

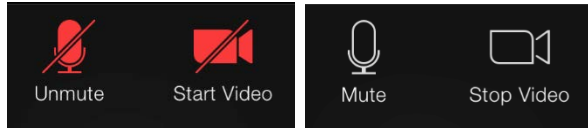
# ZOOM BEST PRACTICES FOR MODERATORS

## GENERAL AUDIO & WEBCAM GUIDANCE

All meeting participants will be **MUTED** with **VIDEO STOPPED** when entering the meeting room and are asked to keep **MUTED** with **VIDEO STOPPED** until Q&A/Breakout Session.

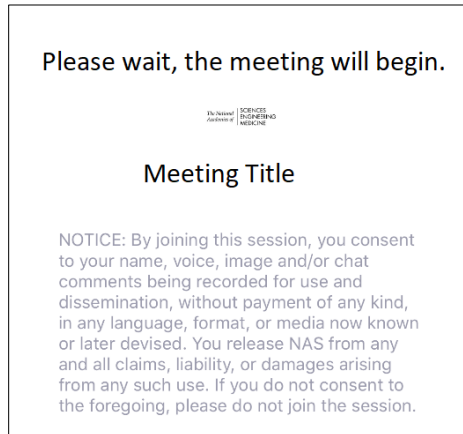
In Main Navigation (bottom console), participants are able to control their audio and webcam by clicking on the icons: Mute/Unmute their audio

Participants can Start/Stop their webcam video (during Q&A);



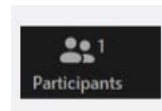
## ZOOM WAITING ROOM

We ask that Moderators and Speakers join the Zoom meeting 30 minutes prior in order to set-up presenters as Co-Hosts and test audio/screenshare, etc. All participants will remain in the waiting room until we start the meeting. No participants will hear or view us set-up.



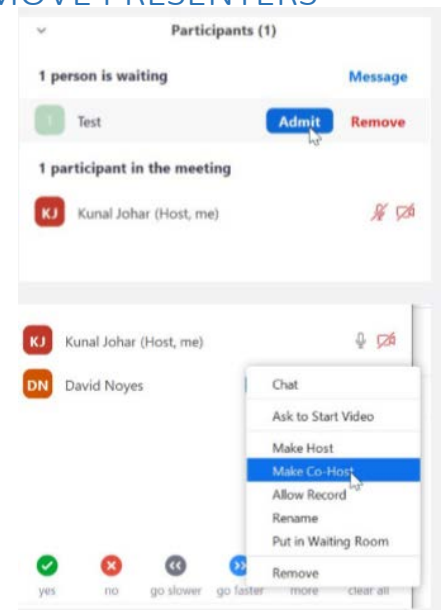
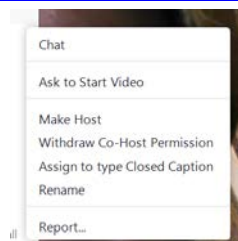
## ZOOM WAITING ROOM – MODERATOR TO ADD/REMOVE PRESENTERS

To admit presenters, click on **Participants** icon in the Zoom toolbar. A tab will open up that lists participants in the waiting room. Identify your presenters and select **Admit**.



To make presenters a **Co-Host** hover over their name, select **More** and then select **Make Co-Host**.

If necessary, after the presenter has completed their presentation to remove **Co-Host** access; hover over their name, select **More** and then select **Withdraw Co-Host Permission**.



# PRESENTER SCREEN SHARING THEIR POWERPOINT

Instructions for when it's time to share PowerPoint.

The presenter should open their PowerPoint on their computer. They will present from their personal computer. And should ensure that all other applications (Outlook especially) are closed.

In Main Navigation (bottom console), the presenter should:

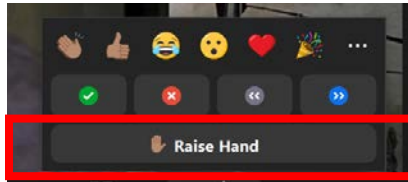
- (1) click "Share Screen" If a presenter has sound, they should check  "SHARE COMPUTER SOUND" before starting your presentation.
- (2) select the screen that displays their PowerPoint
- (3) click "Share"
- (4) when done click "Stop Share"

Put the PowerPoint in FULL SCREEN SLIDE SHOW & click through the slide deck using the arrow buttons or the spacebar.

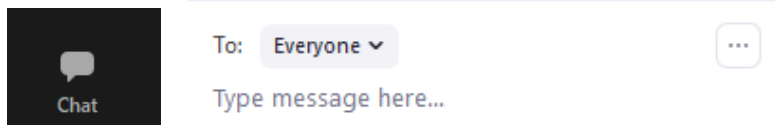
The screenshot illustrates the Zoom screen sharing process. At the top, a dialog box titled "Select a window or application that you want to share" is shown. It has two tabs: "Basic" and "Advanced". Under "Basic", there are three options: "Screen", "iPhone/iPad", and "Share My Computer". The "Share My Computer" option is selected, and a red box labeled "1" points to the "Share" button at the bottom right of the dialog. Below the dialog, the Zoom meeting control bar is visible. The "Share Screen" button is highlighted in green, and a red box labeled "2" points to it. The "Stop Share" button is also visible, with a red box labeled "4" pointing to it. The shared content is a PowerPoint slide titled "Welcome to the Using Oral Fluid for Drug Testing Workshop". The slide includes the TRB logo and text: "Academies of SCIENCES • ENGINEERING • MEDICINE", "TRANSPORTATION RESEARCH BOARD", "Welcome to the Using Oral Fluid for Drug Testing Workshop", "Wednesday, August 19, 2020 8:00 a.m. – 5:00 p.m. EDT", "Sponsored by the TRB Committee on Impairment in Transportation", and "GENERAL AUDIO GUIDANCE We ask that all participants keep themselves MUTED/VIDEO off during presentations." A red box labeled "3" points to the "Share" button in the Zoom control bar.

## FEATURES DURING THE MEETING “RAISING HAND” OR “CHAT” DURING Q&A

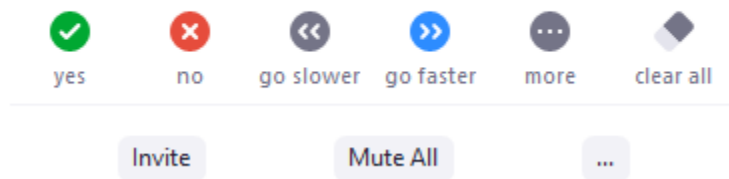
In the Zoom meeting, participants click “Reactions”; click on “Raise Hand” to get the moderator’s attention during Q&A. A moderator can enlist assistance to help monitor the chat during Q&A.



Or submit a question through the “Chat” feature. If needed, you can choose to send a message to everyone or to an individual attendee. Send it to the meeting presenter(s).

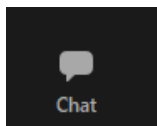


Other features that can be used by all during the meeting – for impromptu voting ‘yes or no.’



