



Department of Anthropology Best Practice Reference | Hosting the Oral Component of Third-Year Qualifying Examination using Zoom

In this best practice reference, you will find instructions on how to set up a Zoom meeting to conduct the oral component of your Qualifying Examination online. It covers three key topics: Setting up a Zoom meeting, connecting to a Zoom meeting, and leaving a Zoom meeting.

I. Setting up your online oral exam Zoom session:

- 1) Go to [Zoom.stanford.edu](https://zoom.stanford.edu) and log in with your Sunet ID.
- 2) Schedule a new zoom meeting by selecting “Meetings” at the left hand navigation bar.
- 3) Click the blue  button.
- 4) Enter a meeting topic, date, time, and duration of the meeting. Then select the following settings:

Registration	<input type="checkbox"/> Required
Meeting ID	<input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID
Meeting Password	<input checked="" type="checkbox"/> Require meeting password <input type="text" value="736197"/>
Video	Host <input checked="" type="radio"/> on <input type="radio"/> off
	Participant <input checked="" type="radio"/> on <input type="radio"/> off
Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both
	Dial from United States of America Edit
Meeting Options	<input type="checkbox"/> Enable join before host
	<input type="checkbox"/> Mute participants upon entry 
	<input checked="" type="checkbox"/> Enable waiting room
	<input checked="" type="checkbox"/> Only authenticated users can join
	<input type="checkbox"/> Breakout Room pre-assign
	<input type="checkbox"/> Record the meeting automatically

The above settings allows both host and participants to join the meeting with audio and video turned on. To protect your Zoom meeting against “Zoombombing”, you should set a password for the meeting. Additionally, you should uncheck “Enable join before host” to prevent uninvited guests from joining the meeting before you, check “Enable waiting room” so that participants can connect before you start the meeting, and check “Only authenticated users can join” to add another layer of security.

Once the meeting is scheduled, Zoom will display a summary of your meeting. If you need to make changes to the meeting, you can edit your meeting options by clicking on the “Edit this Meeting” button at the bottom of the summary screen.

- 5) Send an invitation to your committee members notifying them about your meeting by clicking “Copy the invitation”:

Meeting ID	181-095-848	
Meeting Password	× Require meeting password	
Invite Attendees	Join URL: https://stanford.zoom.us/j/181095848	Copy the invitation
Video	Host	On
	Participant	On
Audio	Telephone and Computer Audio	
	Dial from United States of America	
Meeting Options	✓ Enable join before host	
	× Mute participants upon entry ⓘ	
	× Enable waiting room	
	× Only authenticated users can join	
	× Record the meeting automatically	

A pop-up window will appear; click the blue “Copy Meeting Information” button.

Copy Meeting Invitation

Meeting Invitation

Hi there,

emily bishop is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: Mar 19, 2020 03:00 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://stanford.zoom.us/j/181095848>

Or iPhone one-tap (US Toll): +18333021536,,181095848# or +16507249799,,181095848#

Or Telephone:
Dial: +1 650 724 9799 (US, Canada, Caribbean Toll) or +1 833 302 1536 (US, Canada, Caribbean Toll Free)

Meeting ID: 181 095 848
International numbers available: <https://stanford.zoom.us/u/aNvsEmhxl>

Meeting ID: 181 095 848

[Copy Meeting Invitation](#) [Cancel](#)

Then from your email, paste the invitation text into a new message to your committee members.

