

Zoom Meeting Tips for Virtual Site Visits

These Zoom meeting tips are for the benefit of the academic programs during a virtual site visit. The site visit team has a more comprehensive guide for managing the Zoom meetings for the site visit.

Before the Site Visit

Download the Zoom app

Download the Zoom app to your computer or other device. This will automatically happen when you log in for the meeting. However, we encourage you to do so beforehand so you can test it out, sync hearing aids, troubleshoot as needed in advance, etc. The Zoom download may be found here: <https://zoom.us/download>.

Test a Zoom Meeting

Before your first Zoom meeting, we recommend [joining a test Zoom meeting](#) to familiarize yourself with Zoom and test out your microphone and speakers. Visit zoom.us/test and click Join.

Get Your Audio Resources Ready

Use Earbuds/Headphones with Computer or Other Device.

You'll have the option of connecting to audio via your computer or your phone. For the best audio quality, we recommend, but do not require, using the phone with earbuds or headphones if available (a Bluetooth or USB connection may be required). Many ear buds and headphones have noise-canceling technologies that can make it easier to hear the dialogue in the meeting without needing to increase the volume and can reduce the background noise of your setting. You may want to experiment with different styles of headphones to identify which style affords you the best listening experience. Use of headphones also ensures privacy.

Sync Up with Hearing Aids.

If you wear hearing aids, ask your audiologist if there is a connectivity option that would allow your hearing aids to connect via Bluetooth directly to the device you use for virtual meetings.

During the Site visit

Join the Meeting

You'll receive an email meeting invitation from the site visit team with the log on details with the meeting link, the Password, the Meeting ID, and telephone numbers (if using phone for audio). Click on the Zoom meeting URL to access the meeting. It will prompt you for a password. You will be placed in a virtual waiting room until the meeting starts.

LOG ON EARLY: Please log on to Zoom approximately ten minutes early to set up your computer so that you do not miss any content and to troubleshoot any audio issues you may encounter. You'll be held in a virtual waiting room until the meeting officially begins. Once you enter the meeting you'll be muted and your video will be off.

PHONE PARTICIPANT CODE:

If you are using your phone for audio and your computer for video, be sure to enter the *participant code* when prompted on the phone. This code will be displayed on your computer when you click on the meeting URL. If you neglect to do so, you'll be displayed as two individuals (one for video and one for

Zoom Meeting Tips for Virtual Site Visits

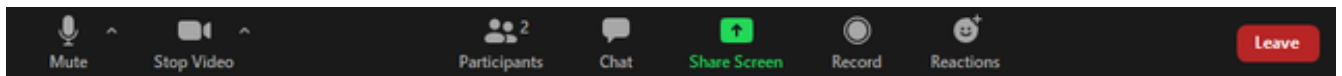
audio) which will make it difficult to efficiently move you to a breakout room later in the site visit, if needed.

If you mistakenly enter the meeting with two separate displays, you can easily correct this by selecting **Join Audio** (the icon at the bottom left corner of your functions menu). You will see a display “**already joined by phone? Enter # code #**”. Just enter the participant code in your phone with a hash mark at the beginning and end of the code.

Note, if you do not have a computer to use for the Zoom meeting, you may call in to the meeting via phone but calling the phone numbers provided in the Zoom meeting invitation. You’ll still need to enter the password and meeting ID numbers to join the meeting.

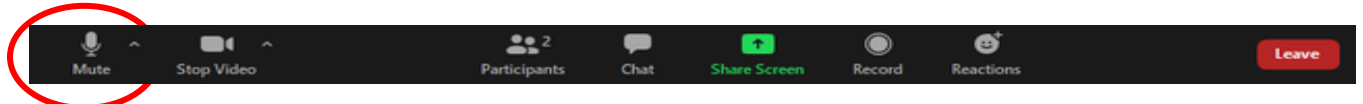
Attendee Controls in a Meeting

The attendee controls/menu appear at the bottom of your screen if you are not currently screen sharing. You may have to hover over it to have the menu float up to display.



Mute / Unmute

Mute and unmute your microphone. If the red diagonal line is showing on this microphone icon, you are muted. Audio Controls (click the ^ arrow next to Mute / Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).



MUTE TIP: Use the following [keyboard shortcuts](#) to mute or unmute yourself.

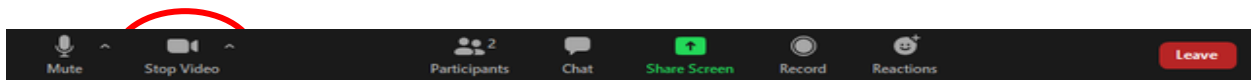
- Windows: Alt + A
- Mac: Shift + Command + A

If your line is muted, you can temporarily unmute yourself by holding the spacebar down while you are speaking (kind of like a walkie-talkie).