## SAVING THE CHAT

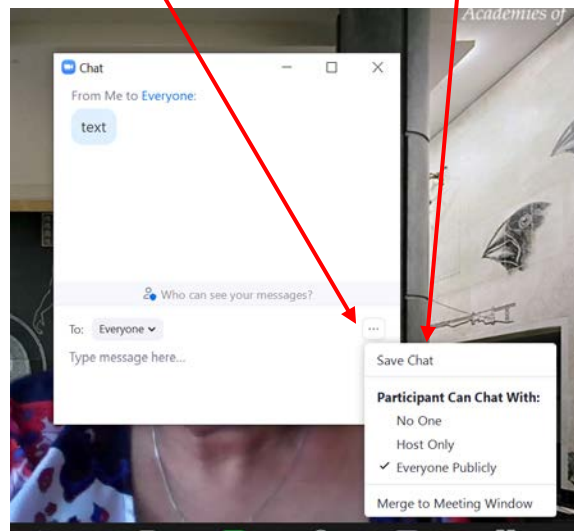
(1) Click on chat icon



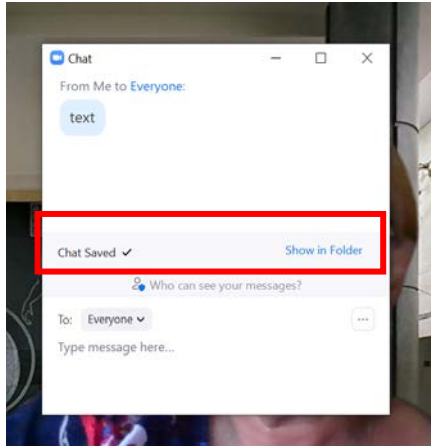
(2) Click



(3) Click Save Chat

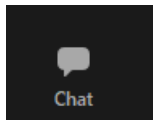


(3) Chat Saved (check “Show in Folder” [The in-meeting chat will be saved to your local recording location. The default is your Documents folder / Zoom / Folder with meeting name, date and time.])



## NEED HELP?

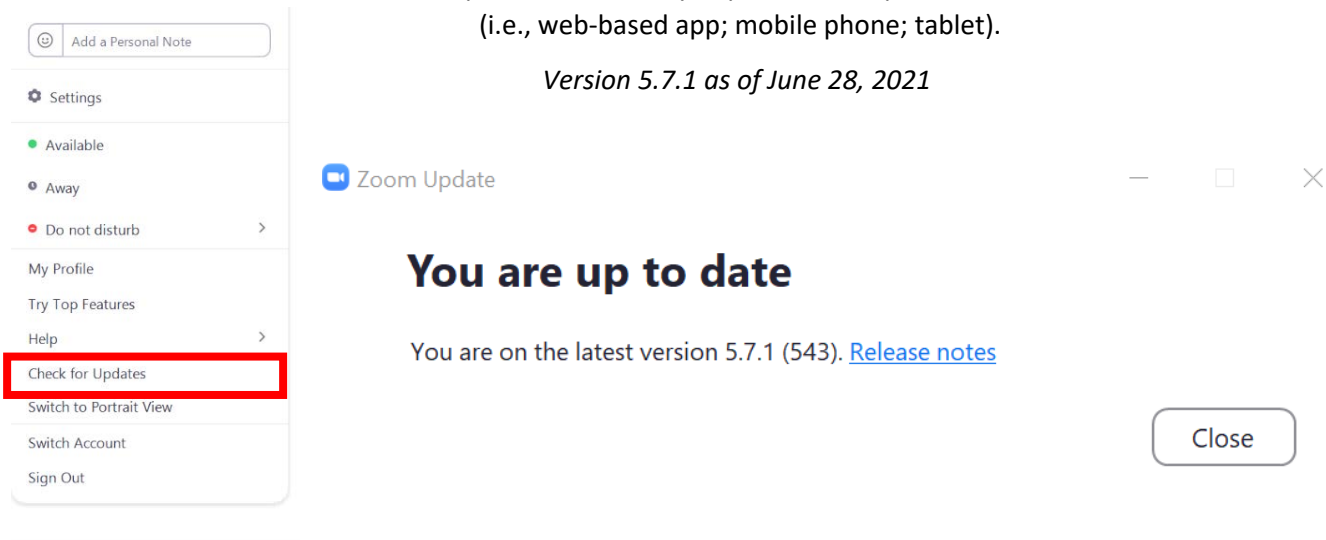
In the meeting room, Click on “Chat” then send a message to the appropriate TRB staff with your request.



## LASTLY!

Check for the most current updates. This is very important. All updates are not functional on all devices (i.e., web-based app; mobile phone; tablet).

*Version 5.7.1 as of June 28, 2021*



For Zoom help <https://support.zoom.us/hc/en-us>