HOSTING A ZOOM MEETING

*7 tips to support Chairs of the Oral Defence at UniSA*

1 — Camera Angles

Use the video camera remote to focus in on yourself (the Chair) and the candidate to minimise dead space, hide non-participating observers and ensure that the candidate is clearly seen by the examiners.

2 — Gallery View

Select *Gallery View* to show participants side by side. This is the best view for an Oral Defence examination where everyone will be speaking. *Speaker View* can be distracting for the candidate.

Gallery View
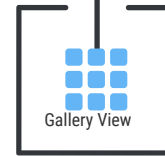
3 — Hide Self View

Hover over the top right-hand side of your camera's view and select the ellipsis to open the extended menu options then select *Hide Self View*. This removes your video from your screen only and allows the candidate to focus on the two examiners. Select ellipsis again and then select *Show Self View* to reactivate.

4 — Manage Participants

Open the *Manage Participants* panel so that microphone and video functions can be accessed at any point during the meeting. During set up, open the panel while NOT in full screen mode to lock the panel to the right-hand side of the screen, rather than floating, then return to full screen mode.

Manage Participants

5 — Managing Audio

From the *Manage Participants* panel you can easily mute and unmute yourself and others. Select the microphone next to the participant to switch between mute and unmute.

6 — Managing Video

From the *Manage Participants* panel you can easily stop and start video for yourself and others. Select the camera next to the participant to switch been video displaying and not displaying.
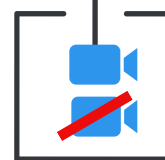
7 — Communicate with Chat

Use the *Chat* function only in case of audio problems, as chat can be seen by the candidate and can divert their attention from the conversation. Send chat messages only to the person that should see the message so that other participants aren't distracted. *Zoom Group Chat* will appear under the *Manage Participants* panel.

University of South Australia

PANEL SUPERVISION   PARTNERING

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