

## **Virtual Meeting Guidelines (for Advisors)**

- ✚ Recording – Zoom has a “Record” option: recording may be a violation of student confidentiality if no consent is received in writing from students prior to the session.
  
- ✚ If you are using a Zoom room/link that requires a password, remember to share it with your student prior to the meeting. When the student joins the meeting, if you are using the “Waiting Room” feature, you will need to let them in (click “Admit” when the “Participant” button blinks on the bottom of the Zoom screen).
  
- ✚ To enable the Waiting Room feature, follow these steps: 1.) Go to zoom.us and login to your WOU account. 2.) Go to the “Meetings” tab, then click “Personal Meeting Room.” 3.) Scroll down to “Edit this Meeting,” then check the “Enable Waiting Room” box under the “Meeting Options” heading. 4.) Make sure to click “Save” at the bottom of the page once you are done. For more detailed info, visit: <https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>
  
- ✚ Headsets provide better sound quality and prevent feedback loops and/or significant lags in sound. Use one, if possible. The Hammersly Library has headsets available for checkout (see <http://research.wou.edu/equipment/accessories>).



- # It is a good idea to be in your Zoom room a few minutes prior to the meeting (before the student shows up), to make sure everything is running properly.
- # After the meeting is over, **click the red “End Meeting” tab on the bottom right corner of the Zoom screen.** You will need to do this to end the meeting even when the student leaves, as you are the host.
- # Zoom has a screen sharing feature (found at the bottom of the screen), which allows students to more easily follow along when you are looking at College Scheduler, DegreeTracks, or other advising resources). To enable students to share their screen, just click the top right corner of the “Share Screen” button once the student joins, then check the box that allows multiple participants to share the screen (not just the host).
- # Zoom has a Chat function (found at the bottom of the screen), which allows you to type messages to students during the meeting via your keyboard. This feature can help you maintain communication with the student if technical difficulties arise. It is also a good way of sharing links to the student in real time.
- # You can also save Chats from an appointment with students, for future reference. You can do this manually or set up Zoom to do this automatically. Please find step by step instructions on how to do either of these options at:



<https://support.zoom.us/hc/en-us/articles/115004792763-Saving-In-Meeting-Chat>

- ✚ Have as much patience as you can! The transition to working remotely has been stressful for students, faculty, and staff. A good attitude can go a long way when technical difficulties arise, for example.