

Scheduling Zoom Defenses

Standard Operating Procedure Faculty
of Graduate Studies Updated

05/15/2020

Introduction

This SOP details instructions for scheduling a Zoom meeting for remote participation in defenses.

Graduate Program Assistants, who coordinate defenses for their graduate programs, typically schedule Zoom defenses.

This SOP also includes instructions for the host of the meeting to assign participants to breakout rooms to allow the examination committee privacy for planning and deliberation.

Outline

1. Zoom scheduling options
2. Scheduling the Defense
3. Sharing the meeting details
4. Day of Defense

Zoom Scheduling Options

Zoom Login

- Licensed Zoom accounts allow for multiple participants with an extended meeting time of five hours
- Programs can schedule defenses using a faculty or staff member's Zoom account or programs can use one of two "gradzoom" accounts provided by FGS.

Scheduling the Defense

Scheduling the Meeting:

- **Option #1:** email gradtd1@yorku.ca or gradtd2@yorku.ca the day/time/alternate host email for the defense. FGS staff will contact UIT and arrange scheduling in one of FGS' grad zoom Zoom accounts.
- FGS staff will email you the Zoom calendar booking invitation and you can send this to the all committee members, etc.

Oral Exam Booking Procedure

START:
GPA puts
"Recommendation for
Oral Exam" form on
Teams

FGS staff receives form,
AD reviews and approves
and FGS staff updates
GEM

FGS Staff emails
instructions and forms to
the exam committee,
external examiner and
student

FGS confirms with the
GPA the name of the
"alternate host" for the
Zoom defense

FGS staff emails UIT and
GPA the request to book
a Zoom Oral Exam

UIT books defense and
emails back the meeting
invitation details to FGS
staff and GPA

END:
FGS staff inputs
defense info on
spreadsheet
GPA communicates
meeting invitation to
relevant parties.

UIT Technical Support for Oral Exams:

Email: Zoomdefencehelp@yorku.ca

Phone number: 416-736-5599 and internal extension 55599

* phone staffed from 8am – 4pm Mon-Fri with no voicemail.
User will need to call back if no answer or send email

Option #2: Determine that a faculty member would prefer to host the Zoom Defense in his/her/their room and reach out to that person to see if any support or assistance is required.

- Faculty members can Go to <http://zoom.us/> or yorku.zoom.us
- Click "sign in" (top right)
- enter the login information

Upcoming Meetings

Previous Meetings

Personal Meeting Room

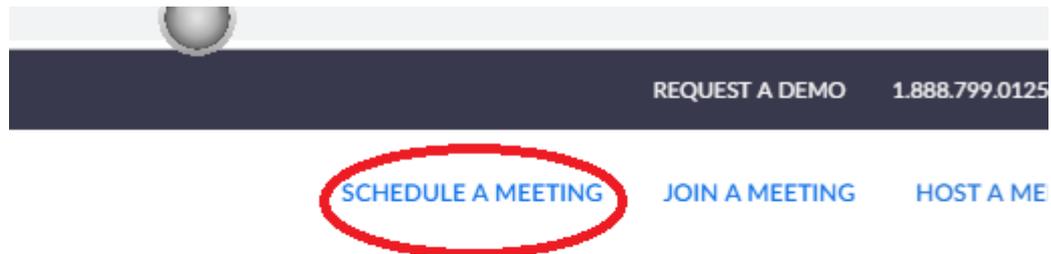
Get Training

Schedule a New Meeting

Join a meeting from an H.323/SIP room system

Start Time ↕	Topic ↕	Meeting ID	
Tomorrow 3:00 PM	Defense - "Student Name" 2019	362-444-207	<input type="button" value="Start"/> <input type="button" value="Delete"/>

- Select "Schedule a Meeting"



Scheduling a Meeting:

- Complete all fields including:

Topic & Description

Date and Time (select EST for timezone)

Video for host and participant ON

Audio set to BOTH

Meeting options ENABLE JOIN BEFORE HOST

Meeting ID- set to "generate automatically"

If desired, enter the email of an "alternative host." Note that this should be the faculty member who will host the Zoom meeting.

