

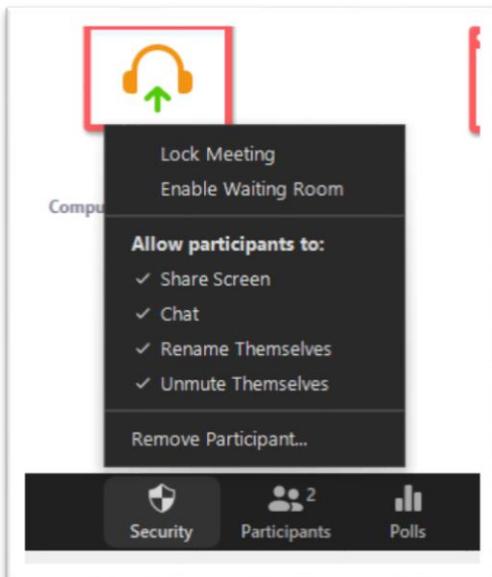
Information for NCA Session Chairs on Using Zoom

All sessions will be recorded. Please do not stop recording your session.

What do the various icons mean and what do they do?

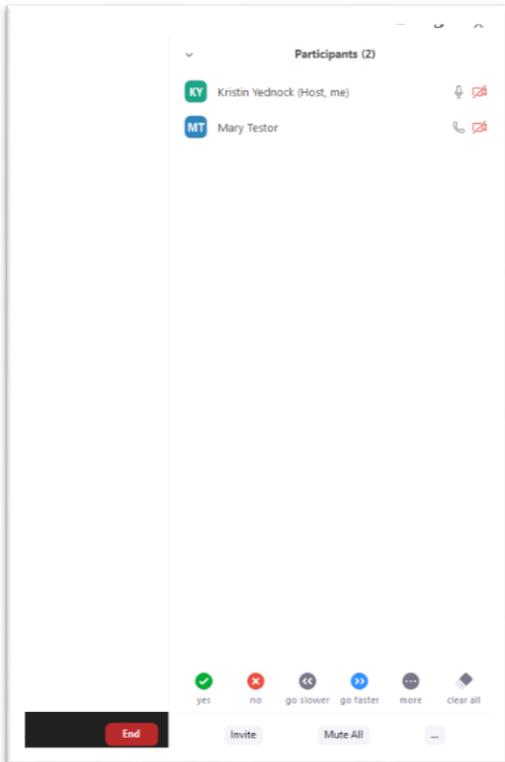


- 1 Mute/Microphone Icon: Mute/Unmute your personal audio. A red line through the icon indicates your microphone is off (muted).
- 2 Start Video/Camera Icon: Turn your personal computer video on or off. A red line through the icon indicates your camera is off.
- 3 Security/Shield Icon: Change what participants can/cannot do in the meeting such as share screen, chat, unmute, etc. If you would like to keep participants muted until they are recognized by you (the session chair), you can uncheck the option here. However, you will have to manually unmute each speaker at the appropriate time.



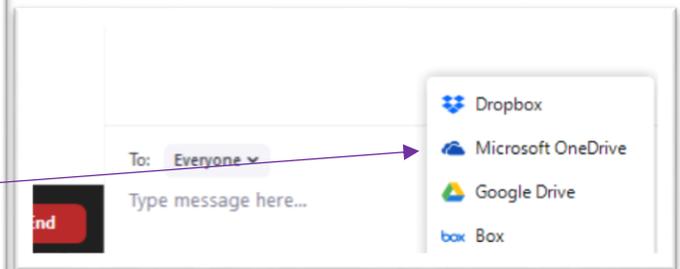
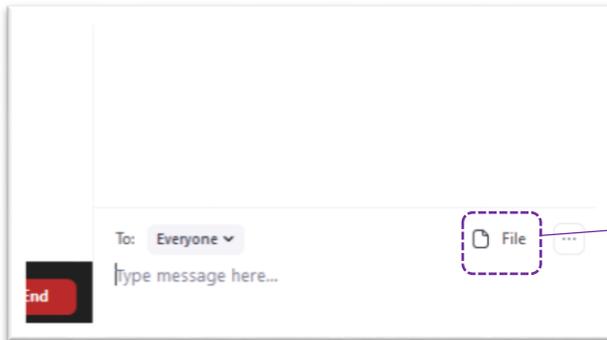
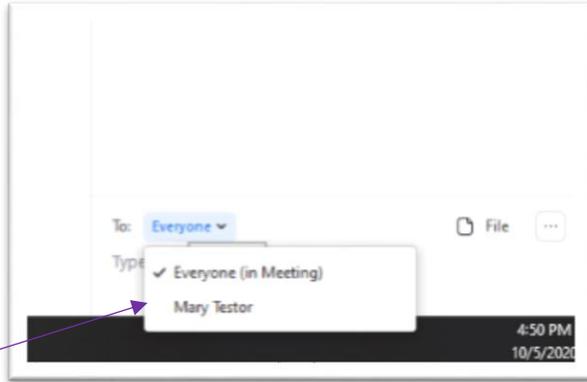
4

