

MANUAL ZOOM webinar

Nynke de Jong & Bas Kitzen

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Faculty of Health, Medicine and Life Sciences

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1 Comparison ZOOM webinar and Mediasite

A ZOOM meeting (Maastricht University) can be organised for up to 300 participants. If you have more participants, you can use the facility ZOOM webinar. What are reasons for choosing ZOOM webinar instead of Mediasite? Below, you will find characteristics for both options in an online and hybrid setting (only for giving a lecture).

ONLY ONLINE

In an 'online only situation', students can watch recordings of the lecture or join the online lecture.

ZOOM webinar

1. Students can join the lecture online. It is a real time meeting.
2. Students can ask questions during the lecture.
3. Recording will be available afterwards. Please note, this might take several days.

Mediasite desktop

1. You, as a lecturer, have to record the lecture on forehand via Mediasite.
2. Students will watch the recordings, when these are available.

HYBRID

In a 'hybrid situation', students watch/join the (online) lecture, but are also able to visit the university.

ZOOM webinar (lecturer is in the lecture hall/or online)

1. Students can join the lecture by visiting the university.
2. Online students can join the lecture at the same time.
3. Both, online and face-to-face students can ask questions during the lecture.
4. Recording will be available afterwards. Please note, this might take several days.

Mediasite recorder in lecture hall (lecturer is in the lecture hall)

1. Students can join the lecture by visiting the university.
2. Online students **can** join this lecture at the same time via a livestream. Please send an email to: video-fhml@maastrichtuniversity.nl to receive the livestream link.
3. Only face-to-face students can ask questions during the lecture.
4. The recording is available the same day.

Request a meeting:

For ZOOM webinars, you have to send an email to:

Webinars-fhml@maastrichtuniversity.nl

For Mediasite (recorder in lecture hall) **live** lectures, you have to send an email to:

video-fhml@maastrichtuniversity.nl

2 ZOOM webinar in lecture hall: Computer installation

Our advice is to bring a laptop to the lecture hall. Check whether your microphone is working. If the microphone is not working, bring an external webcam with an integrated microphone for example. **Please check this on forehand.**

You can borrow the conference tool (with integrated microphone and speaker) at the reception desk (UNS40), but you do have a restriction. The conference tool is also your speaker. It means the audience cannot hear speaking online students properly. Audio is coming from the conference tool, not from the lecture hall speakers. There is no option to displace the speaker audio of the conference tool to the lecture hall speakers.

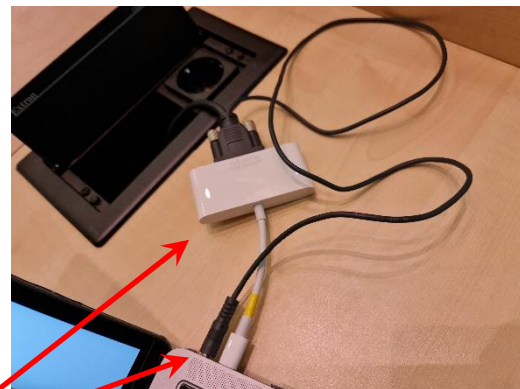
Conference tool



Use of VGA (APPLE computer)

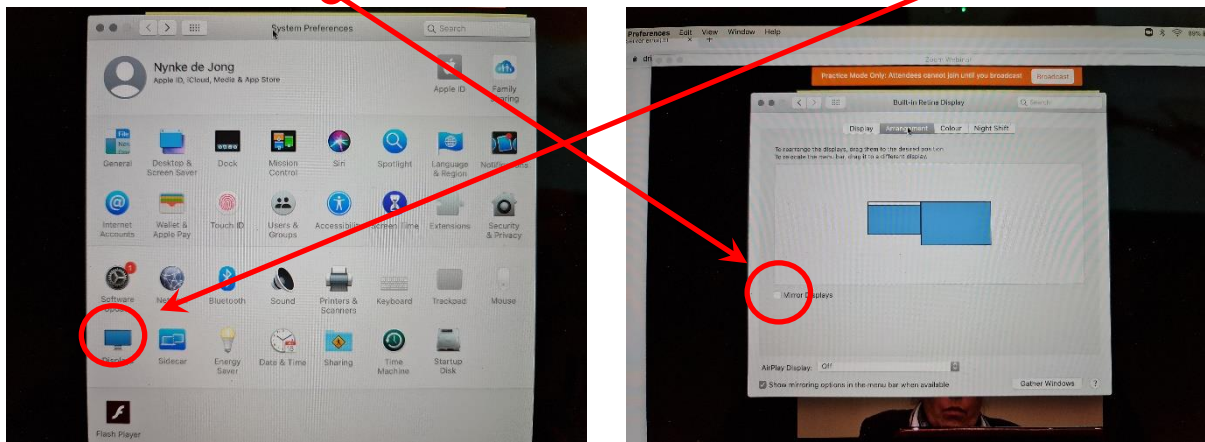


Use of VGA (Windows computer)

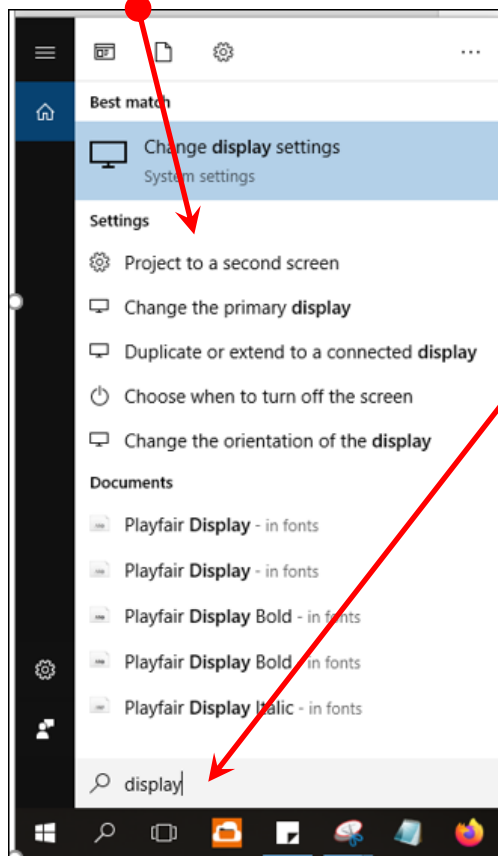


You might need a **connecting-piece** and audio.

Mirror (share) your computer to the screen in the lecture hall (APPLE), click on DISPLAYS and MIRRORS DISPLAYS.



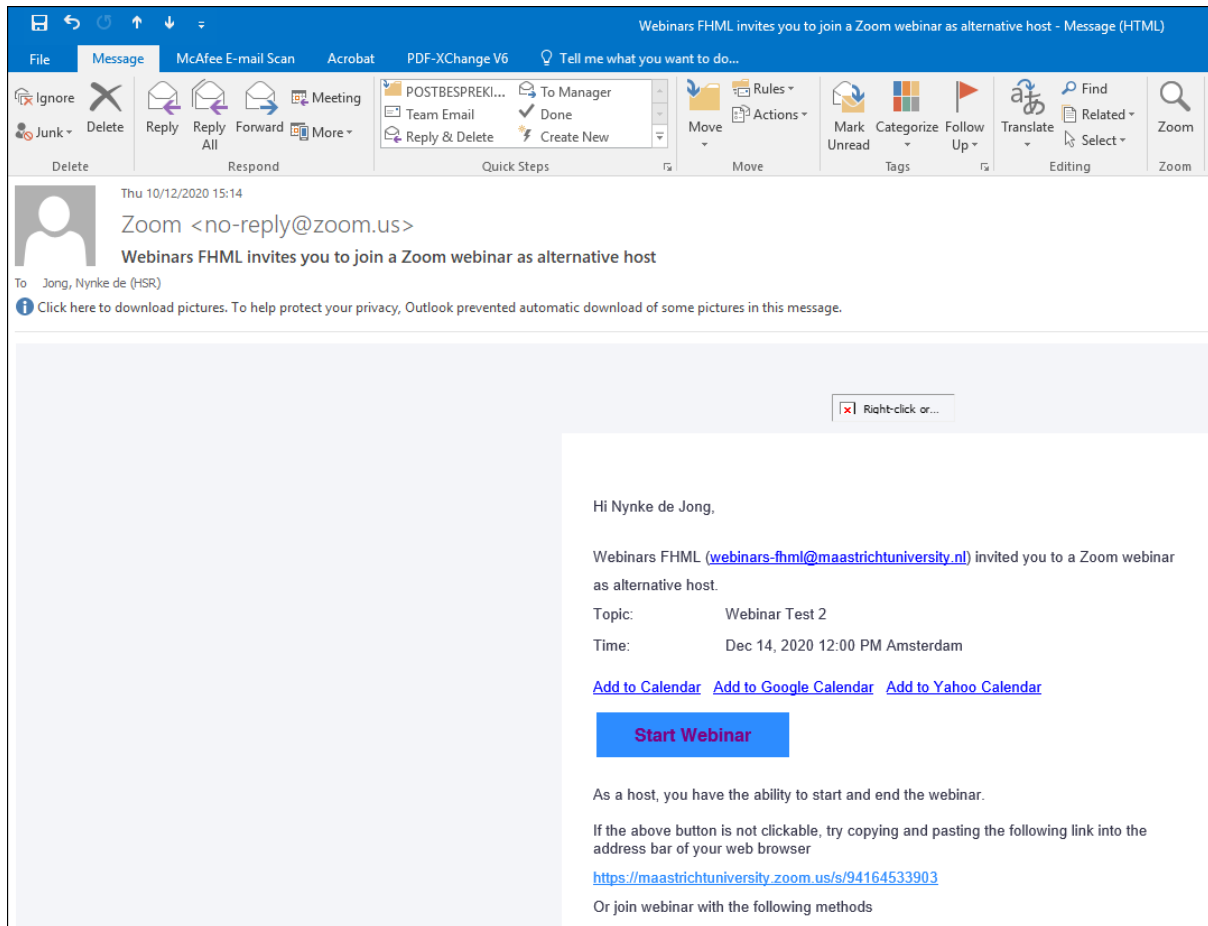
Mirror (share) your computer in WINDOWS, check your computer you might use e.g. FN + F7. If this is not possible, you might type in the search option 'DISPLAY'. You will see different options.