Creating an "alternative host" will allow this person to host the Zoom meeting.

Save

Sharing the Meeting Details

Share the Zoom Meeting with Committee

- Click on Outlook Calendar

My Meetings > Manage "Defense - "Student Name" 2019"

Topic	Defense - "Student Name" 2019	
Description	Remote participation for "Student Name" defense	
Time	Jun 12, 2019 3:00 PM Eastern Time (US and Canada)	
Add to	31 Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	362-444-207	
Invite Attendees	Join URL: https://yorku.zoom.us/j/362444207	
Video	Host	On

- Select Outlook 2016 as your application
- Open the invite at the bottom of your browser

Share the Zoom Meeting with Committee

An Outlook appointment will pop open for you to share with the Committee:

 This appointment conflicts with another one on your calendar.

Subject	Defense - "Student Name" 2019		
Location	https://yorku.zoom.us/j/362444207		
Start time	Wed 2019-06-12	3:00 PM	<input type="checkbox"/> All day event
End time	Wed 2019-06-12	6:00 PM	

gradzoom@yorku.ca is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://yorku.zoom.us/j/362444207>

One tap mobile
+16475580588,,362444207# Canada

Dial by your location
+1 647 558 0588 Canada
Meeting ID: 362 444 207
Find your local number: <https://zoom.us/u/abnYswpmWS>

Join by SIP
362444207@zoomcrc.com

Join by H.323
162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.195 (China)
115.114.131.7 (India)
213.19.144.110 (EMEA)
103.122.166.55 (Australia)
209.9.211.110 (Hong Kong)
64.211.144.160 (Brazil)
69.174.57.160 (Canada)
207.226.132.110 (Japan)
Meeting ID: 362 444 207

Day of Defense

Day of Zoom Defense

- The defense examination committee members and the candidate should click on the Zoom link found in the calendar invitation. This will bring them to the Zoom meeting.
- If using an "alternative host:" when the alt host joins the meeting, they will automatically be assigned the "host" role.

Assigning Participants to breakout rooms:

At the beginning and end of a defense, the examination committee will want to have a private discussion. To facilitate this, the host can assign anyone who is not a member of the examination committee to a separate "break out" room. Click "breakout rooms"



Click [Create breakout rooms](#).