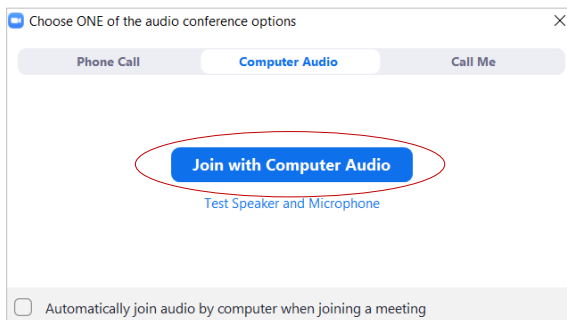
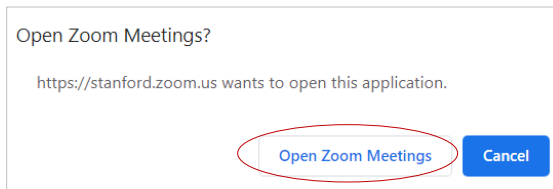
Note: if your committee members have never connected to a Zoom meeting before, ask them to connect to your meeting prior to the actual meeting date so that they can download the necessary Zoom plugin to their computer ahead of time. This is to ensure that they are not all trying to download and install the plugin at the first minutes of the meeting.

- 6) If you plan to do a presentation, consider sending your slides along with your Zoom invitation. If your presentation is not yet ready, send it in a separate email closer to the date of the exam. Although you can share your presentation during your Zoom meeting, having a local version of the presentation will give the committee members more flexibility and ease.

Connecting to your Zoom Session

Once your meeting has been set up, you should do a test run with a friend to make sure everything works as it should. To connect to your meeting:

- 1) Clicking on your meeting link.
- 2) If it is your first time using Zoom, you will be prompted to download/install the Zoom plugin.
- 3) Once you launched Zoom, a pop-up window will ask you to open the Zoom meeting, click Open Zoom Meeting. Then, another pop-up window will ask you whether you are joining the meeting with your computer audio. Most likely, you will be joining with your computer audio. If you are using an external speaker, select Test Speaker and Microphone to make sure your microphone is working.



- 4) Once you have successfully connected to your meeting, you will see the following control menu at the bottom of the screen. This is where you control different meeting functions.



You should familiarize yourself with the following icons:



The microphone icon lets you mute and unmute your sound. For your exam, you should unmute your microphone so others can hear you



The video camera icon lets you control whether others can see you. For your exam, you should start your video to ensure others can see you. A red diagonal line over an icon means people won't be able to see you.

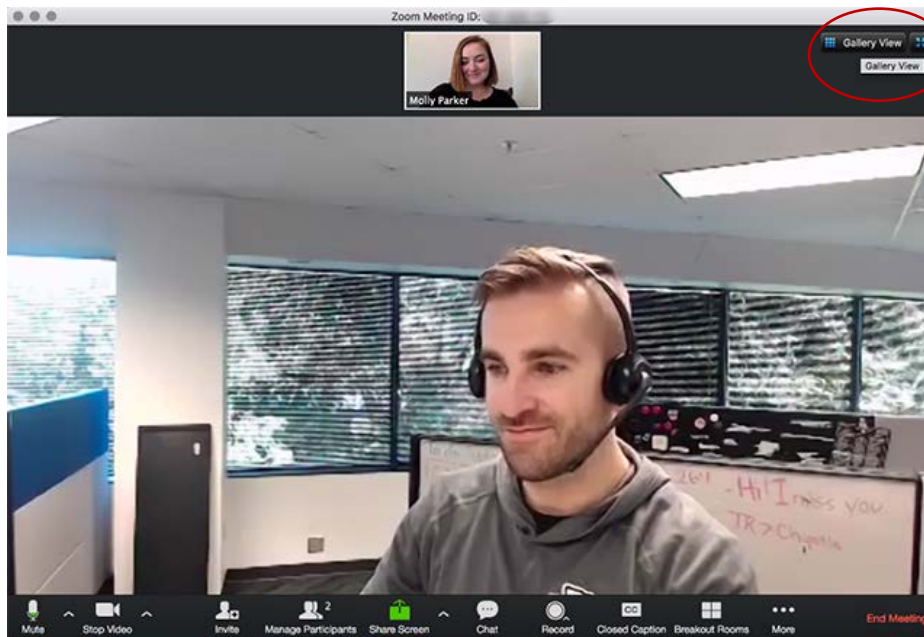


The Manage Participants icon lets you see which committee members have connected to your meeting.



