

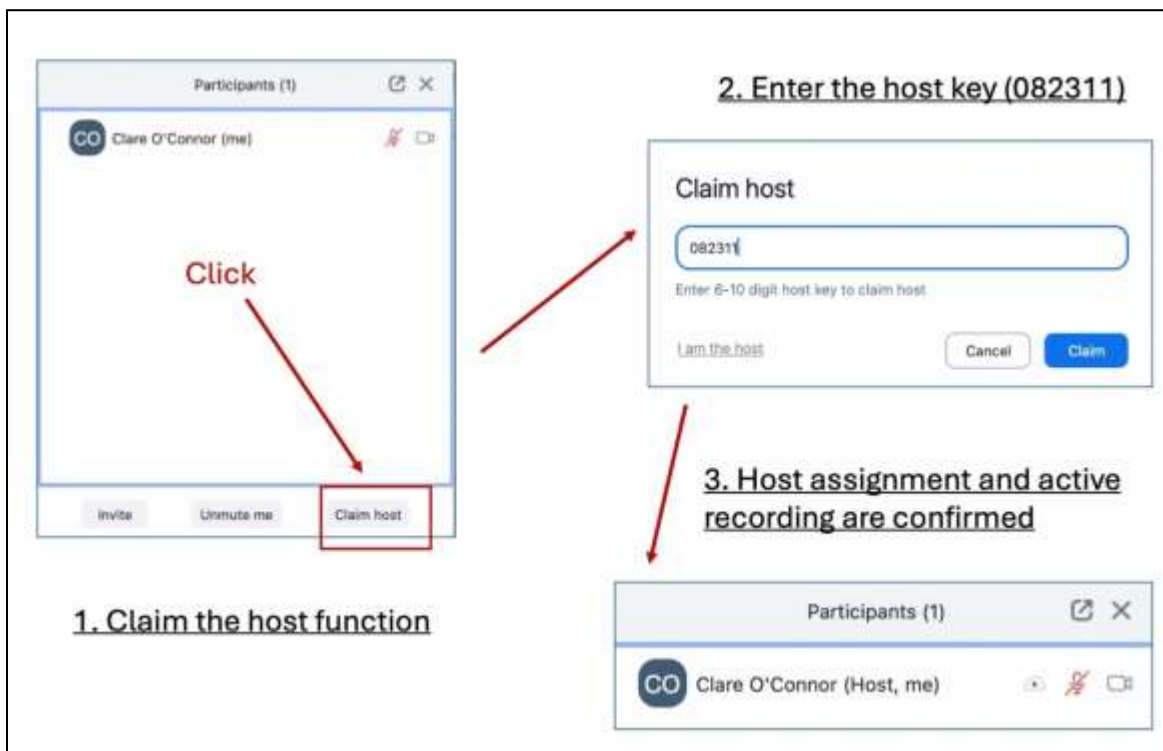
## Zoom Host Guide

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.

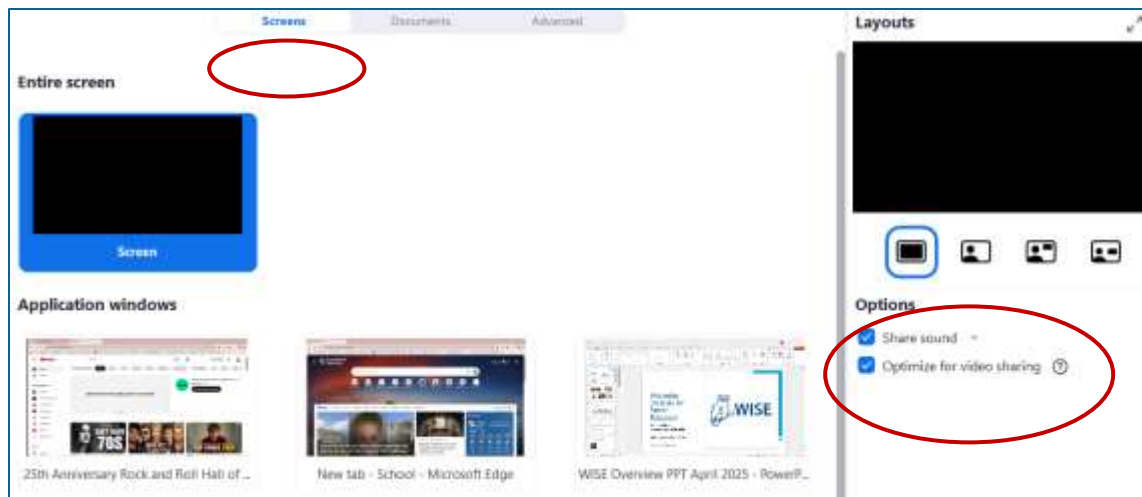
- 7. Spotlight Video:** If you want to make a speaker or presenter the main video on everyone's screen, you can **Spotlight** their video. Just click **More** next to their name and choose **Spotlight Video**.

- 8. Screen Sharing:** To share your screen during the meeting:

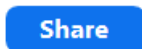
- **Helpful hint:** Before sharing, open all the documents and applications that you be using so they are ready to share
- Click the **Share icon** at the bottom of the Zoom window



- On the screen that appears:
  - a. Ensure you are on the **Screens** view (tabs at the top)
  - b. If you plan on sharing any video or audio clips, select both the **Share Sound** and **Optimize for Video Sharing** options (right hand panel)
  - c. Click on what you want to share. For example, to share your computer desktop view, choose **Entire Screen** or select the specific **Application Window** to share a PowerPoint presentation, pdf document, a video or link in your web browser, etc.



- After clicking on the window you want to share, click the **Share** button at the bottom of the screen:



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- On the Zoom meeting, you will now see this banner across the top of the screen which indicates that you are in share mode:



- When you are done, click the red **Stop Share** at the top of the screen to stop sharing your screen.
- **Helpful hint:** To switch sharing between applications (for example, switch from a PowerPoint presentation to a YouTube video) you need to first click **Stop Share** and then click **Share** again on your Zoom screen and go through the steps to select the other application.

- 9. End the Meeting:** When the meeting is finished, you can click **End Meeting** at the bottom right. You may see an option to either **Leave Meeting** or **End for All**. **Leave Meeting** is used by participants who might need to leave the session, while the meeting continues for everyone else. **Only Hosts will see the End for All option;** if you are the Host, remember that this will close down the entire Zoom, ending the meeting for everyone and should only be selected once you are ready to close the session.