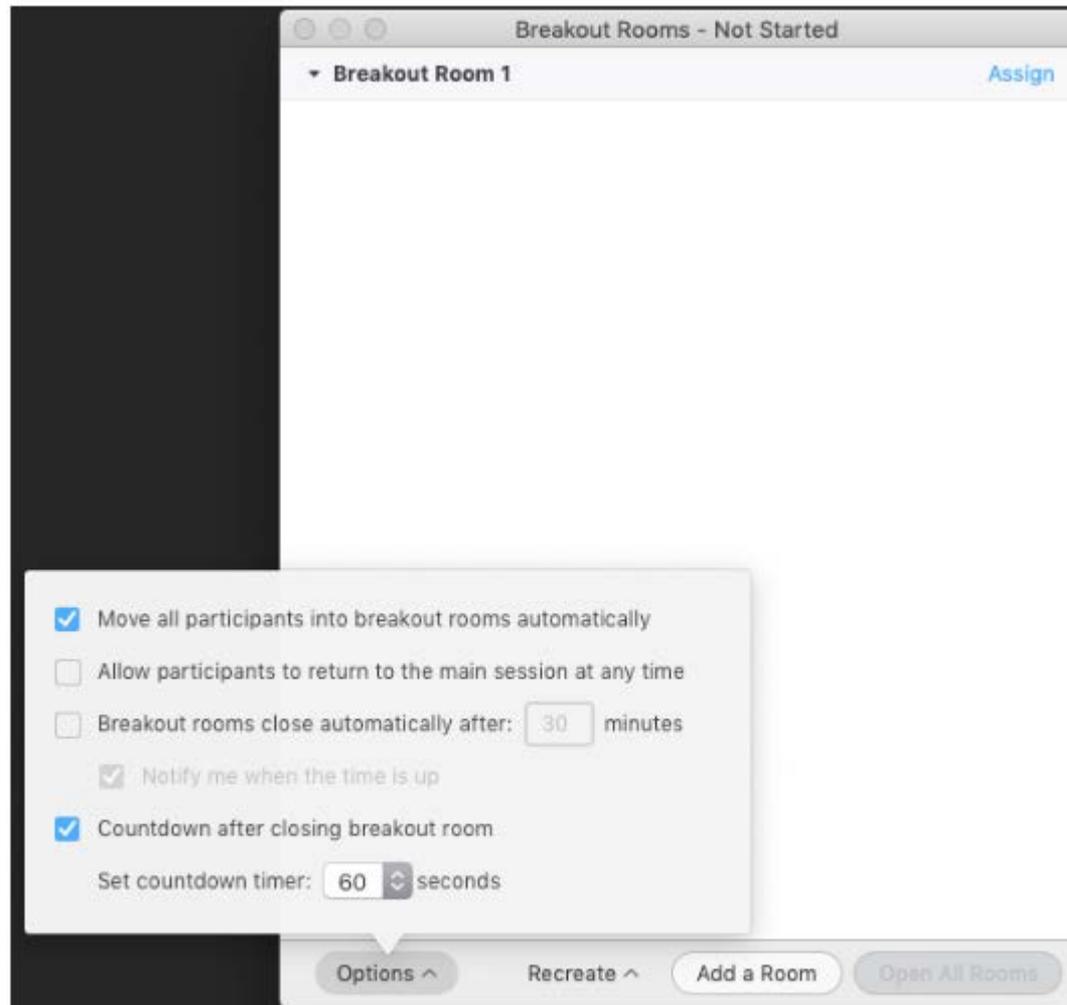
Assign 1 participants into Rooms:

Automatically Manually

1 participants per room

[Create Rooms](#)

After creating breakout rooms, click "options." Make sure that "allow participants to return to the main session at any time" is **not** clicked.



Assigning participants to rooms:

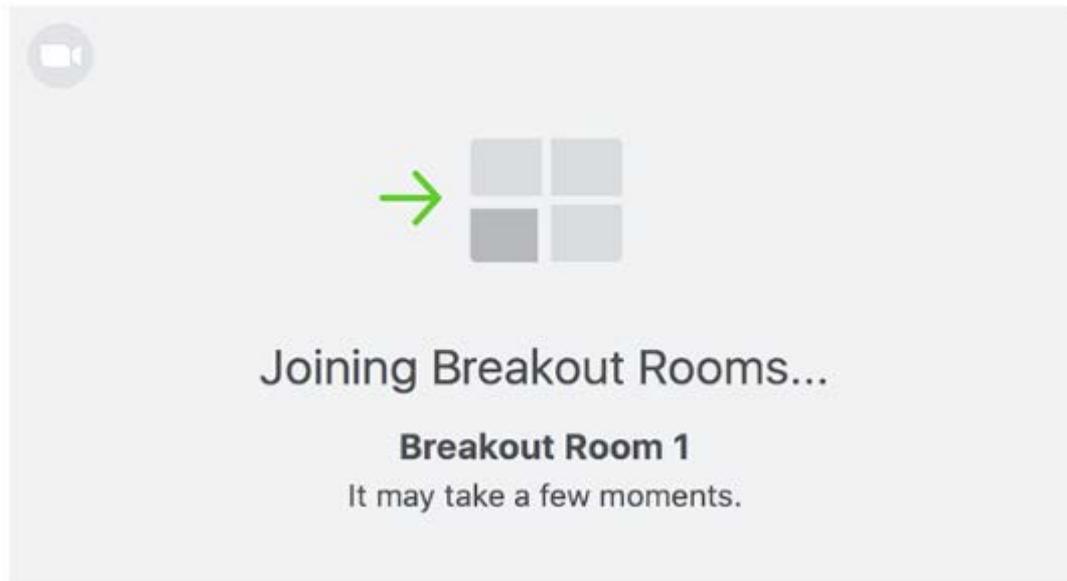
Select "assign" next to the room you wish to assign participants to. Then, select the participants that you want to assign to that room.