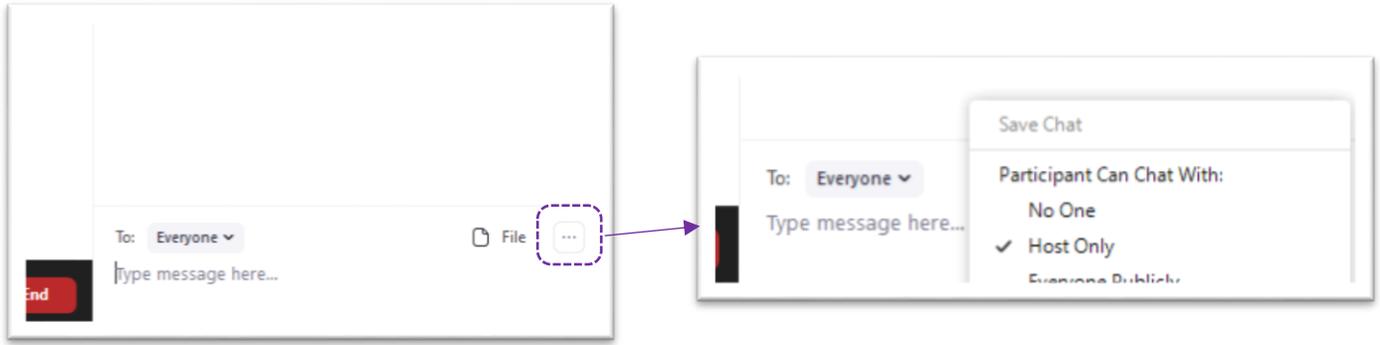
Participants/People Icon: Click this to view all of the participants currently in the session (list will appear on the right side of your screen). You can use this list to mute and unmute people, ask them to turn their video on, and remove someone from the session



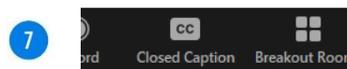
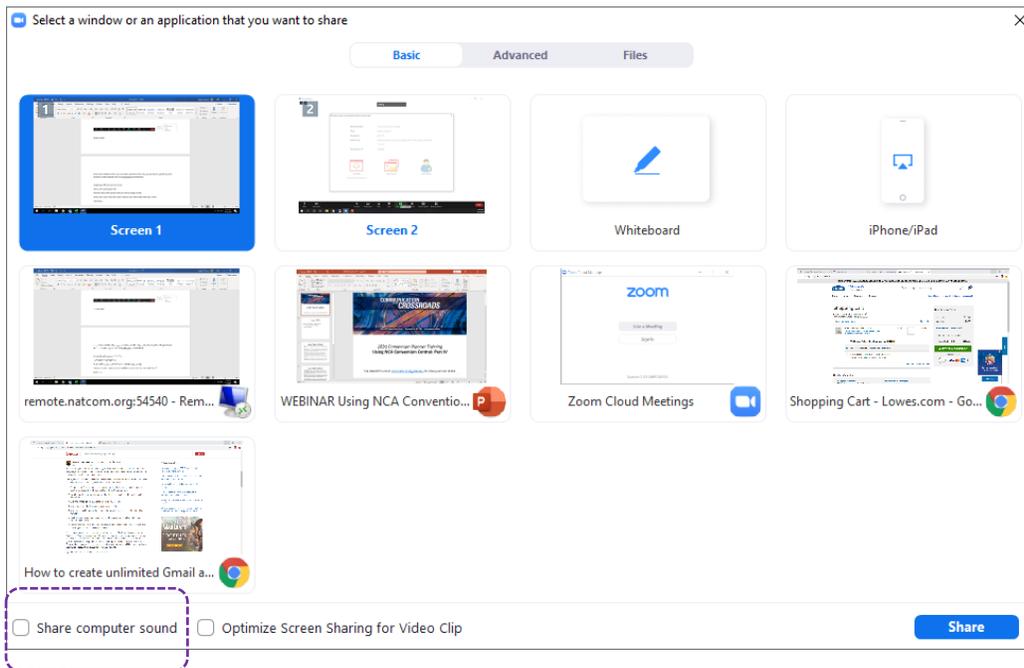
5

Chat Icon: You can use this section to send messages to the entire group or to a single person. The chat can be used to take questions from the audience throughout the session. That chat also allows the session host to share files, enabling resources and other information to be sent to attendees during the session. You can alter the chat functionality so messages can only be sent to the session host, or not at all. However, we encourage you to keep the chat open throughout the session so attendees can send messages to presenters and ask questions throughout the session.



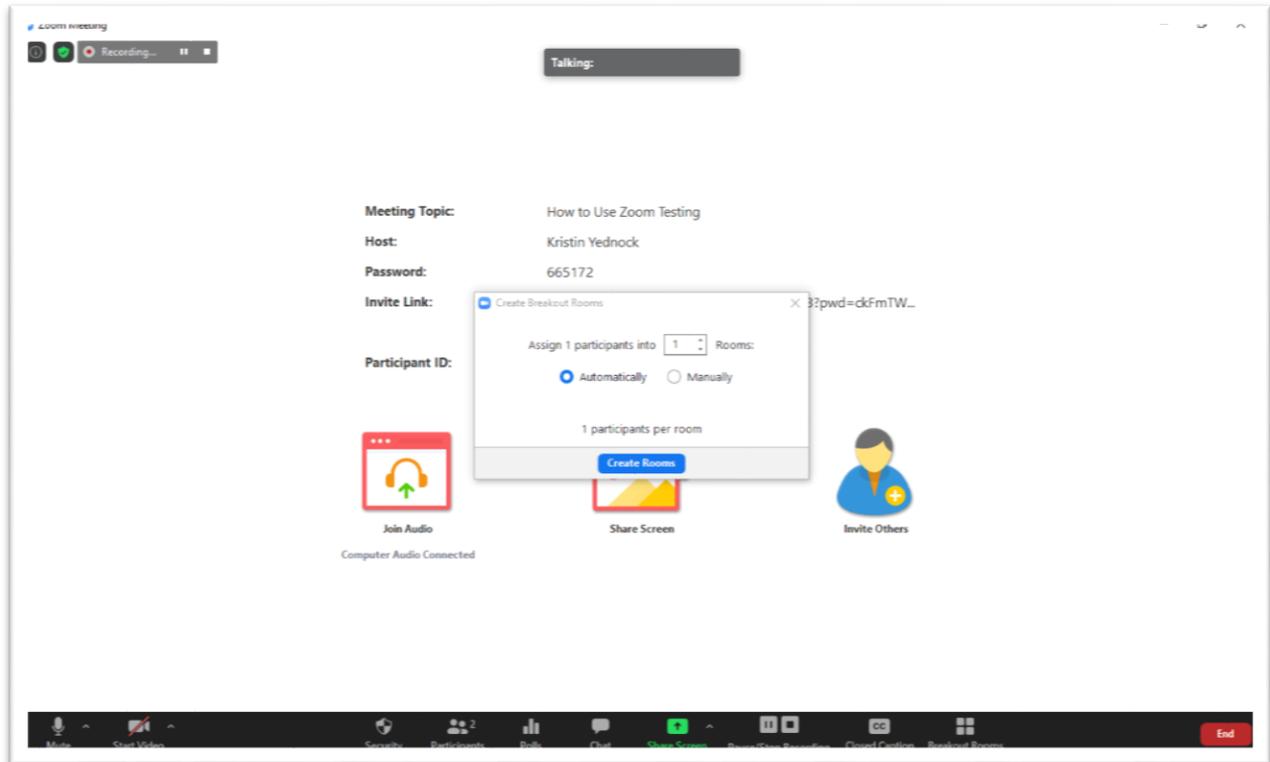


6 Share Screen/Up Arrow Icon: All participants in the session are able to view what is on the sharer’s screen. If you have multiple computer screens, you can share a specific screen. You can also share a specific browser window or open program (such as a PowerPoint presentation or video player). If you are sharing something with sound, make sure you check the “share computer sound” check box.



