

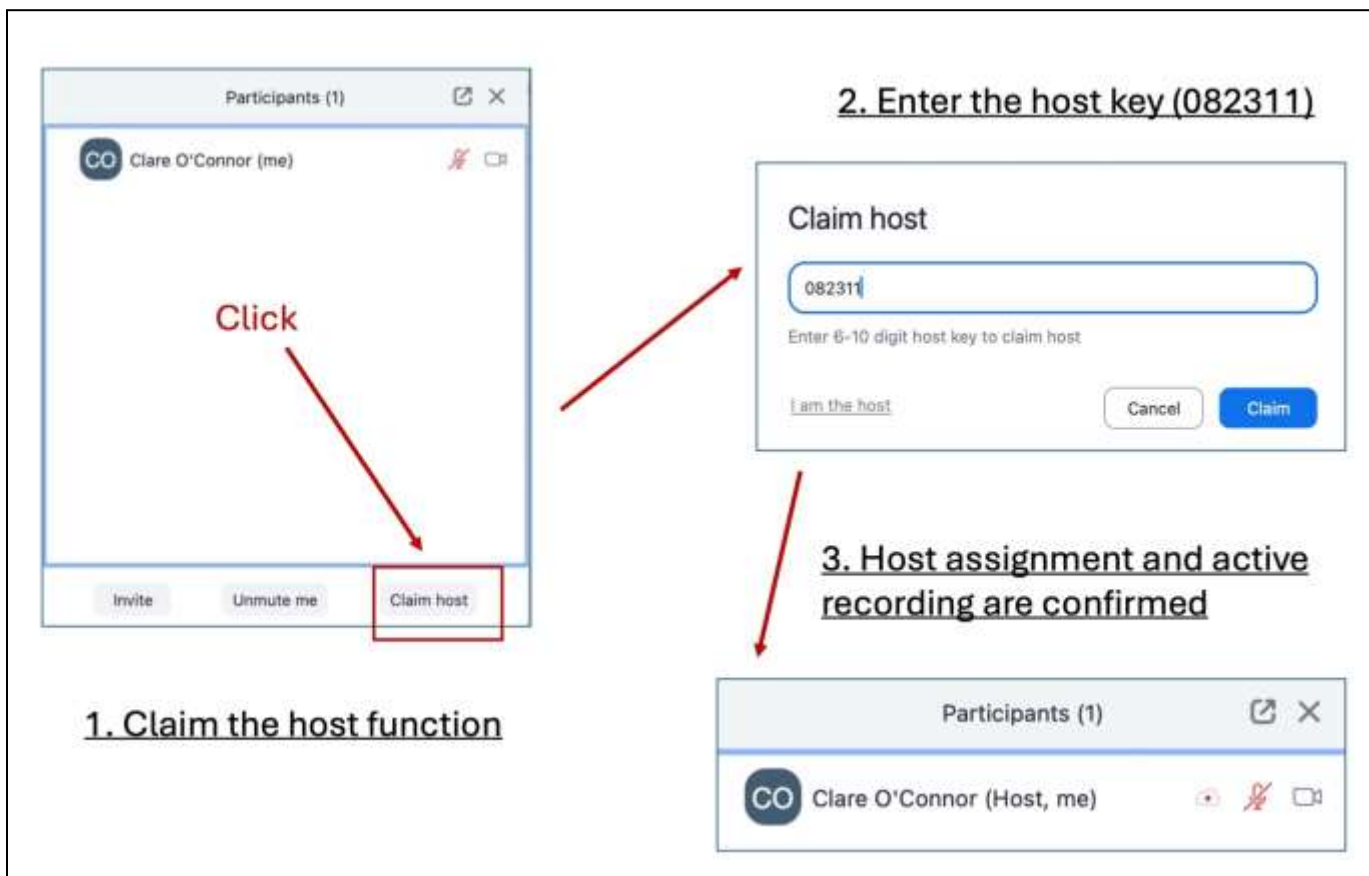
## Zoom Host Guide

All Zoom meetings must have a Host for two important reasons:

1. Screen sharing (ability to view content) is not available without a Host present
2. The Zoom meeting might "time out" or end before the allotted time due to licensing restrictions

### Who is the Host?

- Most **Class Assistants** have been assigned a WISE Zoom account that allows them to host Zoom meetings. When these individuals start or join a Zoom meeting, they automatically become the Host for that session.
- If you are a Class Assistant, Instructor, or other Meeting Lead **without** a WISE Zoom account, you can still Host the meeting:
  - Open the Participants panel on the right-hand side of the screen; at the bottom is the "**Claim Host**" button – click on this to become the Host
  - When prompted for the **Host Key** enter **082311**. **The Host Key is 082311 for all WISE classes and meetings.**
- The Host then can make additional participants Co-Hosts for that session



### What are my responsibilities as Host?

1. **Start the meeting:** To ensure the meeting runs smoothly, begin your preparations 15 minutes before the scheduled start time by completing the following:
  - **Check your internet connection:** Ensure you have a stable internet connection to avoid disruptions during the meeting
  - **Review the agenda and materials:** Familiarize yourself with the agenda and any documents or presentations that will be discussed.

- **Helpful hint:** Open any files, presentations, links, videos, etc. that will be shared during the meeting and have them ready to go on your desktop. This will make it easier to locate them once you are ready to screen share during the meeting.
  - **Start the Zoom session:** Open the meeting link or start it from your Zoom app. Log in as the Host to access all meeting controls.
  - **Test your audio and video settings:** Open the Zoom app and test your microphone, speakers, and camera to confirm they are working properly
    - Click on the "Audio" icon in the lower left corner
    - Select "Test speaker & microphone" and follow the prompts
- 2. Assign meeting Co-Hosts:** The Host should assign a second person to be a meeting Co-Host to help manage the meeting. Most importantly, any presenter (such as the Instructor) should be made a Co-Host so that they can easily manage meeting functions from their own device. To assign a Co-Host:
- Click **Participants** at the bottom of the screen
  - Find the person you want to make a Co-Host
  - Hover over their name and click **More**
  - Select **Make Co-Host**
- The Co-Host can now help manage the meeting, mute/unmute participants, etc.
- 3. Confirm the meeting is being recorded:**
- Automatic Recording: Your meeting has been set up to automatically begin recording as soon as it starts. Ideally, you will not need to do anything!
  - To check if your meeting is being recorded, look for the "**Recording**" label at the top-left of the screen, just above the meeting controls. If you see this label, your meeting is recording.
  - If you do not see the "**Recording**" label, you need to manually start the recording by:
    - Clicking the **Record** button at the bottom of your Zoom window
    - If the Record button is not visible, click on the **More** button (three dots) in the meeting controls, and you will see the option to Start Recording
- 4. Mute/unmute participants as needed:** You can mute or unmute others by clicking the Mute/Unmute button next to their name in the Participants list. You can also mute everyone at once.
- 5. Assist/manage participants:** If someone is having trouble with their video or audio, you can help by clicking their name in the Participants list and choosing options like Unmute or Start Video.
- 6. Monitor chat:** You can see and manage the chat by clicking on the **Chat** button at the bottom of the screen. You can choose who can send messages (everyone or just you). Inform the Instructor/Presenter if there is a comment or question in the chat that they may not have seen.
- 7. Spotlight Video:** If you want to make a speaker or presenter the main video on everyone's screen, you can **Spotlight** their video. Just click **More** next to their name and choose **Spotlight Video**.
- 8. Screen Sharing:** To share your screen during the meeting:
- Click **Share Screen** at the bottom of the Zoom window
  - Choose to share your **Entire Desktop** or a specific **Window** (like a document or presentation)
  - Select what you want to share and click **Share**
  - When you are done, click **Stop Share** at the top of the screen to stop sharing your screen
- 9. End the Meeting:** When the meeting is finished, you can click **End Meeting** at the bottom right. You can choose to either **Leave Meeting** or **End for All** (which ends the meeting for everyone).