Once a participant has been assigned (manually or automatically), the number of participants will show in place of the **Assign** button.

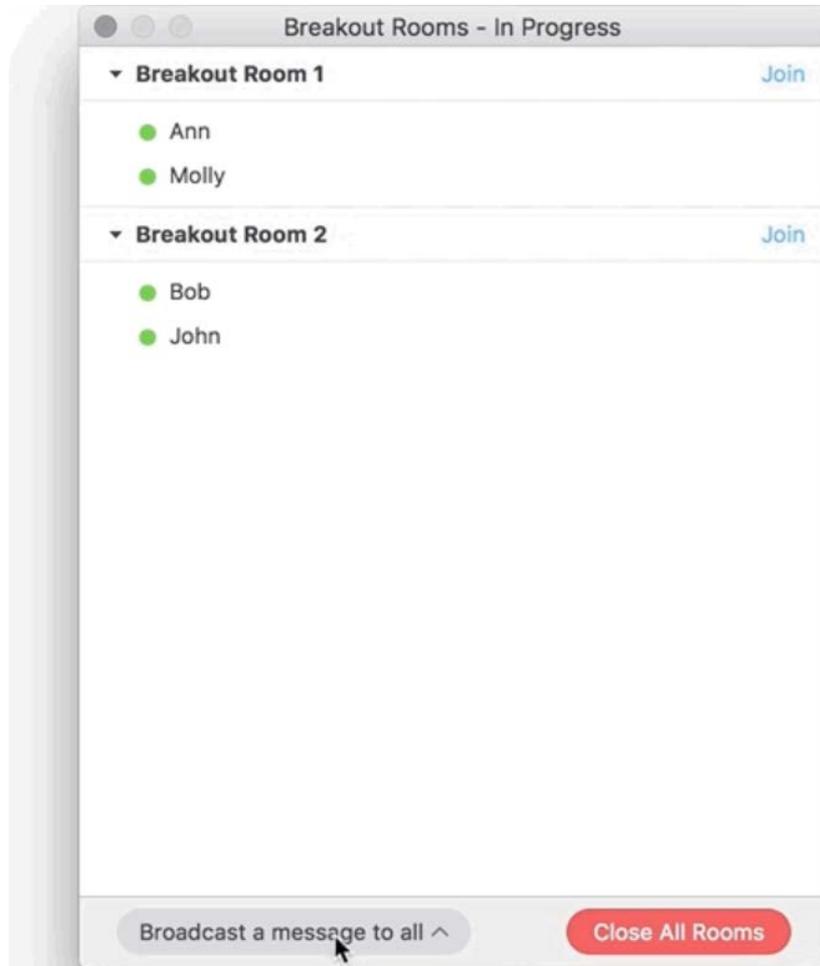
Joining breakout rooms:

- **Open All Rooms:** Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.



Managing Breakout Rooms:

To send a message to participants in a breakout room, click "broadcast a message to all."



To close breakout rooms: Click "close all rooms" and participants in the breakout room will be invited to click and "return to the main session." timer will also begin; if a participant does nothing, they will automatically return to the main room after 60 seconds.

Technical Support During Zoom Defenses

The following UIT support is available
Mon-Friday 8:00am-4:00pm:

-Email: zoomdefencehelp@yorku.ca

-Phone: 416-736-5599