7 Closed Caption/CC Icon- A person in the session can be designated to type closed captions. If captioning services were requested by an attendee prior to the session, NCA will provide a captioner and the session chair will be notified. The National Office representative starting the session will assign the captioner to their role.

- 8 Breakout Rooms/Four Squares Icon: Participants can be sorted into breakout rooms for small group conversations. Breakout rooms can be either assigned manually by the session chair or automatically by Zoom. Each session can host up to 50 breakout rooms.

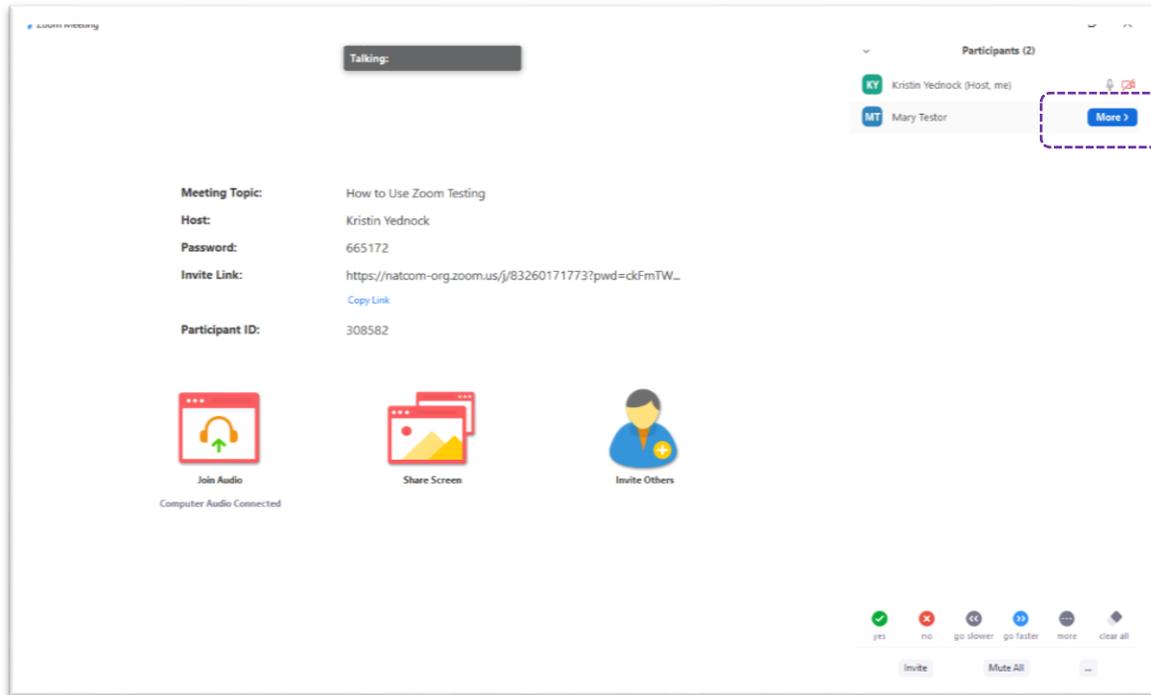


Ending the session: When the session has concluded, click the end button. If your session does not end on time, your session will be ended by the National Office so the next session can begin on time. Please monitor the time to ensure it ends promptly.