When you aren't speaking, please keep your microphone muted. When multiple people are participating in an online meeting, the collective background noise from each participant's environment as well as sounds of typing, barking, and so forth, can be disruptive.

Start Video / Stop Video

Turns your camera on or off. If the red diagonal line is showing on this camera icon, your video is not displayed. Video Controls (click the ^ arrow next to Start Video / Stop Video): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.



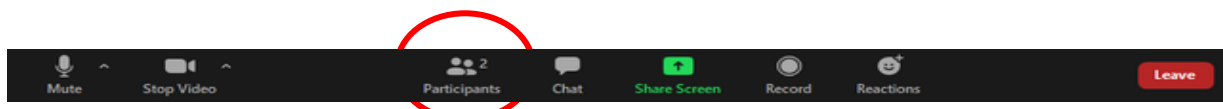
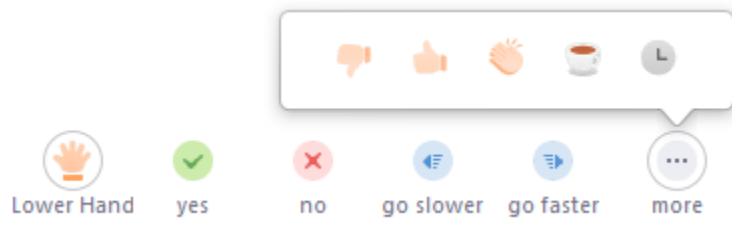
Starting 'video' does not record your image, but allows the site visit team and others in the same session to see you. We encourage you to keep video on during the site meeting, but if there your connection becomes unstable or because of bandwidth, you may opt to keep video off.

Zoom Meeting Tips for Virtual Site Visits

Participants

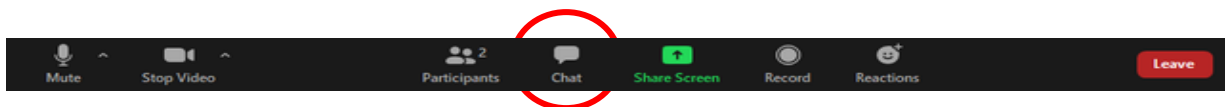
See who's currently in the meeting.

Non-verbal feedback icons: Places an icon beside your name to quickly notify the host. This is where you can raise your hand to ask questions.



Chat

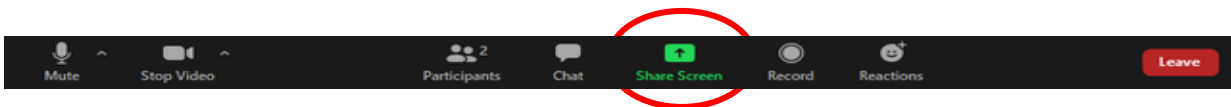
Access the chat window to chat with the participants. [Learn more.](#) You have the option of asking everyone or sending a private message to specific recipients. Private messages between participants are not viewable by the host.



Share Screen

Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. [Learn more.](#)

Note that for purposes of the virtual site visit, Zoom is not HIPAA compliant and may not be used to share confidential documentation such as student or faculty files.



Record: The virtual site visits are not allowed to be recorded.

Reactions

There are few additional non-verbal options under reactions – you can wave or give a thumbs up without disrupting flow of meeting. The icons will appear on your participant block, even if you have your video off.



Zoom Meeting Tips for Virtual Site Visits

Leave (Don't Touch That Button!)

We ask that if you need to step away from the meeting that you turn off your **video/audio** if not already muted and, if needed, send a chat to site visit team if you need to be away for a long duration. Clicking on the "Leave" button disconnects you from the meeting while it continues for the other participants. Only the host can [end the meeting for all](#). If you are in a breakout room, only the host can invite you to join or move you out of the room to the main meeting.

LEAVING NOTE: If you inadvertently leave the meeting, please use the link provided in your registration confirmation to reconnect to the meeting. You will be again placed in the Waiting Room and then re-admitted to the meeting, so there may be a brief delay.

How to see everyone on Zoom

Zoom has three video layouts: Active Speaker, Gallery View (think of the Brady Bunch opening credits) and Mini. You can toggle between these layouts.

DISPLAY NOTE: During presentations, it is best to use Active Speaker view so you can see the PowerPoint slides and individual(s) speaking. When in breakout rooms, it will be helpful to use the Gallery View to see everyone in your group in a grid format.

Breakout Rooms

During the site visit, you may be assigned to a breakout room for individual meetings with the site visit team. This will be managed by the meeting host (SV Chair or designee).

You'll have the option of using the chat function inside the breakout room and your chats will only be viewable to the others in the breakout room (not the entire site visit attendee list).



NOTE: If anyone loses connection or leaves the meeting, you may experience a delay in getting back into a breakout room as the host may have to manually reassign you.

Helpful Zoom References

<https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>

Having Technical Difficulties?

Send an email to staff at accreditation@asha.org.