3 How does ZOOM webinar function?

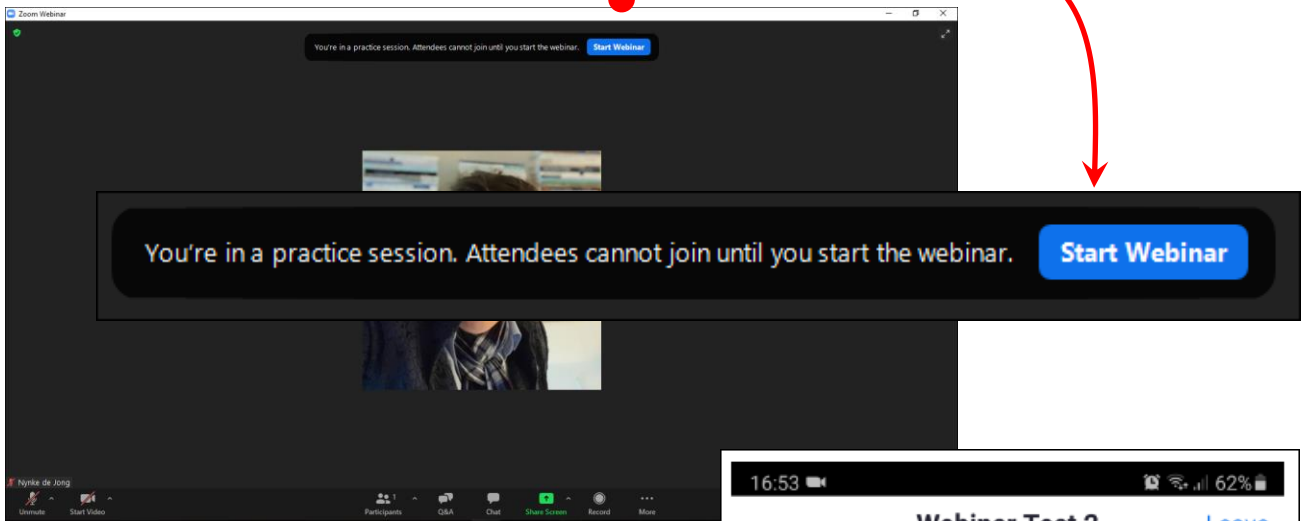
3.1 Start a ZOOM webinar lecture

You will receive email, as a lecturer:

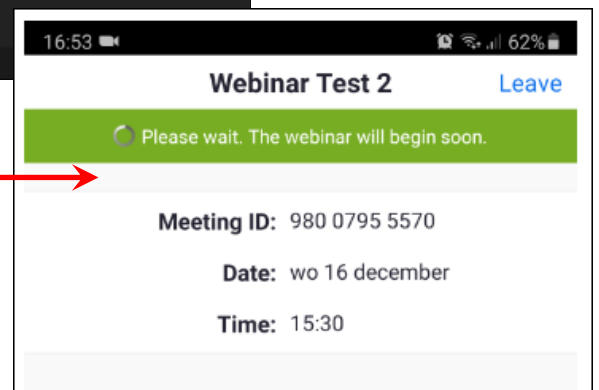


Click on '**Start Webinar**'. Please note, you should use your log in details of ZOOM, otherwise the ZOOM webinar does not recognise you as a lecturer.

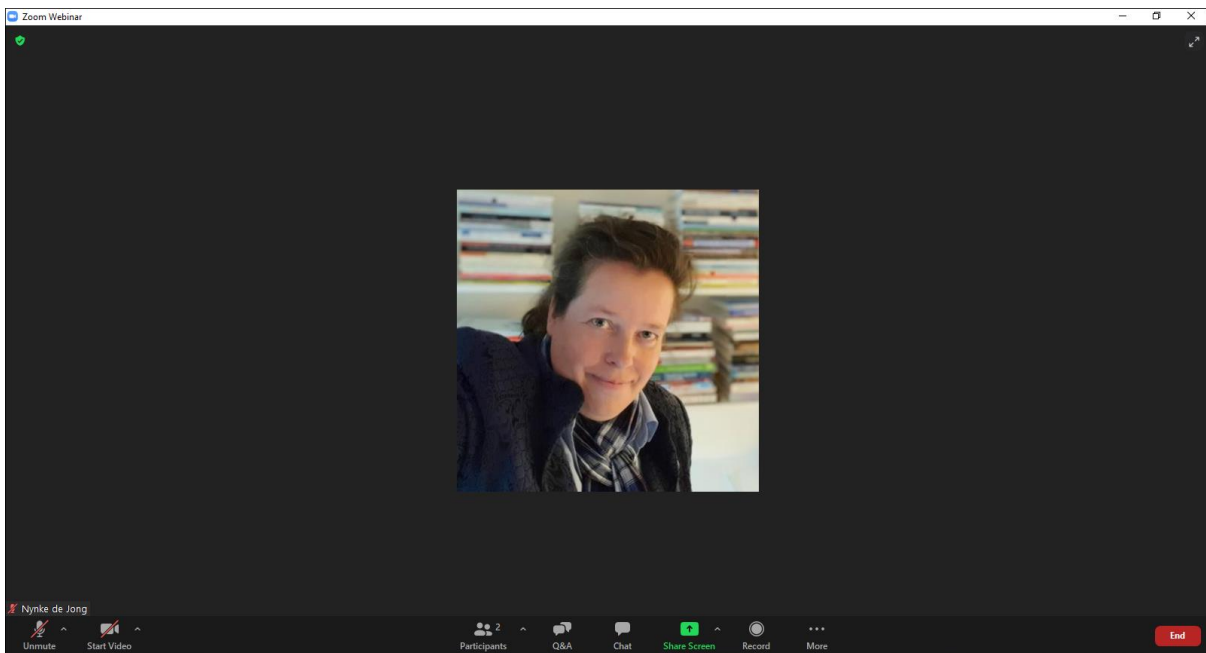
When you logged in into ZOOM webinar you will this, please note you are in a practice session:



In the practice session, you will see **NO** students. Students will a message like this message: You have to click on '**START WEBINAR**' to start the lecture. Students automatically enter.