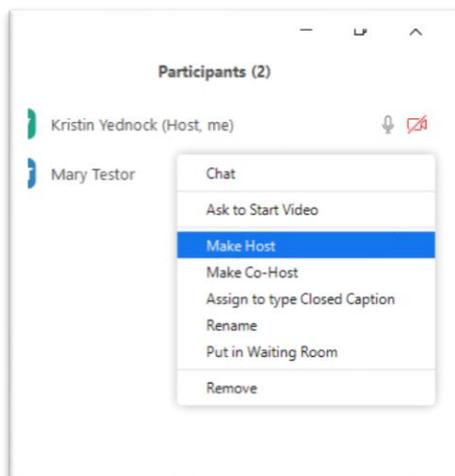
How can I assign a different person as host?

Click on the participant icon. Find the name of the person you want to assign as host in the list of session participants.

Hover your cursor over their name until you see a blue button that says “more” and then click the “More>” button.



Select “Make Host” from the drop down menu.



Assigning a co-host: Follow the same steps as above for assigning a new host, but select “Make Co-Host”

How is a co-host different from a host?

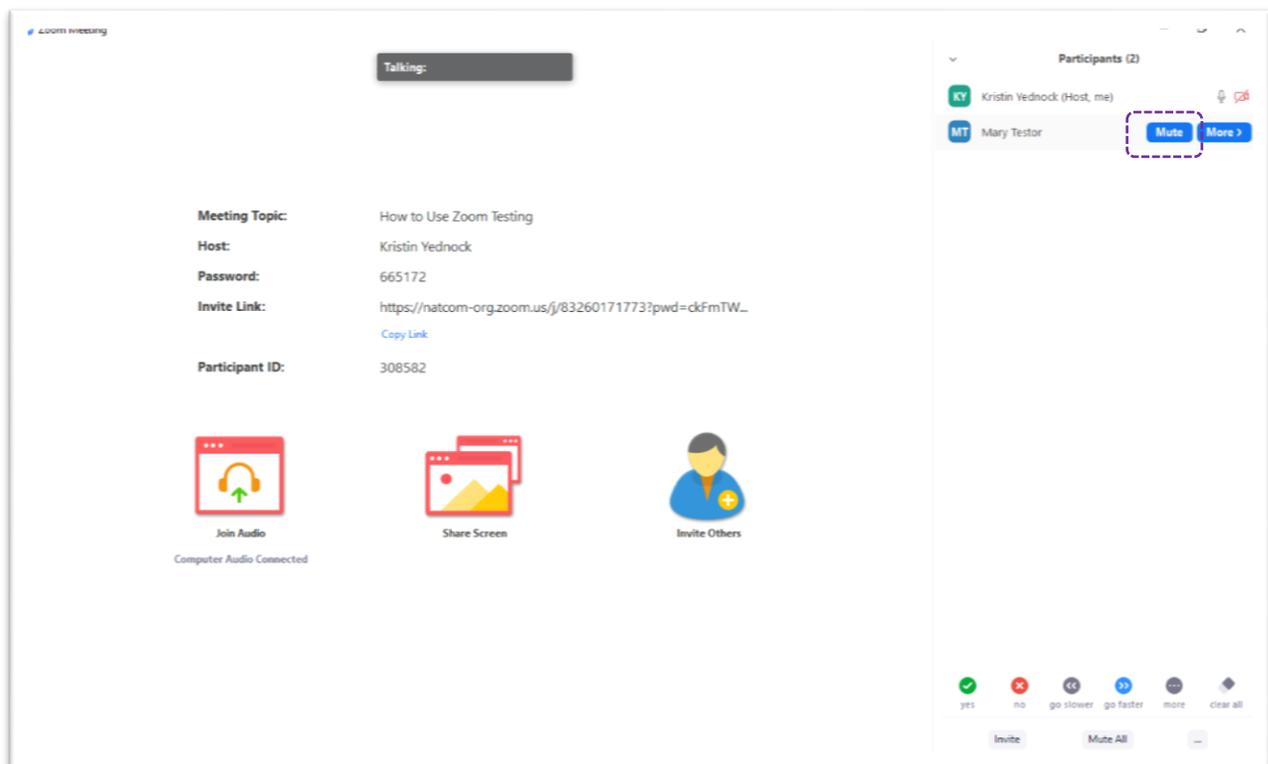
A co-host has many of the same abilities as a host. The primary way they are different is a co-host cannot end the session, assign participants to breakout rooms, or promote another participant to co-host, or host the meeting.

