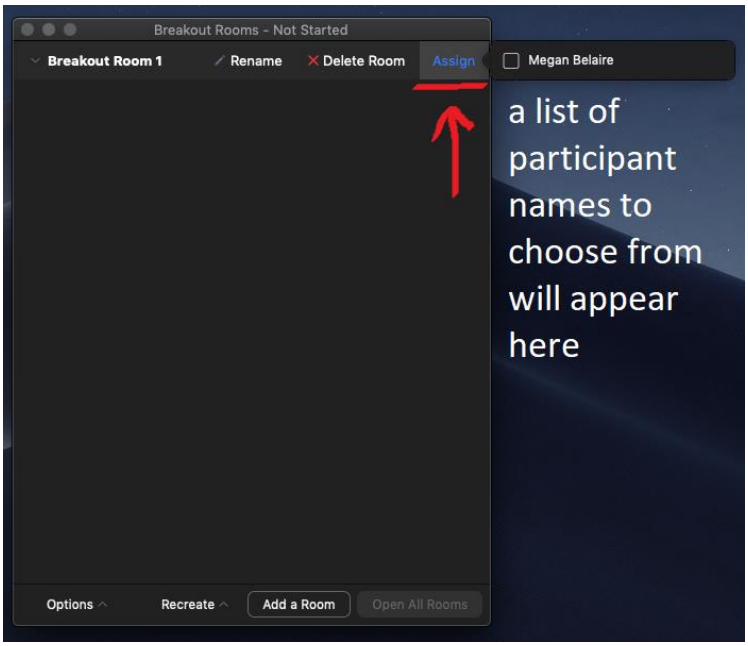
When it is time for the committee to deliberate in private you will want to use the “Breakout Room” feature. The host will need to click on the tool bar where they see three dots. This will open another tab and at the bottom of this tab you will find the option for “breakout room”.



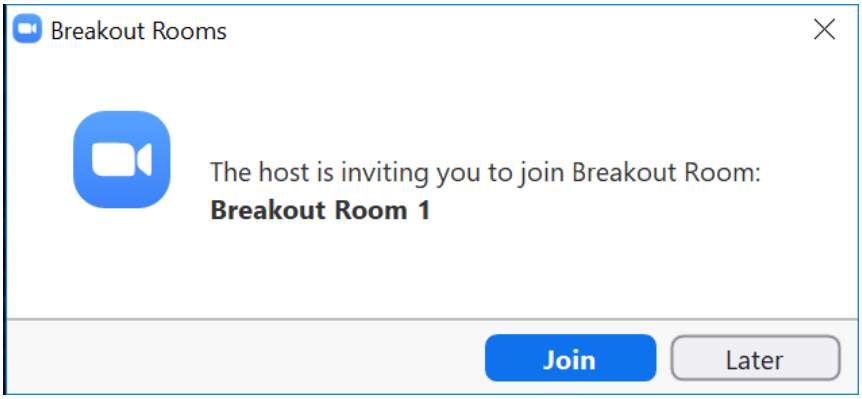
After clicking this, the host will choose the number of participants for the breakout room, which should be the same number of committee members you have or typically 5 (please set it to manually add participants).



From there you will be able to add specific users to that room using the “assign” button. You will choose your committee members and they will be added to a private room to proceed with their discussions. The host and the other participants will not be able to see or hear the deliberations.



If you are invited to a breakout room you should see the following dialogue box:



When the committee members are ready to rejoin the meeting they should go to their tool bar and click “leave breakout room” (located on the far right).