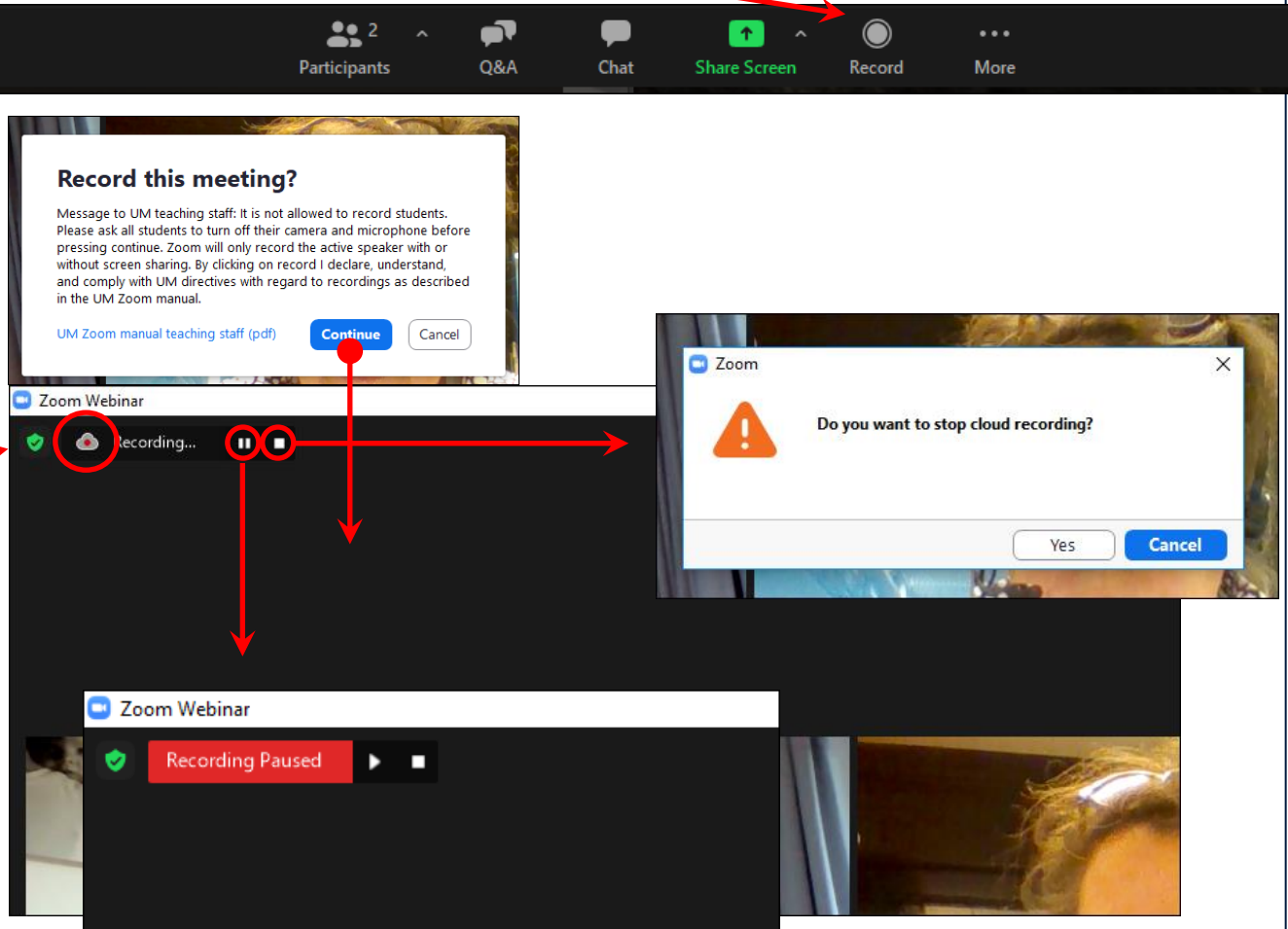


In the webinar you will see:



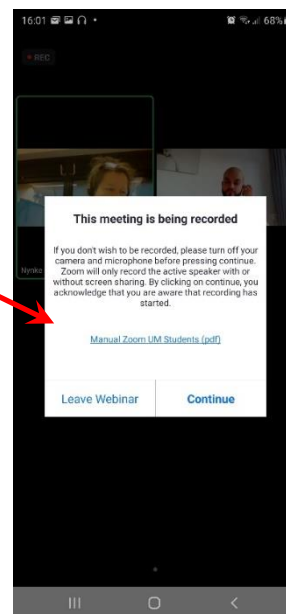
3.2 Start the recording in a ZOOM webinar

To record a meeting, click on 'Record'.



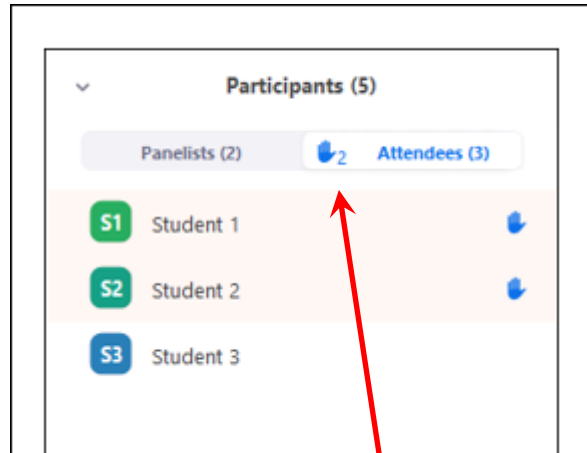
Please note, the cloud with red dot means: Recording!