How can I mute someone else?

If someone is speaking out of turn, their audio is louder than the speaker’s audio, or they are picking up feedback, sessions chairs (hosts) do have the option to mute a participant.

To mute a participant, click on the participant icon and hover your cursor over the person’s name you want to mute.

Click the blue mute button.



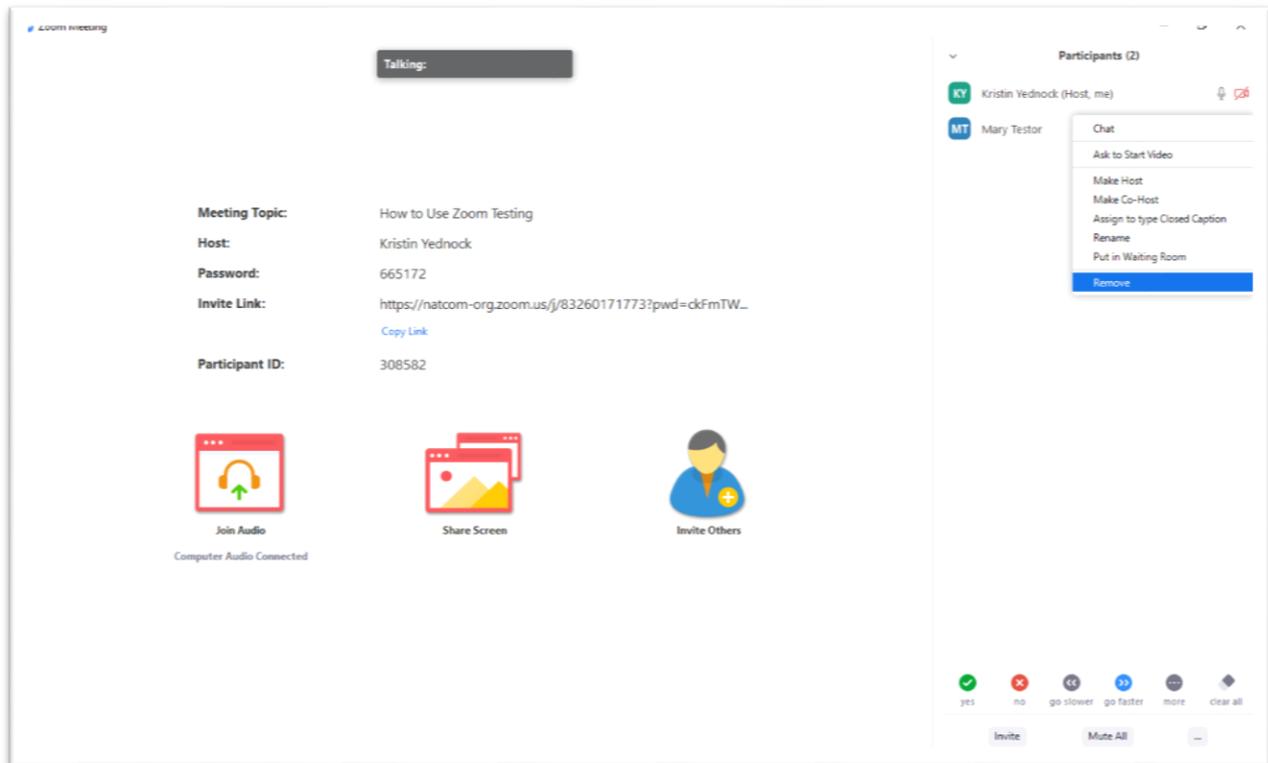
How can I remove someone from a session?

If someone is acting inappropriately, harassing others in the session, or is an outsider “zoombombing” the session, the session host has the ability to remove this individual from the session.

To do so, click on the participant icon and hover your cursor over the person's name you want to remove.

Click the blue "more" button.

Click the remove option from the list.



Confirm you want to remove that person and they will be removed from the meeting. If you have to remove someone from the meeting, it is recommended that you click the security/shield icon and either lock the meeting or enable the waiting room to prevent that person from rejoining the meeting.

