dance studies association

ZOOM CHECKLIST AND BASIC HOW-TO's
Updated 9.27.21

MAKING SPEAKERS CO-HOSTS
- Click "Participants" in lower left-hand corner.
- In new window that appears, find your speakers' names.
- Hover over their name, select "more," and click "Make Co-Host."

GETTING SPEAKERS SET UP
- Make sure everyone's cameras and audio are working.
- Confirm all can find the "share my screen" button and have PPT or other presentation materials loaded.
- Close web browser tabs, email, Teams etc. (especially any noise-making applications)

WAITING ROOM
- In the 15 minutes prior to the start of the meeting, ONLY admit the speakers on your panel/roundtable/meeting so you have time to prep (see above).
- At the meeting start time, alert the speakers that you are going to admit all other participants.
- Once the meeting has begun, go to the "Security" tab to UNCHECK "Enable Waiting Room." (This allows participants to come and go freely once the meeting is in progress.)

CHAT
- The Zoom host will keep an eye on Chat
  - Direct participants with technical issues to the Live Chat button on the bottom right of the DSA home page

SCREEN SHARING
- Click "Share Screen" in the zoom control panel to select which screen or window you would like to share.
- If you are showing a video or audio, make sure you click "Share Computer Sound."
- DO NOT click "Optimize full screen video clip" as it compromises the quality of the video.
- Before screensharing, close any apps or functions that have pop ups or sounds

CAMERA VIEWS
- Default is "Zoom Host Camera View."
- The zoom host can spotlight someone for EVERYONE in the meeting
  - To do so, right click on their image, and hit "start spotlight"
  - To cancel spotlight, right click on image and hit "cancel spotlight"

END SESSION
- There is likely another session/event in the "room" immediately after your event.
- If the session is running over or if participants are chatting amongst themselves afterwards, give a 2-minute warning that you will be ending the session
- End the session

PRACTICE ON YOUR OWN
- Use free zoom account to practice functions. Practice screen-sharing.