

Moderator Zoom Guide



Host controls will appear at the bottom of the screen (Please note that there may be other control buttons available. However, the control buttons mentioned here are the buttons you will most likely use)

*** Do not use the record feature. If you accidentally click on it, make sure to immediately stop the recording, which is located at the top of the screen**

- 1 • Allows you to mute/unmute your microphone.
- Clicking on the “arrow” will open various options, such as selecting a specific microphone and/or speaker (if you have more than one).

- 2 • Allows you to start/stop your web camera.
- Clicking on the “arrow” will open various options, such as selecting a specific web camera (if you have more than one), applying virtual background, and other video camera options.

- 3 • Three Security Options are available:
 - Lock Meeting: Do not allow anyone to join the meeting room.
 - Enable Waiting Room.
 - Allow Participants to:
 - Share Screen, Chat, or Rename Themselves.

- 7 • There are two options (if host) and one option (if co-host)
 - End Meeting for All: End the entire meeting (only host)
 - Leave Meeting: Leave the meeting room and you will be asked to assign a new host (if you were the host).

4 • Opens the side window with a list of participants and allows you to manage the participants in the meeting room.

In this Participants side window, you will be able to do the following:

- Mute/unmute everyone.
- If you click on a specific participant you can:
 - Mute the participant.
 - Turn off their video camera. However, you will not be able to “turn on” their video camera, but only send a request to ask them to turn on their video camera.
 - Rename the participant.
 - Put the participant back into waiting room.
 - Remove/Report the participant.
- The button at the bottom right will open several other options:
 - Mute Participants upon Entry.
 - Allow Participants to Unmute Themselves.
 - Allow Participants to Rename Themselves.
 - Play Enter/Exit Chime.
 - Enable Waiting Room.
 - Lock Meeting (Prevent new participants from entering the meeting room).

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5 • Access the chat window to chat with all participants or privately with another participant.

As a host/co-host, you will be able to save the chat and restrict participant chats by clicking on button, located near the bottom right of the side chat window.

The 'Save Chat' dialog box shows options for 'Participant Can Chat With':

- No One
- Host Only
- Everyone Publicly
- Everyone Publicly and Privately

- 6 • You will be able to share your desktop screen, a specific application window, and use the whiteboard.
 - Please make sure either the moderator (or IT Staff) has the PowerPoint slide up that shows the room that the participant is in.
 - Please note that the controls will now appear at the top of the screen, but these controls are draggable when screen sharing.
 - Clicking on the “arrow” will open various options for Screen Share:
 - How many participants can share at the same time?
 - The “One participant can share at a time” should be selected.
 - Who can share?
 - Please make sure “All Participants” is selected before announcing the first presentation.
 - Who can start sharing when someone else is sharing?
 - The “Only Host” should be selected because you do not want other participants to interrupt the presentation.

Moderator Instructions

Before Conference

1. Please ensure you have good and stable internet connection during the session. The recommended internet connection for Zoom Meetings is 1.5 Mbps. Please check your internet speed using an internet speed check available in the Internet, such as <https://www.speedtest.net/>
2. Please make sure your audio is clear to everyone. Also make sure you have no background noise.

Preparing the Zoom Meeting Room

3. Before the presentations start, please click on the arrow next to the “Share Screen” icon and check if the following settings are selected:
 - How many participants can share at the same time? “One participant can share at a time”
 - Who can share? “All Participants”
 - Who can start sharing when someone else is sharing? “Only Host”
4. Please make sure you (or the IT staff) show your Zoom Room Session Banner/Information (Topic, Moderator name) starting 5 minutes before the session. This will allow the participants to know which room they are currently in.
5. Select “Mute all upon entry,” and enable “Waiting Room” {very important}.
6. Disable “Participants to rename themselves,” do not ever “lock meeting,” and do not enable “play enter/exit chime.”
7. Admit entrants sitting in the waiting room; follow the list of registered participants. Anyone not on that list, should not be admitted.
8. The moderator must admit only one person with the same name, i.e., duplicate logins must not be admitted.
9. Keep a close eye on participants entering the waiting room. Quickly check if they are registered, and then admit them if registered, but don’t admit if not registered.
10. Ask participants to turn on their video.
11. *Inform participants that there will be a group photo at the very beginning and end of the session!*
12. Please clearly tell participants that they should ask short questions only at the end of the presentation. At the discretion of the moderator, additional q’s can be asked of any presenter at the end of the session if there is time left. Also inform them to use the Reactions feature as a first resort to more easily indicate they have a question and to use the Chat feature as a second resort.
13. Before the presentations start, please tell the participants who the IT Staff is and contact them through private chat if something goes wrong.
14. Do not “record” the session under any circumstance.

During the Zoom Meeting Room

18. Please make sure everyone except the presenter is muted before someone starts presenting (IT Staff will help). Make sure you know how to “Mute All” when required.
19. If there is someone disrupting the session more than once, please use the remove and report feature.
20. If there is someone who has a video camera that is distracting everyone, please disable the webcam for that person.
21. Familiarize yourself and use the chat button, as required. Usually, the moderator should only chat with “everyone,” when required, and not enter one-on-one chats with others, unless a viewer asks a specific and private question.
22. Time the presenters, giving them equal time within the session period.
23. At the end of the session, please ask all to unmute their mic to applaud (clap) for the speaker!
24. If a question beyond the scope of the conference session is asked, please inform them to contact isec.sec@gmail.com.
25. When a presenter asks if everyone is able to see their screen when they are sharing, please respond vocally to them on behalf of all the participants with “yes” or “no”. Please also let the presenter know if their screen/presentation is not able to be seen.
26. Take a group photo at the beginning and ending of each session.
27. Do not, even by error, “end meeting for all.”