The Share Screen icon lets you share your presentation. When you launch this, you will see an option to share your whole desktop, which then allows you to launch your Powerpoint or Google Doc presentation. (If you don't see your slides, open the presentation on your desktop, then try again.)

- 5) At the top right hand corner, you can select your video layout. Active Speaker View is the default video layout. It displays whoever is speaking in the large window and shows the remaining meeting participants in the smaller windows. Below is an example of Active Speaker View.



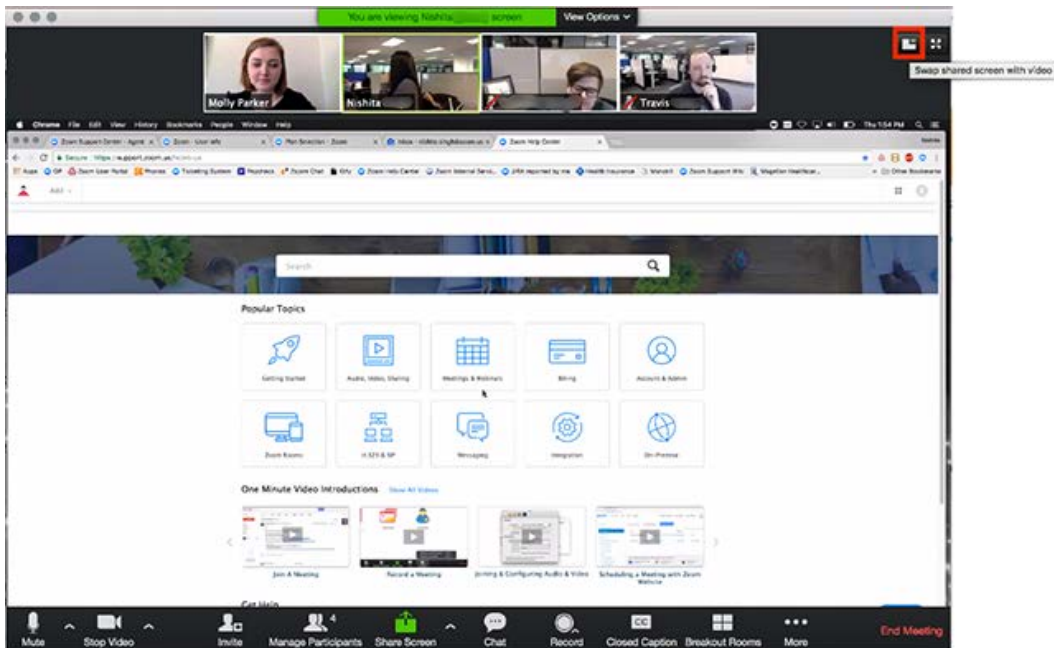
Video layout control

For your oral component, it may make more sense for you to change your video layout to Gallery View so that you can display all your committee members in one screen. To invoke Gallery View, click **Gallery View** in the upper right corner of your Zoom window. Below is an example of Gallery View:

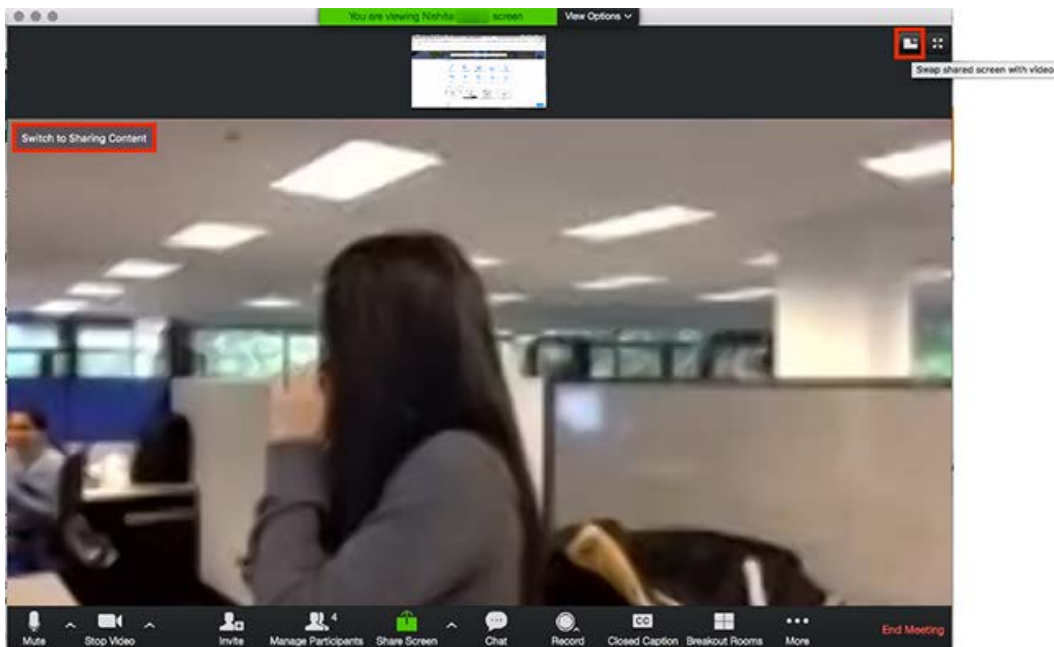


Gallery View can display up to 49 meeting participants in one screen. For your oral component, you will have 4-5 committee members, so each window will be larger to allow you to see their faces more clearly during the meeting.

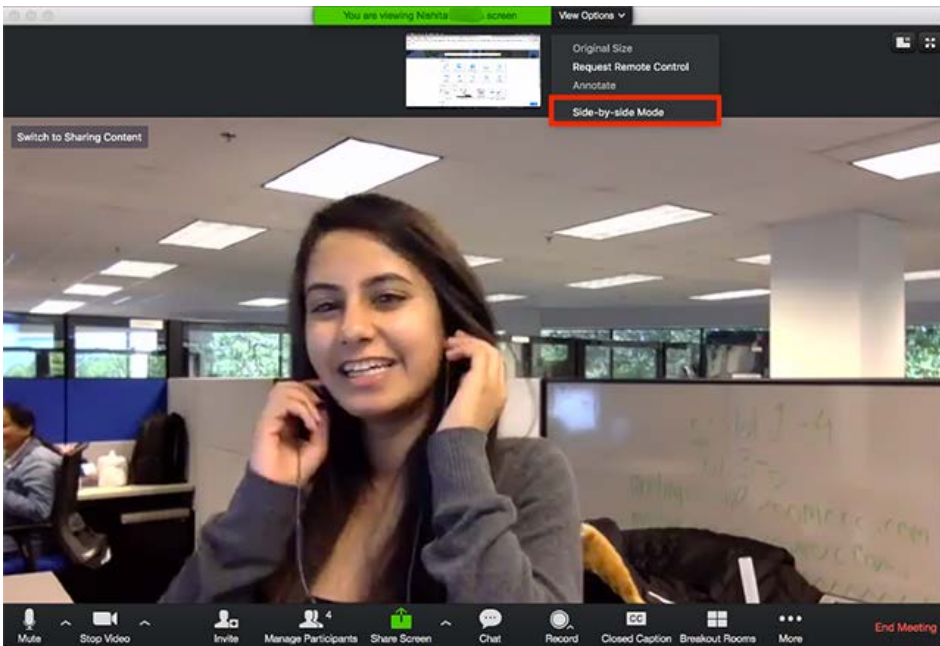
- 6) If you start up Share Screen to present your slides, you will see a “Swap shared screen with video” icon at the top right hand corner. Use this button to swap between the presentation and the meeting participants.