Students will see this while starting the recording:

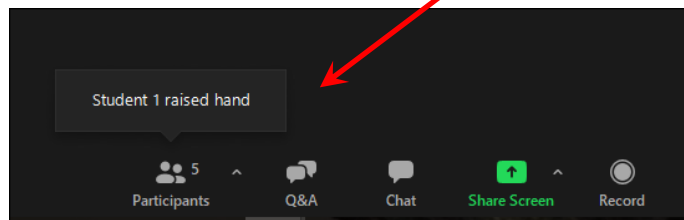


3.3 Roles, raise hand, talking and share in ZOOM webinar lecture

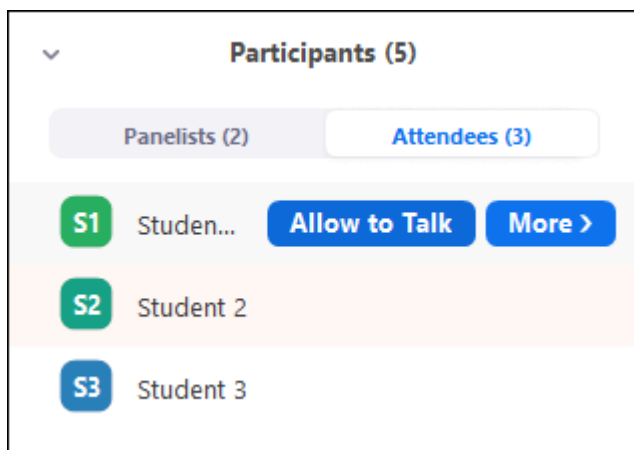
Roles: You, as a lecturer, are a panelist. Teachers can be host, co-host or panelists (you can find the teachers in the section panelists). Students are called attendees and they can **raise their hand**: Click on '**Participants**' and you will see this:



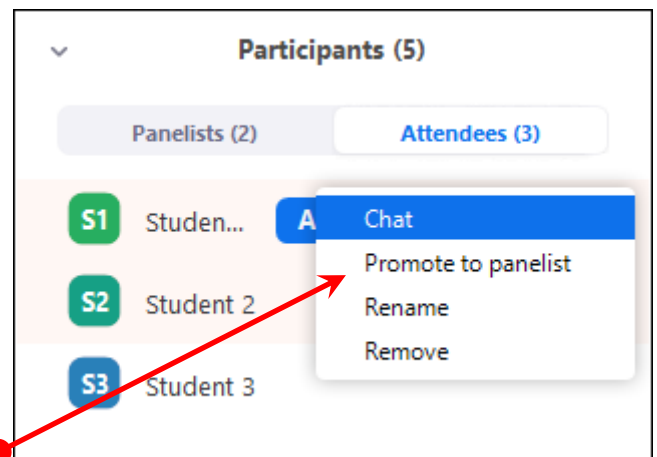
You as a teacher will see this:



You can ask a student to **talk** by hovering over the name in participant box:



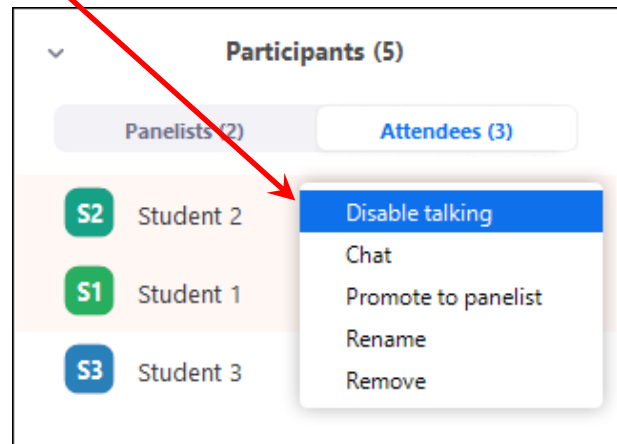
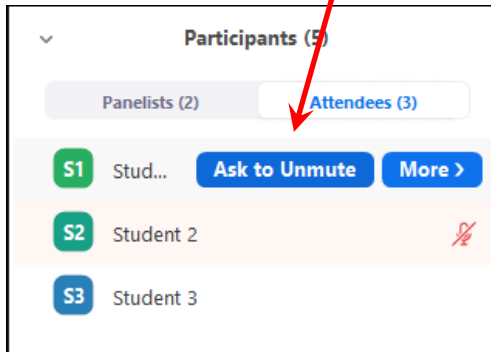
By clicking more, you will see this:



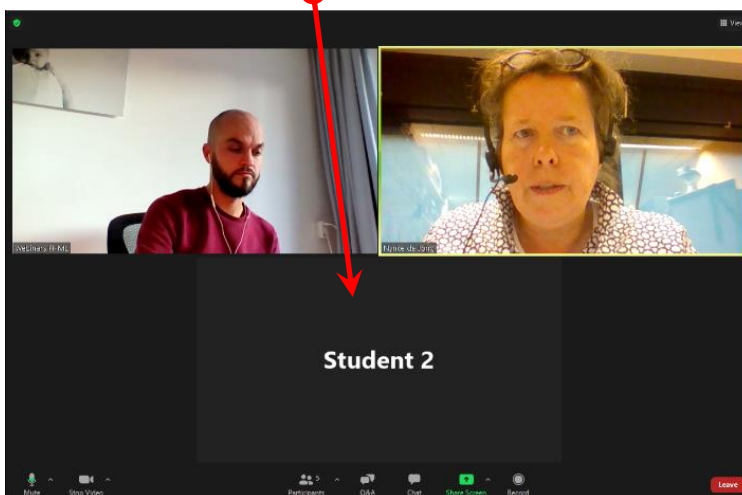
You can make students (attendees) panelists.

