Using Zoom for defences and MRP presentations

Updated July 24, 2020

In advance of the examination:

- The program administrator or designate should set up the Zoom meeting in advance, and **follow the best practices for securing the meeting** provided in the links section (the password option can be left off to make it easier for the community to join). This person will be a "host" in the Zoom meeting.
- The examination chair should be made an "alternate host". This will provide two people with the ability to control participants in the meeting.
- The student should be made a "co-host" so that they can share their screen during the presentation (one of the best practices is to turn off screen sharing by participants).
- The student should also share the presentation slides and other materials (such as photographs of drawings, installations and models), with their graduate program administrator, who will then provide the materials to the examination committee, including the external examiner.
- Personal phone numbers for all participants should be shared with the examination chair and/or student's supervisor.

During the examination:

- The examination chair or the program administrator should initially admit only the examining committee from the waiting room to discuss pre-examination matters.
- Then the student and the guests are admitted from the waiting room.
- The exam chair should advise everyone to mute their microphones (pressing the spacebar temporarily unmutes the microphone). The video of the community members can be turned off as well.
- The student shares their screen with the slides when presenting. It is recommended that the student's video feed be kept on during the presentation since this provides extra visual information for the audience.
- The students could establish a second Zoom connection with a tablet running Zoom for interactive drawings on Zoom's whiteboard. Alternatively, this could be done on a piece of paper or whiteboard and shown on camera.
- Installations, models, etc. that need to be interacted with during the meeting can be shown on a cell phone or computer camera (the presenter can have multiple connections to the virtual meeting).
- During the Q&A part the examination, turning on the video feed from the questioner and student could be helpful to both.

During deliberations:

- **Any audience members should be asked to leave and the student should be put in the "waiting room"** (the student will not be able to hear or see what is happening in the meeting while they are on hold).
- After the discussion is concluded, the chair should fill out a virtual or hardcopy of the meeting report and email a copy/photo/scan of the report to all voting members. The voting members should reply to the email with their approval or dissent to the decision(s) on the report. This should be done before the student is brought back into the meeting to give them the outcome.
- Emails should be attached to the form in lieu of signatures.

Useful links:

Policy 164:
https://www.ryerson.ca/content/dam/senate/policies/pol164.pdf

Hosting a meeting with Zoom at Ryerson:
https://www.ryerson.ca/centre-for-excellence-in-learning-and-teaching/continuity-guide/host-a-meeting-with-zoom/

Joining a Zoom meeting using your Ryerson account: See "How to join a Zoom meeting" at:
https://www.ryerson.ca/centre-for-excellence-in-learning-and-teaching/learning-guide/

Best practices securing a Zoom meeting:
https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom

Host and co-host capabilities in Zoom:
https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting