General Zoom Protocols for Class of 2020-21 Virtual Activities

**During a Meeting:**

1. **Make sure your name displays correctly.** In a large group and/or when not all participants know each other, having the correct name display helps everyone become acquainted.
   a. How to change your name while in a meeting
   b. How to update your Zoom account profile

2. **Turn on your video at the start of the session.** It increases social connection if we can see you. **You may be asked to turn off your video during seminars or other activities once the session is underway,** to save bandwidth.
   a. In a meeting, make sure the camera icon at the bottom of the screen does not have a red line (which means camera is off).
   b. How to test video
   c. How to troubleshoot video

3. **Mute your audio unless you are talking.** This reduces background noise and echo.
   a. In a meeting, make sure the microphone icon at the bottom of the screen does not have a red line (which means audio is off).
   b. How to test audio

4. **Turn on gallery view for general meetings.** Then you can see everyone. **For orientation week and seminars, turn on speaker view once underway,** to easily see the speaker.
   a. How to turn on gallery view

5. **Turn on chat.** That way you can write down something you want to share.
   a. How to turn on In-meeting chat

6. **Use Zoom’s “Raise Hand” feature.** This is how the meeting organizer/host will know you have a question or comment to add.
   a. How to provide nonverbal feedback (Raise Hand)

7. **Sharing a screen.**
   a. How to share your screen

**Other Zoom Tips/Protocols:**

- The participant list changes order during a meeting, so it is not reliable when going through everyone for introductions, etc.—a host or moderator should call on people in the order they appear in the video tiles. The host can use the chat to notify the next group of people that their turns are coming up.
- To increase focus on the meeting, hide your self-view video.
- When screen-sharing and showing a PowerPoint or other media, make sure the presentation or media is reset to the start/first slide before sharing.
- You cannot copy/paste from chats. Chats are only saved if the meeting is being recorded (the host will receive the recording and chat transcripts), and ONLY the general/public chat will be saved. Private chats are not saved anywhere after the meeting. For important information to not be lost, sending an email is much better.
CASBS Class of 2020-21
Major Platforms CASBS will use in Fall 2020
as of August 2020

This is a current list of the major platforms that will be used to allow for interactions during the virtual fall period. There may be changes as we get underway, and possibly learn some things work better than others.

- **Zoom**
  - Zoom provides videotelephony and online chat services through a cloud-based peer-to-peer software platform. You can access it with desktop client, Outlook add-in or mobile app. Users are able to record sessions and share or annotate on one another’s screens.
  - CASBS will hold the orientation, introduction sessions, research seminars and other meetings on Zoom.
  - Staff can help create meetings and offer tech support for fellows’ group discussions.

- **Slack (this will be accessible after September 1, 2020)**
  - CASBS will create a Slack workspace for everyone, named “CASBS-TODOS”. The workspace allows individuals and groups to chat live online and keep conversations organized and accessible from anywhere, anytime.
  - To use:
    1) You will need your SUNet ID (available as of September 1, 2020)
    2) Go to https://uit.stanford.edu/service/slack
    3) Choose and follow the instructions at the link “Logging into Stanford Slack for the first time”
    4) In the step “Who do you work with?”, choose instead the link “Search for a specific workspace”
    5) Find workspace name equals “CASBS-TODOS”
    6) Click the “Request to Join” button.
  - You may want to download the Slack app instead of using it in your browser.
  - If your home institution has a Slack instance and you want to login using it, or you have an existing Slack account you want to use, send casbs-techsupport@stanford.edu your Slack email address, and we will invite you.
  - Once you are in the workspace, you will be able create channels for different conversations, and direct message other users on Slack.

- **Content Management System**
  - We have transitioned to a different internal webpage that provides relevant information about your year at CASBS. https://atcasbs.stanford.edu/fellows
  - All fellows already have a login and password that will be used to access the site.
  - We will use it to share introduction videos that only the class and staff can access. You will be able to leave comments with individual videos. The videos will be available in mid-September.

This list is not complete and may expand over time.
- We will use it to share recordings of the research seminars. You will be able to leave comments with individual videos.
- On the fellows site, you can also find the link to a shared folder where you may share works in progress and other files with your fellow classmates.

**Icebreaker platform**
- [Icebreaker video](#) is a platform that helps people in a group get to know one another and make connections with guided conversation games.
- CASBS will be organizing icebreaker activities using this platform on September 14.
- You will need to use a Google account to login.
- You will be asked by the platform to test your camera and microphone before logging in.