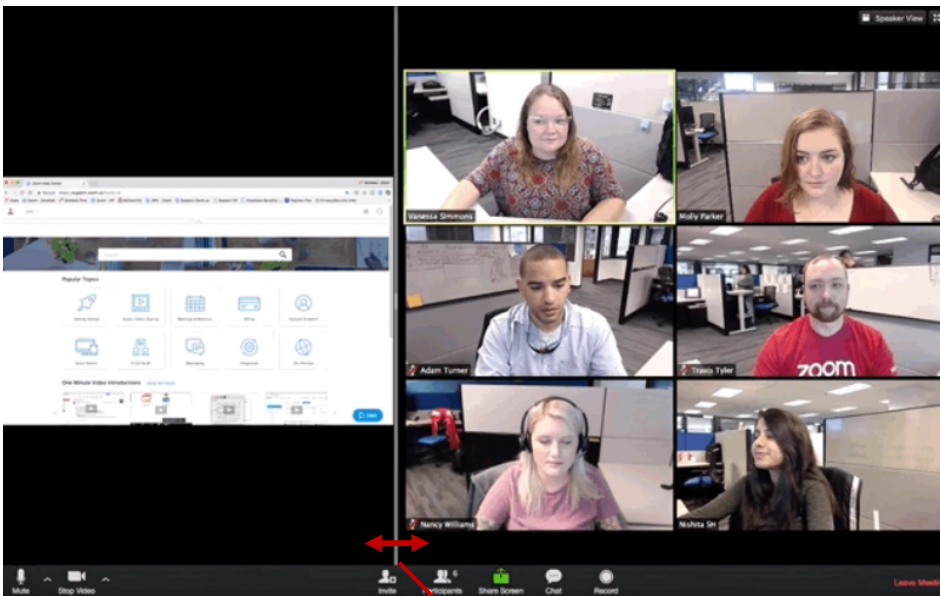
Click the Swap icon again to swap it back to the presentation or click **Switch to Sharing Content**.



Zoom also gives you the ability to display both the presentation and the speaker side-by-side. When you are in Share Screen mode, you will see a Share Screen control bar on the top of the screen. Click “View Options” and select “Side-by-Side Mode” to switch into side-by-side mode.



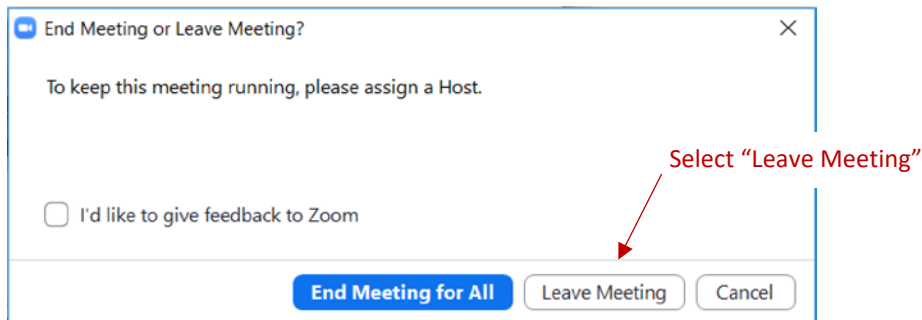
Once you are in Side-by-side mode, you can control the size of the side-by-side windows by moving the slider left to right.



Slide the bar left to right to increase/decrease window sizes

Leaving Zoom Meeting During Deliberation

To leave the meeting so your committee can deliberate privately, click “End Meeting” at the bottom right hand corner. When you do, you will see the screen below:



DO NOT select the “Ending Meeting for All” button, as it will end the meeting for everyone. Select the “Leave Meeting” button so that you can leave the meeting temporarily. Once the committee has completed their deliberation, ask the host to send you an email to rejoin the meeting.

Other tips

1. Use earbuds or headphones to improve sound quality.
2. If you are experiencing bad audio quality, turn off video.
3. If the microphone is not working, use the phone number listed in the Zoom invitation when you set up a Zoom call.
4. Use Google slides instead of Powerpoint. Since you can access the Google slides via a link, it is easier to share with the committee.

Need Assistance?

If you need assistance with Zoom, please contact Emily Bishop (ebishop1@stanford.edu) or Claudia Engel (cengel@stanford.edu). They can walk you through the steps and/or run a test zoom meeting with you if necessary.