You can mute students by click on **'Disable talking'**.

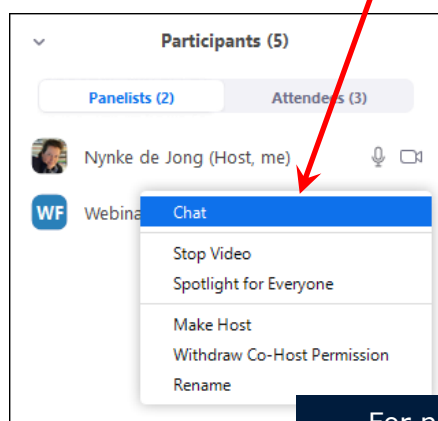
You can ask students to mute:



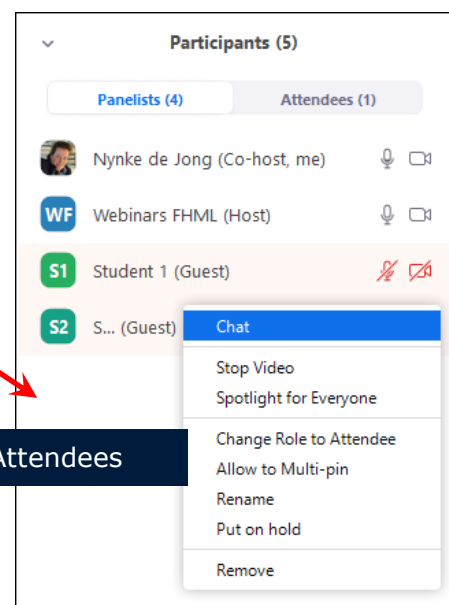
Here you can see a student is panelist.



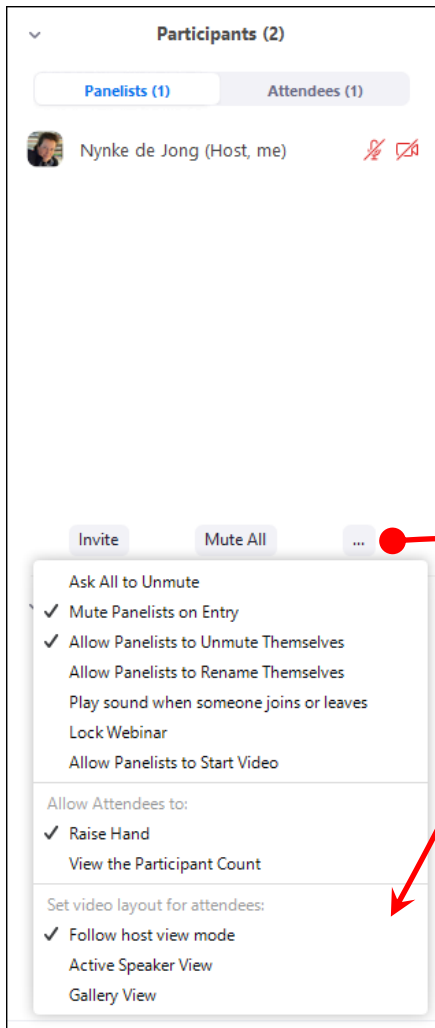
You, as a host, can take the following actions



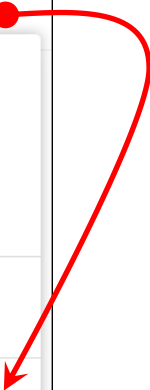
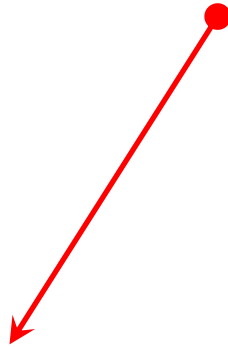
For panelists



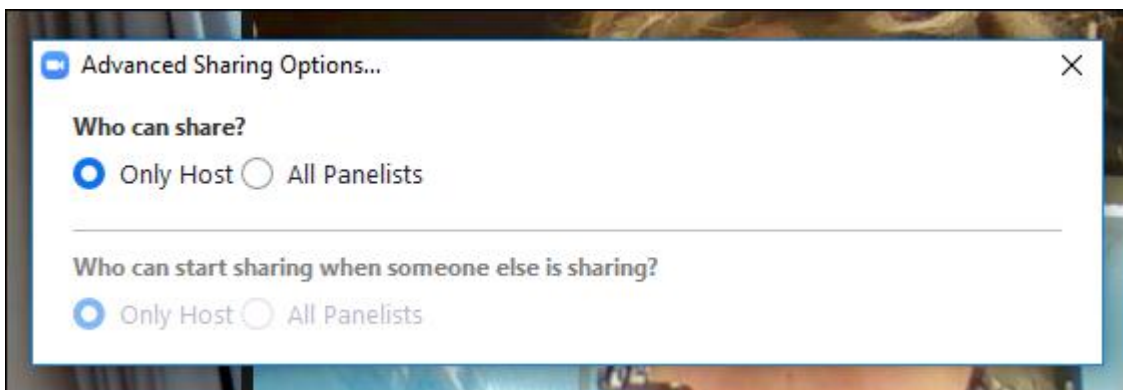
For Attendees



See all options in PARTICIPANTS:



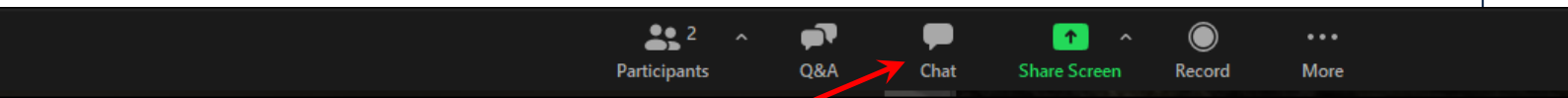
Please note, only a panelist (host/co-host/panelist) can **share** content:



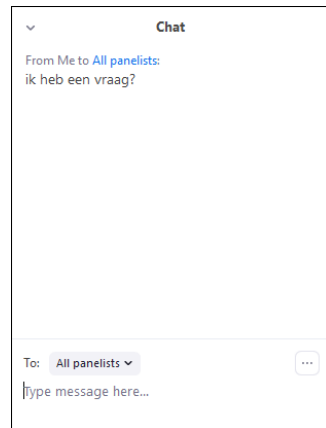
3.4 Ask questions in a ZOOM webinar lecture

Students can ask questions: (1) you unmute the students (see instructions above); (2) use the chat; or (3) use the option Q&A.

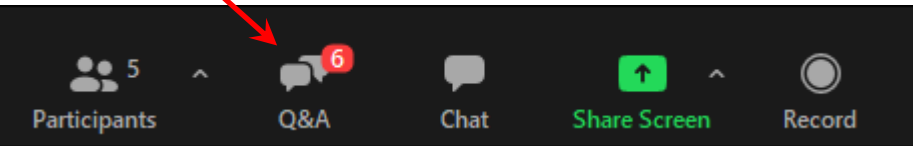
In large groups, we recommend an extra person (an extra teacher as co-host), a scribe, for checking the chat box and/or answering the chat box. For question to the lecturer, we recommend to use the Q&A option.



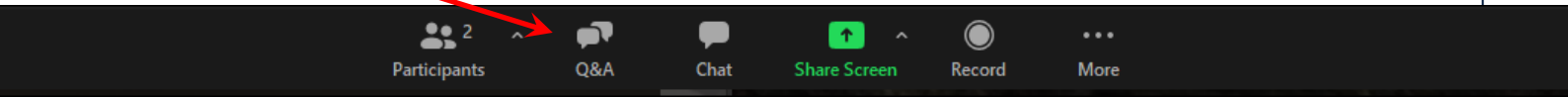
Click **chat** and you will see this:



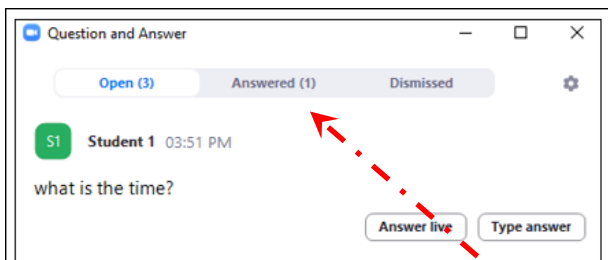
Six new messages in **Q&A**:



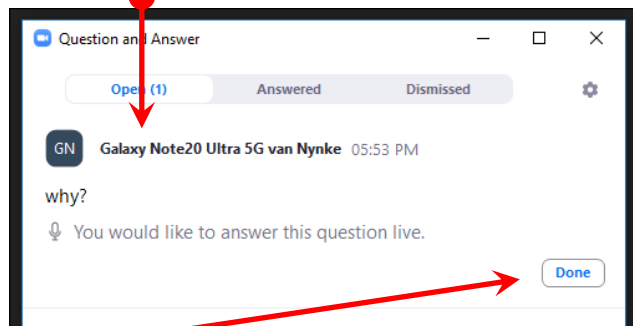
Q&A:



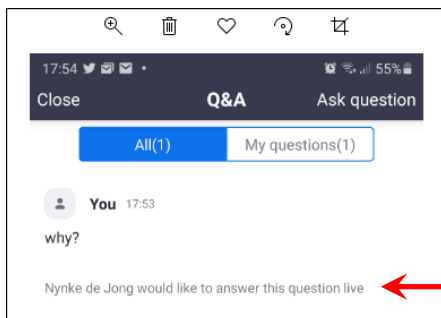
When clicking on Q&A you will see questions. You can type an answer or answer live



Click '**Answer live**', you will see this:

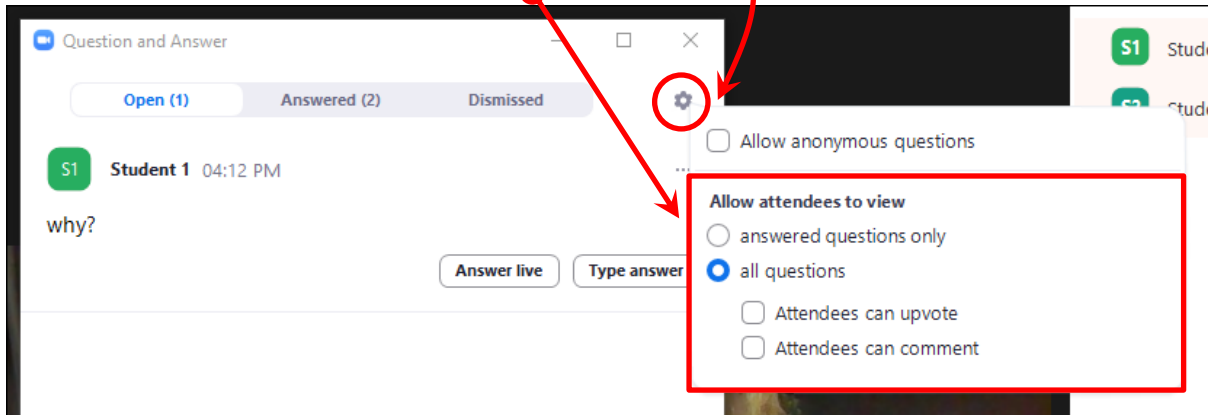


Click done, and the question is answered.

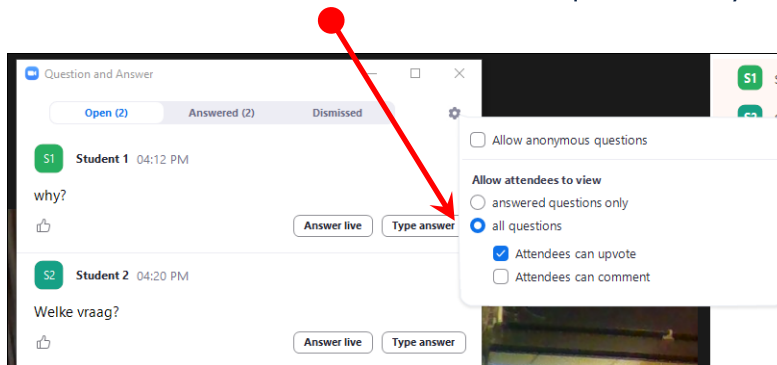


The student will see this.

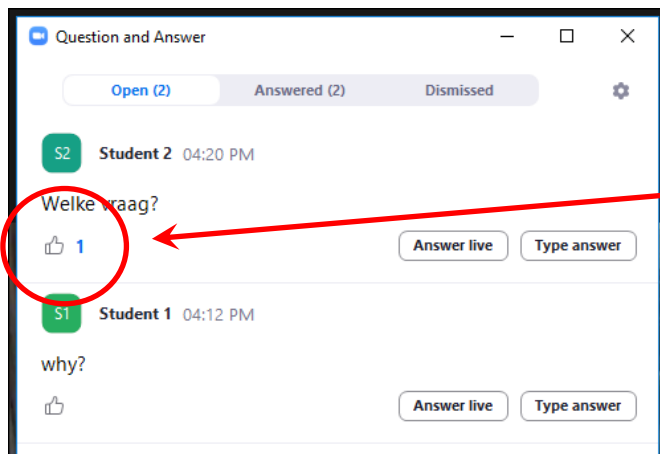
Click on the 'setting' button and you see this (popup screen):



Click on '**Attendees can upvote**' (why: e.g. you have time for one question but there are more. You let students choose which question they like you to answer):

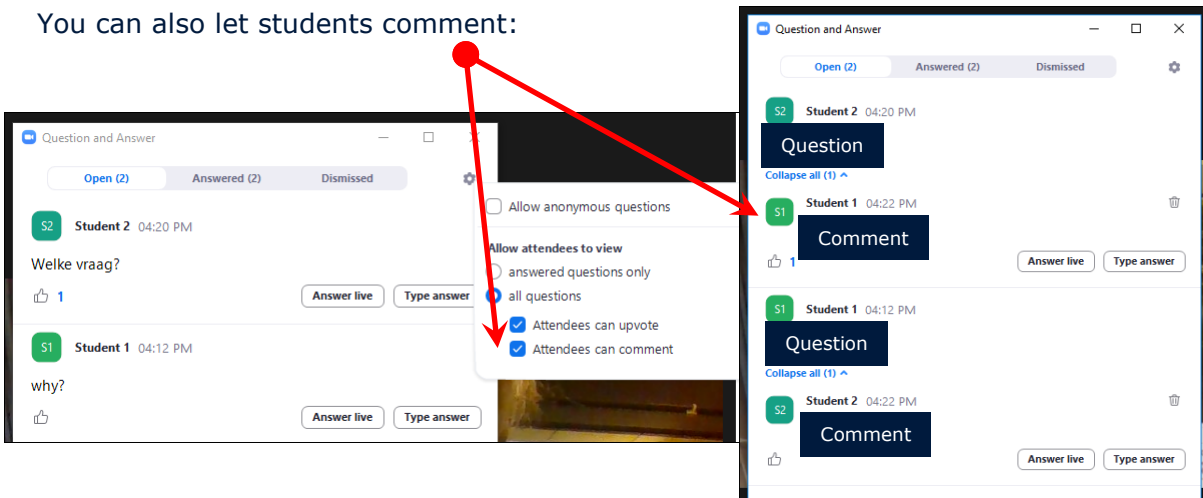


Students will see this:



Student can click on a thumb.

You can also let students comment:



You can also dismiss or delete questions, click on three dots, then DISMISS or DELETE:
Dismissed question will be in the dismissed folder.

